

TO: TENTATIVE APPLICANTS

**HOW TO CLEAR THE ROAD RIGHT OF WAY CONDITIONS
ON A CONDITIONAL CERTIFICATE OF COMPLIANCE.**

1. A fee of **\$542.00** payable to the Los Angeles County Dept. of Public Works will be required to begin the process of clearing the conditions of road right of way dedication on any Conditional Certificate of Compliance within the unincorporated area of the county.

* If you wish to mail in the fee, please use the following address:

**Los Angeles County Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460**

**Attn: Survey/Mapping & Property Management Division
Right of Way Engineering Section (Ms. Thu Truong)**

** If you wish to come in person, the address of the Department of Public Works Headquarters building is:

**900 S. Fremont Avenue
Alhambra, CA 91802**

(See page 595 H/6 of the Thomas Guide for general area.)

2. Please include one copy each of the following five items with your fee:

A. Grant Deed

B. Either

- 1) Title Insurance policy not older than 6 months from date of transmittal, or
- 2) Title Insurance Policy older than 6 months together with a Preliminary Title Report not older than 6 months

C. Recorded deeds affected by or referenced in the vesting document, Title Policy, or in the proposed easement's legal description.

D. Recorded easement documents for incoming, outgoing, abutting, or overlap easements for the same purposes for verification of proper continuity of the proposed easement.

E. Deed of Trust

The document(s) prepared by our office will be mailed to you for your notarized signature(s) with a self-addressed envelope included so that you may return them to our office for recording. After recording the document(s), we will notify the Department of Regional Planning that the right of way dedication requirements have been met. A copy of this notification will also be mailed to you.

Please note that the Conditional Certificate of Compliance may only be cleared through the office of the Department of Regional Planning. Upon receipt of the above-mentioned notification, we recommend that you contact Mr. Gary Fountain at (213) 974-6458 for other items/conditions affecting the Conditional Certificate of Compliance and instructions to clear/record a Certificate of Compliance (Clearance).

EXPLANATION OF CONDITIONAL CERTIFICATE OF COMPLIANCE

DEFINITION:

Title 21 of the Los Angeles County Code provides for the processing of documents if dedications or offers of dedication are to be made by separate instrument, in conjunction with a certificate of compliance process, under the provisions of Chapter 21.60 of this title.

The conditions are determined by the Department of Regional Planning Land Development Coordinating Center, located in **Room 1360 (13th Floor) of the County Hall of Records, 320 W. Temple Street, CA 90012.** Their public counter is open between the hours of **1 p.m. and 6:00 p.m., Monday through Thursday.**

LEGAL BACKGROUND:

The basic legal requirements are pursuant to Section 7050 of the Government Code.

PROCESSING FEES:

Fees are charged by the County Department of Public Works and the Department of Regional Planning to process a Certificate of Compliance. This fee is divided into two installments:

- (1) \$542.00 for the preparation of document(s) to comply with the requirements for future road right of way dedication and appurtenant rights to the County of Los Angeles.
- (2) \$465.00 for the final clearance of conditions which can only be submitted to the Department of Regional Planning Office.

ADDITIONAL CONTACT INFORMATION:

If you have additional questions that this brochure does not address, please call Ms. Thu Truong of the Department of Public Works at (626)458-7106 during the hours of 6:30 a.m. to 5:15 p.m. from Monday through Thursday.