

SUMMARY OF QUITCLAIM PROCEEDINGS

HOW DO YOU START?

1. Submit an application or letter to:

Land Development & GIS Division
201 N. Figueroa Street, Suite 200
Los Angeles, CA 90012

Include a stamped legal description by a licensed surveyor and a sketch of the involved easement, a daytime phone number and the reason for the request. (Note: water line and public utility easements are quitclaimed by the Department of Water and Power, Land Section.

2. Submit copies of document which dedicated the easement.
3. Submit two copies of a current title report, preferably less than six months old. The title report is used to determine the exact legal description of the land involved and the fee owner. A "Property Profile" is not acceptable.

NOTE: All applications must be filled out completely. No faxed copies will be accepted as we need original signatures on all requests.

WHAT IS IT GOING TO COST?

1. An investigation and report processing fee of \$7,075.91 (including mandatory 7% surcharge) is required under Section 7.40 of the Administrative Code and Section 61.03 of the Municipal Code. This fee is non-refundable.

The check should be made payable to the "City of Los Angeles Bureau of Engineering".

2. Recording fees which are set forth by the County Recorder of Los Angeles County are required. This fee will be collected by the Real Estate Division.

If the easement to be quitclaimed is in the Coastal Zone, a Coastal Development permit may be required prior to the City's approval of the quitclaim application.

INVESTIGATION AND REPORT

Referral letters are sent to the District Engineer and other City Departments depending on the type of easement being quitclaimed. After all the Departments have responded, an Ordinance is prepared and sent to the City Attorney for approval.

A report is prepared for the City Council's consideration. The report contains all of the recommendations and conditions which must be completed prior to the quitclaim deed being prepared and recorded by the Real Estate Division.

The petitioner is notified by the City Clerk's Office of the time and place of the Public Works Committee or City Council meeting on the matter. If there is no objection to the conditions in the report, it is treated as a routine matter and is referred to the whole Council for the adoption of the report under the "Accelerated Review Process".

After the Council adopts the City Engineer's report, it is sent to the Real Estate Division of the Bureau of Engineering for the processing and recordation of documents.

HOW LONG WILL IT TAKE?

A MINIMUM of six months is required to complete the investigation and hearing by the Council. If the request requires the completion of conditions, it will take considerably longer.

In cases where replacement facilities and/or new easements are required, such replacements and dedications must be completed prior to the City's processing of the quitclaim application.

HOW CAN I OBTAIN INFORMATION ON THE PROJECT STATUS?

Each project is given a title by street name and subject. The street name is that upon which the property fronts. A Right of Way Number is assigned to each project upon receipt of the investigation fee. This number is used primarily by the Real Estate Division for the processing of documents for recordation. All requests should refer to the project title, not right-of-way number.

Information can be obtained in Suite 200, 201 North Figueroa Street, Los Angeles or by telephone (213) 202-3487 or (213) 202-3480 after 7:30 a.m.

All conditions listed in the City Engineer's report must be cleared through the Land Development & GIS Division prior to the recordation of documents.

DATE _____

BUREAU OF ENGINEERING
LAND DEVELOPMENT & GIS DIVISION
201 N. Figueroa Street, Suite 200, Los Angeles, CA 90012

APPLICATION FOR QUITCLAIM OF EASEMENT

1. Applicant (s) _____ (Print)
(Full Name)

(Address) (City) (Zip)

are the owner (s) ___ or representatives (s) ___ of the owner (s) of the properties shown on the attached sketch or described below.

2. The easement to be quitclaim is for () sanitary sewer
() storm drain () future street () OTHER _____
purposes is located at _____

Property description: _____
Lot No., Tract No.

3. The project lies within or is shown on:
(a) Engineering District: (Check appropriately)
() Central () Harbor () Valley () West Los Angeles
(b) Council District No. _____
(c) District Map No. _____
(d) Thomas Guide Reference: _____

4. Document or Map which dedicated easement _____

5. The quitclaim of the easement is necessary _____

6. The phone number at which I can be contacted during the day
(area code) () _____

7. Applicant's signature _____

8. Name and address of the Owner (s) _____
(Full Name)

(Address) (City) (Zip)