

## **CORRECTION AND AMENDMENT OF FINAL MAPS**

A formal procedure for correcting and amending Final Tract and Parcel Maps is described in Chapter 16.28 of the Rancho Palos Verdes Municipal Code. Under this procedure, a final tract or parcel map may be amended by a Certificate of Correction or an Amending Map when:

- 1) There are changes in circumstances which make any of the conditions of the Map no longer appropriate,
- 2) The modifications do not impose any additional burden on the present fee owner of the property, and
- 3) The modifications do not alter any right, title, or interest in the real property reflected on the recorded map.

**When you are ready to file your Final Map Amendment/Correction request application, please make certain the entire application form is completed and that you have all the required materials; otherwise, the application cannot be accepted for filing.**

In order to process your application without delay, these are the materials you must submit:

- A completed Map Amendment/Correction application form, signed by the property owner.
- Three (3) copies of the recorded Final Map indicating:
  1. The lot(s) subject to the proposed amendment request.
  2. Special notes, conditions, or easements subject to the proposed amendment request.
- If applicable, three (3) copies of the approved Tract conditions of approval of the subject map.

All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired by the applicant, only one copy of each required plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans

(3 copies) will be requested from the applicant. Three (3) reduced copies (no larger than 11" X 17") of all regular sized plans must also be submitted (Note: For applications that are to be reviewed by the Planning Commission, once the application has been deemed complete, you will be required to submit an electronic version of the plans).

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the

property owner of every parcel which falls within a 500 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners' mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.

- If applicable, two (2) copies of geotechnical reports, soils reports, hydrology reports, or engineering reports relevant to the required map amendment request.
- If applicable, any related applications necessitated by the proposed map amendment request (i.e., Conditional Use Permit - Revision, Grading, Coastal Permit Amendment). Please contact a staff planner to verify whether a related application will be necessary.
- Filing Fee: 

Parcel Map – Final - Amendment	\$622.00
Parcel Map – Tentative – Amendment	\$2,872.00
Tract Map – Final – Amendment	\$727.50
Tract Map – Tentative – Amendment	\$3,121.50

Once the request application has been deemed complete by formal notification, staff will evaluate your request in preparation for a public hearing before the Planning Commission. Please note that the City may require further information in order to clarify, amplify, correct, or otherwise supplement existing data. It is strongly suggested that you supply any requested information in a timely manner in order to avoid any delay in the processing of your request.

You will be notified of the date of the public hearing on your project. Staff will prepare a report and recommendation to the Planning Commission. It is important that you plan to attend the hearing so that you may answer any questions the Planning Commission may raise.

**CORRECTION AND AMENDMENT OF FINAL MAPS**

TRACT MAP NO. \_\_\_\_\_ AMENDMENT NO. \_\_\_\_\_

PARCEL MAP NO. \_\_\_\_\_ AMENDMENT NO. \_\_\_\_\_

APPLICANT/CONTRACTOR:

LANDOWNER:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(ADDRESS)

PHONE: WORK: \_\_\_\_\_

PHONE: WORK: \_\_\_\_\_

HOME: \_\_\_\_\_

HOME: \_\_\_\_\_

GENERAL INFORMATION

TRACT MAP NO.: \_\_\_\_\_

LOT(S): \_\_\_\_\_

PARCEL MAP NO.: \_\_\_\_\_

LOT(S): \_\_\_\_\_

DATE OF MAP RECORDATION: \_\_\_\_\_

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

ASSESSOR'S BOOK, PAGE, AND PARCEL NO.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PLEASE EXPLAIN, IN DETAIL, THE NATURE OF THE REQUESTED MAP AMENDMENT.

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PLEASE EXPLAIN, IN DETAIL, THE REASON FOR THE MAP AMENDMENT REQUEST.

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PLEASE EXPLAIN, IN DETAIL, THE CHANGES IN CIRCUMSTANCES WHICH MAKE ANY OF THE CONDITIONS OF THE MAP NO LONGER APPROPRIATE.

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I HEREBY CERTIFY, under penalty of perjury, that the information and materials submitted with this application are true and correct.

Dated at \_\_\_\_\_, California, on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Staff Signature

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

**CITY OF RANCHO PALOS VERDES  
INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST**

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

**VICINITY MAP**

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

**PROPERTY OWNERS MAILING LIST**

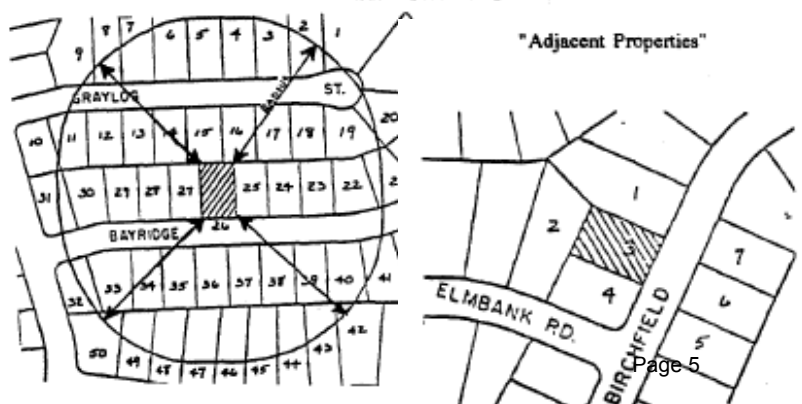
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

**SAMPLE MAILING LABELS**

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

1	2
Harold Jackson	Malcolm Hill
773 Graylog	4117 Greenwood Meadow
RPV, CA 90275	Torrance, CA 90503

**SAMPLE VICINITY MAPS**





**CERTIFICATION OF PROPERTY OWNERS' MAILING LIST**

**Application(s)** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_

**Notice Radius Required** \_\_\_\_\_

**Number of property owners to be notified** \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

\_\_\_\_\_  
Property Owner (Applicant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

***who may prepare radius maps and mailing lists***

Blue Energy  
P.O. Box 3305  
Palos Verdes Peninsula, CA 90274  
(310) 465-1825  
Attn: Natalie Kay

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

NotificationMaps.com  
23412 Moulton Parkway, Ste. 140  
Laguna Hills, CA 92653  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)  
Attn: Martin Parker

Ownership Listing Service  
P.O. Box 890684  
Temecula, CA 92589  
(800) 499-8064  
(951) 699-8064 (FAX)  
Attn: Cathy McDermott

Sir Speedy Mapping Service  
1073 Kendall Drive  
San Gabriel, CA 91775  
(626) 281-6274  
Attn: James Chang

Srour & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srour

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619