



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
LAND DEVELOPMENT DIVISION**

**ELECTRONIC TAX PACKAGE SUBMITTAL**

To expedite and properly process your tax package, individual files of the items listed below are required. It is our policy to only accept complete submittals for processing.

1. PDF of final map.
2. PDF of the 5-year tax history issued by a title company (must be wet signed by a title officer, see sample below) and a [Processing fee](#)\* (Click link and see page 5 for current fee).
3. PDF in color and in landscape format of a **Full Size Image on 11” by 17”** of the most recent Assessor Map Book page or pages with the boundary of the proposed division of land (distinctive border) outlined in **RED** and annotated with your final map number (Tract No./Parcel Map No.) also in **RED** (see sample below).
4. PDF of Bond Estimate Declaration (see form below) and a [Processing fee](#)\*. (Click link and see page 5 for current fee).
5. [Recording fee](#)\* (Click link and see page 5 for current fee).
6. Digital format of final map (AutoCAD or Microstation) with initial submittal and final submittal of mylars.

**NOTES:**

Title Report/Subdivision Guarantee. An original subdivision guarantee with the wet signature of the title officer, not older than 90 days at the time of recording, is required for all tracts and for any parcel map for which an owner's statement certificate is shown on the title sheet. The guarantee must be received by this office prior to submitting the original mylar maps for recordation. The County Recorder will not record any subdivision which has an owner's statement on the title sheet unless it is accompanied by said original subdivision guarantee with the wet signature of a title officer.

Incomplete and/or incorrect tax packages will receive a rejection notification at the email address provided in the tax package submittal.

If you are submitting your map to the department for review, refer [to parcel map and tract submittal instructions](#). (Click link for instructions)