

**To:** Applicants Needing to Satisfy the Conditions for a Certificate of Compliance

## **HERE ARE THE STEPS REQUIRED TO BEGIN THE CLEARANCE OF RIGHT OF WAY CONDITIONS ON A CONDITIONAL CERTIFICATE OF COMPLIANCE**

The Los Angeles County Department of Regional Planning (Regional Planning) is the authority that issues a Conditional Certificate of Compliance and the Certificate of Compliance (Clearance). The Los Angeles County Department of Public Works (Public Works) performs the service of preparing and recording the required easement conveyance documents and exhibits needed to dedicate or offer to dedicate public road right of way and public service easements when required in the conditions listed in the Conditional Certificate of Compliance. When initiating the process to clear a condition in a Conditional Certificate of Compliance issued by Regional Planning, please follow these steps:

**1. Mail a request letter to:**

Los Angeles County Public Works  
Survey/Mapping & Property Management Division, 10<sup>th</sup> Floor  
Right of Way Engineering Section, Unit 6  
(Attention: Nathan Salazar)  
P.O. Box 1460  
Alhambra, CA. 91802-1460

If you prefer to visit in-person, the Public Works Headquarters Building is located at:

900 South Fremont Avenue, 10<sup>th</sup> Floor  
Alhambra, CA. 91803-1331

Please bring an identification with a picture, check-in with Security personnel upon entering the building, and request directions to the Survey/Mapping & Property Management Division's public counter.

**2. Please include the following items with your letter:**

- A. A cashier's check or money order in the amount of **\$749.00**, payable to the County of Los Angeles. Please note the Certificate of Compliance number on the check or money order.
- B. A copy of your grant deed. If the property is held in a Trust, please provide a copy of it. You may provide the pages of the Trust clearly designating you as an Executor or Trustee, but it will be subject to our review for acceptability and sufficiency to complete this process.

- C. Either:
1. A copy of your Title Insurance Policy not older than 6 months from date of transmittal, OR
  2. A copy of your Title Insurance Policy older than 6 months together with a Preliminary Title Report not older than 6 months.
- D. All recorded deeds referenced in the Title Policy, the Preliminary Title Report, and in the grant deed.
- E. All recorded deeds of the same easement type (estate) as the one requiring dedication that are overlapping, abutting, or nearby.
- F. A copy of the Assessor's Map(s) showing your affected property(ies). The Assessor's Map will be found at: <https://portal.assessor.lacounty.gov/>.

After preparing the easement dedication document, we will mail it to you for your notarized signature and will include a self-addressed stamped envelope for you to return it to our office for review and recording. After recording the document, we will notify Regional Planning that the right of way dedication conditions have been satisfied. A copy of this notification will also be mailed to you.

Please note that the Conditional Certificate of Compliance may only be cleared through Regional Planning. When you receive the copy of our notification, we recommend that you contact Mr. Timothy Stapleton of Regional Planning at (213) 893-7004, for other items or conditions cited in the Conditional Certificate of Compliance and to receive additional instructions for processing a Certificate of Compliance (Clearance).

## EXPLANATION OF A CONDITIONAL CERTIFICATE OF COMPLIANCE

### **BACKGROUND:**

Los Angeles County Code, Title 21, Chapter 21.60, Certificates of Compliance-Notices of Violation supplements California Government Code Sections 66499.34, 66499.35, and 66499.36 and authorizes Regional Planning to determine the legal status of parcels of land. Where the Director of Regional Planning issues a Certificate of Compliance with conditions requiring the dedication or an irrevocable offer of dedication by separate instrument, Chapter 21.60 serves as the guide. California Government Code Section 7050 provides the definition of an irrevocable offer of dedication. Regional Planning's Questions and Answers Sheet concerning Certificates of Compliance is enclosed or may be accessed at:

[https://planning.lacounty.gov/wp-content/uploads/2022/10/certificate-of-compliance-eng\\_info.pdf](https://planning.lacounty.gov/wp-content/uploads/2022/10/certificate-of-compliance-eng_info.pdf).

The location of the Regional Planning office that determines and issues Certificates of Compliance and Notices of Violation is:

Address: Department of Regional Planning  
Subdivision & Enforcement Section, Room 1341 (13th Floor)  
Hall of Records  
320 W. Temple Street  
Los Angeles, CA 90012  
Telephone: (213) 974-6458

**PROCESSING FEES:**

Fees are payable to the County of Los Angeles and are charged separately by Public Works and Regional Planning to process a Conditional Certificate of Compliance.

The fees are to be paid in two installments:

- (1) \$749.00 (subject to change) for the preparation of document(s) complying with the requirements for dedications or offers of dedications and appurtenant rights to the County of Los Angeles.
- (2) Please Contact Subdivision Research & Enforcement Section, Department of Regional Planning, Room 1341, 13th Floor, 320 W. Temple Street, Los Angeles, CA 90012, (213) 974-6458, for the updated fee for the preparation and recording of a "Clearance of Conditions" document

**ADDITIONAL CONTACT INFORMATION:**

If you have additional questions or need further information, please call Mr. Nathan Salazar of the Los Angeles County Public Works at (626) 458-7039 or by email at [NSalazar@pw.lacounty.gov](mailto:NSalazar@pw.lacounty.gov) during the hours of 7:00 a.m. to 5:00 p.m. from Monday through Thursday.

CMAR  
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