



APPLICATION NO.

Filing Fee -

\$1,949

## TENTATIVE PARCEL MAP - URBAN LOT SPLITS

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**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):**

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PROJECT ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**APPLICANT'S AGENT****(REGISTERED CIVIL ENGINEER)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ CIVIL ENGINEER NO. \_\_\_\_\_

**LEGAL OWNER OF PROPERTY**

(IF DIFFERENT THAN APPLICANT): \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S PHONE NUMBER/EMAIL ADDRESS: \_\_\_\_\_

(ATTACH A SEPARATE SHEET IF NECESSARY, INCLUDING NAMES AND ADDRESSES OF MEMBERS OF PARTNERSHIPS, JOINT VENTURES, AND DIRECTORS OF CORPORATIONS)

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**AGE OF STRUCTURE(S):** \_\_\_\_\_

**NUMBER OF UNITS TO BE DEMOLISHED  
OR ALTERED:** \_\_\_\_\_

**SUBJECT TO DEMOLITION PERMIT:**                      YES                      NO

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**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL  
THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

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DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

## **FILING REQUIREMENTS**

**Note:** All the items listed below are required at the time of the submittal.

- ☐ Completed application form.
- ☐ Current Preliminary Title Report or Grant Deed (dated within 60 days of the submittal of the application).
- ☐ An Ownership Disclosure Form is required to ensure the owner is an "individual property owner" as defined by Government Code. If the property is owned by a community land trust or a qualified nonprofit corporation, the disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current partnership, trust, or non-profit document, as applicable.
- ☐ A signed and notarized affidavit stating that the property owner intends to occupy one of the dwelling units on one of the resulting lots as the property owner's primary residence for a minimum of 3 years after the urban lot split is approved (refer to the attached affidavit), and the lot was not: 1) Split through a prior urban lot split; and 2) The lot to be split is adjacent to a lot that was established through a prior urban lot split by the owner of the lot to be split or by any person acting in concert with the owner.
- ☐ A signed and notarized affidavit by the property owner stating that that none of the housing on the lot has been occupied by a tenant within the past three years (refer to the attached affidavit).
- ☐ Submit one copy of affidavit certifying, under penalty of perjury, pursuant to Section 2015.5 of the Code of Civil Procedure, that all existing easements of record are shown on the tentative map.
- ☐ If the lot split would result in demolition or alteration of an existing dwelling unit, the urban lot split will not have an impact on protected housing as defined in the Government Code Section 66411.7.
- ☐ If the lot split would result in demolition or alteration of existing dwelling unit, proof that no housing on the lot has been occupied by a tenant within the past 3 years.
- ☐ Soils Report
- ☐ Grading. Submit a grading plan showing existing topography and finished grades, including cross sections of the finished grades.

### **Tentative Map Requirements**

Tentative maps shall be on one sheet and shall be on white background prints. Engineering scale shall be 1" = 100', or that which will adequately show the proposed development. The overall dimensions of the map should not exceed 18" x 24", as oversize maps may not be accepted. The applicant shall provide one pdf copy. All dimensions shall be shown on pdf copy. The map must show:

1. Parcel number in upper middle portion of map.
2. Date, north point, scale and name of all owners.
3. Boundaries

- Approximate bearings and distances
  - Use heavy lines to define
  - Label with references to adjoining recorded maps or deed lines
4. Legal description of the land-sufficient to define boundaries.
  5. Lots- Number each lot and show approximate dimensions.
  6. Contours (approximate) within and adjacent to subdivision.
  7. Streets
    - Adjoining the property-show name, location, width, status, and existing and proposed improvements.
    - Curve radii
    - Rate of grade, drainage direction and water distribution
    - Street lights
  8. Easements- Location, width, and status within and adjoining subdivision.
  9. Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and, if possible, to two streets.
  10. Existing structures
    - Show approximate location of those not to be removed.
    - Show if within 500 ft. of subdivision on adjoining land.
  11. Grading Plan (preliminary), if grading indicated.
  12. Zoning- Present and proposed. Delineate zone boundaries.
  13. Stormwater- Approximate limits of any area subject to stormwater overflow or inundation and the location, width and direction of flow of each water course and/or swale.
  14. Wells- Existing
  15. Sewage Disposal- Location of any existing sewage disposal system which is proposed to remain in the division of land.
  16. Stamped by a registered engineer.

### **INFORMATION FOR URBAN LOT SPLIT**

1. Accessor Parcel Number: \_\_\_\_\_
2. Size of existing parcel involved or to be split (gross): \_\_\_\_\_ SF  
Linear Feet of Frontage \_\_\_\_\_
3. New lot size of proposed lots:  
Parcel 1: \_\_\_\_\_ SF  
\_\_\_\_\_ Linear Feet of Frontage  
Parcel 2: \_\_\_\_\_ SF  
\_\_\_\_\_ Linear Feet of Frontage
4. Acknowledgement that inspections may be required to determine compliance with fire and seismic regulations/requirements:    Yes    No

**OWNERSHIP DISCLOSURE CERTIFICATE**

All Owners of Record must sign this Certificate. List below by Assessor's Parcel Number (APN) all property adjacent or contiguous to the parcel being considered for Land Division that are owned or beneficially controlled by the individual(s) signing this certificate. The undersigned owner(s) or officer(s) in the organization owning the lands for which this application for land division is made, states that he or the organization is aware of the application being filed with the City of Pico Rivera, and certifies under penalty of perjury that the information contained in this application is true and correct. Any person signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a certified copy of the Power of Attorney.

Assessor's Parcel No. of Parcel(s) being divided:

\_\_\_\_\_

Signature (Owner of Record):

Date:

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

This form must be notarized.

STATE OF CALIFORNIA  
CITY OF PICO RIVERA  
COUNTY OF LOS ANGELES

I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be notarized.

# AFFIDAVIT

STATE OF CALIFORNIA  
CITY OF PICO RIVERA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_ hereby certify that none  
(print name)  
of the housing on the lot has been occupied by a tenant within the past three (3) years  
from the date of this application, that none of the housing is income-restricted for  
households of moderate, low, or very low income, and the house or lot does not contain  
housing that has been withdrawn from rental or lease under the Ellis Act (Government  
Code Sections 7060–7060.7) at any time in the 15 years prior to submission of the  
urban lot split application.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be notarized.



**EASEMENTS OF RECORD**

Tentative Map No. \_\_\_\_\_

**AFFIDAVIT**

STATE OF CALIFORNIA       }  
COUNTY OF LOS ANGELES }       SS.

I, \_\_\_\_\_, declare under penalty of perjury that all easements of record, [as shown on Preliminary Title Report No. \_\_\_\_\_] are shown on the tentative map no. \_\_\_\_\_ and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements are also stated.

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_. 20\_\_\_\_.