

# Standards and Procedures for Assessor's Maps



## Mapping & Geographic Information Systems Services

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## FORWARD

The County Assessor's task consists primarily of locating, inventorying and appraising all property.

The first need in locating and inventorying the property in the county is a complete set of maps showing each parcel of property within the county that is separately owned and used. Each parcel is numbered and each page map is numbered and grouped into numbered books. This unique book, page and parcel number is the Assessor's Identification Number (AIN), which appears on the assessment roll and the tax bill.

The maps are a tool for the appraisers in that they show for each parcel the dimensions, the area, the restrictions, the street access and surrounding characteristics which has a bearing upon the appraisal. The accuracy and completeness of these maps are essential for a proper assessment.

One important factor which is often overlooked in the fundamental requirements of a map, is the simplicity required to index changes of ownership and divisions of land to the proper parcels of land. This work is usually assigned to the semi-skilled personnel. Therefore, the map must be designed so each parcel can be easily identified from a written legal description.

The Assessor's maps have another asset not found in any other ownership map. They are updated daily to reflect all changes of ownership by public agencies, utilities and subdivisions of land. This quality makes them very valuable for cities, special districts, governmental agencies, title companies and private realtors, surveyors and related businesses.

These procedures and standards have also been designed to comply with the use of computer and automated graphics systems which are the goal of any present day mapping system.

This manual for Assessor's maps has evolved by trying to satisfy all these requirements and the prerequisites of law pertaining to assessment standards.



## CHAPTER I (MAPPING STANDARDS)

1. Book Design
2. Index Map
3. Tax Rate Area (TRA) Map
4. Map Page and North Arrow Specifications
5. Manual Title Boxes and New Templates
6. Standard Symbols for Assessor's Maps.
7. Page Map Data
8. Line Work
9. TRA Lines
10. Block Numbers
11. Lot Numbers
12. Lot Corners and Traces
13. Street Names and Placement
14. Private Streets - Driveways and Traveled Streets
15. Lettering - Freehand
16. Dimensioning
17. Rounding Off Decimals to 2 Places (100ths) For Distance and Acreages
18. Map and Deed References
19. Abbreviations
20. Arrows and Ownership Hooks
21. Identical Maps
22. Details
23. Subdivisions
24. Tract Titles (1983 Standards)
25. Tract Titles and Symbols (1963 Standards)
26. Tract Titles and Symbols (1953 Standards)
27. Previous Assessment Reference
28. Parcel Rings
29. Parcel Numbers
30. Sub-Surface Rights
31. Breakdown
32. Map Page Design



**1. BOOK DESIGN**

The boundaries of the Assessor's Map Book should generally follow natural and/or artificial geographical boundary lines such as freeways, streets, tract lines and city boundaries. The normal Assessor Map Book should contain approximately 30 pages. When the number of parcels in a book exceeds 1500, the book boundaries should be redesigned. Book boundary designs will be approved by the Chief Engineer (For map page design overview see I-32).

**2. INDEX MAP**

2.1 The scale should be governed by the following criteria:

Residential	Rural or Acreage
1" = 400'	1" = 1000'
1" = 600'	1" = 2000'

For all other scales see Unit Supervisor.

2.2 Use the existing digital template (See 5.7 for Sample Map). For manual index maps that need minor updates match existing page standards.

2.3 All line fonts have been created and stored on digital format. For manual pages use #0 pen for all lines.

2.4 The basic Index map contents consist of the following items:

- A. Book number
- B. North arrow and scale (Use a 90 guide and #0 pen, show scale below arrow.)
- C. Street lines and tract lines
- D. Street names
- E. Freeway alignments, as shown on the County Index Map. Freeway lanes and approaches will be shown with an easement line symbol. Show the alignment as a tie line where acquisition is incomplete. The freeway name will be shown with a (120 guide and #0 pen).
- F. Flood Control and Railroad R/W lines are to be shown as tract or easement lines and their names.
- G. See 5. for Title Box specifications.

