

# **IMPORTANT INFORMATION**

## **ATTENTION DEVELOPERS IN LOS ANGELES COUNTY**

(Owners/Developers/Engineers recording Subdivision Maps, please see next page.)

Los Angeles County Department of Public Works is in the process of implementing a Digital Submission Ordinance requiring Developers to submit Tract and Parcel Maps in digital format as part of their final checking process. The digital submission specifications are similar to what Orange County and Ventura County have adopted thus requiring the developer to adhere to only one standard. The effective date for this ordinance is October 7, 1999.

The following procedures will be implemented upon adoption:

- Developer submits digital media with the final mylar of the map at the public counter in the Land Development Division. (Optional: submit digital media with initial submittal for check of the digital data requirements).
- The counter staff verifies that both disk and maps are submitted.
- Mapping staff will verify that the electronic data adheres to the specifications and matches

the mylar. The disk will be returned to the developer for corrections if not properly prepared and re-submittal will be required for plan approval.

In an effort to make this change in procedures as easy as possible for the developer, the Ordinance and detailed Specifications have been posted on the Los Angeles County Department of Public Works Internet Web site at <http://ladpw.org>. A hard copy will be available at the public counter in Land Development Division, Central Office, 900 S. Fremont, 3rd floor, Alhambra, CA 91803 (Monday through Thursday 7:00 a.m. to 5:00 p.m., closed Friday).

If you have any questions please contact Marianne Jeffers from Mapping and Property Management Division at 626) 458 7035 or Randine Ruiz from Land Development Division at 626) 458 4902.

Thank you for your cooperation.

## **IMPORTANT INFORMATION**

Date: May 1, 2002

To: Owners/Developers/Engineers recording Subdivision Maps

In 1999, the Los Angeles County Department of Public Works implemented a Digital Submission Ordinance (DSO) requiring Developers/Engineers to submit Tracts and Parcel Maps in digital format as part of their final map checking process for the unincorporated areas.

As you may know, one of the County's responsibilities in the subdivision process is to record all tracts and parcel maps located within Los Angeles County (including cities). Effective immediately, for all new tract and parcel maps, we will be implementing a new procedure to record subdivision maps in the cities. Prior to recordation, a digital submission for ALL subdivision maps will be required regardless of whether the subdivision takes place in the Unincorporated Territory of the County of Los Angeles or in a city.

The DSO recording procedure for cities is essentially the same as it is for the unincorporated county areas except for the following areas:

- When the 5 year tax history package is submitted a digital disk and a hard copy of the preliminary subdivision map is required.
- Mapping staff will verify that the electronic data adheres to the DSO specifications and matches the hard copy. The disk will be returned to the developer for possible corrections before recordation.
- If any changes are made to the subdivision map, an updated disk and hard copy must be submitted for review prior to recordation. [Please allow enough time for rechecking the data].

The Ordinance and detailed Specifications that need to be followed are posted on the Los Angeles County Department of Public Works Internet Web site at <http://ladpw.org/mpm/dso/> (Look under Other, Property Management, Digital Submission Ordinance). A hard copy will be available at the public counter in Land Development Division, 900 S. Fremont, 3<sup>rd</sup> floor, Alhambra, CA 91803 (Monday through Thursday 7:00 a.m. to 5:00 p.m., closed Friday).

If you have any questions, please contact Marianne Jeffers from Mapping and Property Management Division at 626) 458-7035 or Randine Ruiz from Land Development Division at 626) 458-4902.

Thank you for your cooperation.