2.5 Show page rings (0.2" diameter), numbers (freehand) and corners (#1 pen) of all pages in the book.

2.6 Show the book numbers for adjacent books using a (120 guide and #0 pen).

2.7 Show the city name or Road District (200 guide and #2 pen) under the Book number if the entire book is in one city.

- 2.8 When the book is in two or more cities, show the city boundary lines and the city names (120 guide and #0 pen) arrowed to said boundary line(s). Old manually drawn Index maps show city boundary lines on the reverse side of the tracings.
- 2.9 Split indexes will be identified by adding I, II, III, etc., in the page number box.
- 2.10 The National Forest areas are shown on the Index only. The boundary of the area is shown in the same manner as the boundary of a city.
- 2.11 Designate Section, Township and Range (120 guide and #0 pen) on indexes showing section land.

### 3. TAX AREA (TRA) MAP

- 3.1 The scale should preferably be the same as the index.
- 3.2 Use the digital template for the TRA map (See 5.5 for Sample Map). For manual TRA maps that need minor updates match existing page standards. Show the word TRA in the scale & P.A. Box and the word INDEX in the TRA box (240 guide and #3 pen). The book number and page number (O) will be shown (200-#2).
- 3.3 When the TRA map is split, the parts will be identified by adding I, II, III, etc. to the page number "O" for filing purposes.
  - A. TRA legend shall always be on page O-I Sheet 2 (See 5.6 for Sample Map).
  - B. Show the following note on pages O-II, O-III, etc. "FOR LEGEND SEE MAP O-I Sheet 2" (90 guide and #0 pen) at bottom left hand side of page.
  - C. Cross reference TRA maps by showing the following note: "SEE MAP O-I", etc. (90 guide and #0 pen) adjacent to corresponding side of TRA map.
  - D. All TRA boundaries will be shown exactly as they exist at the location of the split of the TRA maps.
- 3.4 All TRA numbers must be shown. In congested areas, use a dashed box number arrowed into the area with a (90 guide and #0 pen).
- 3.5 Letters used to designate specific tax districts must be shown in alphabetical order (120 guide and #0 pen).
  - A. Revenue Tax District symbol and the corresponding enclosed letter will be arrowed to its respective TRA boundary line. Groups of symbols need only one arrow.
  - B. See TRA chapter for further standards to complete TRA map.
- 3.6 Methods of showing special notations on TRA Map Legend:

- A. TRA maps divided into two or more maps such as TRA INDEX O-I, O-II, etc.
1. When a special district covers all of one TRA map and an adjacent portion of another, the notation O-I ALL IN or O-II ALL IN will be shown in brackets after the district name. Example: METROPOLITAN WATER DIST. (O-I ALL IN)
  2. When a special district covers all of one TRA Map and none of the other, the notation above is not needed.
- B. When all the assessed property in the Assessor Map Book is within the boundaries of one or more special districts, these districts will be grouped together. The group will then be preceded by the phase "ALL IN". Example:
- ALL L.A. CO. PUBLIC LIBRARY  
IN CONSOLIDATED FIRE PROTECTION DIST.  
OF L.A. CO.
- C. City tax districts and special districts are designated by letters of the alphabet. The letter "Z" will be followed by "AA", "BB", "CC", etc.
- D. When there is more than one TRA Map (O-I, O-II, etc.), show the list of TRA numbers and districts on O-I sheet 2 only.
- E. A TRA legend sheet (O-I sheet 2 and sheet 3 if needed) must be used when processing new TRA work.

3.7 DISTRICT LEGEND SEQUENCE

The following is the sequence in which the districts, including cities and their respective annexations, are to be shown in the District Legend on the TRA District Map.

ROAD DIST.

L.A. COUNTY REDEVELOPMENT

CITY OF

TAX DIST. NO.

TAX DIST. NO.

If more than one city is in the AMB, be sure to show the annexations under the proper city name in alphabetical order.

REDEVELOPMENT PROJECT

SCHOOL

HIGH SCHOOL

UNIFIED SCHOOL

UNION SCHOOL

UNION HIGH SCHOOL

JOINT UNION HIGH SCHOOL

COMMUNITY COLLEGE

B.L.O. (Bond Levee Only)

I.L.O. (Indebtedness Levee Only)

S.L.O. (State Levee Only)

CEMETERY DIST.

CONSOLIDATED FIRE PROTECTION DIST. OF L.A. CO.

FIRE PROTECTION DIST. OF L.A. CO.

GARBAGE DISPOSAL DIST.

L.A. CO. PUBLIC LIBRARY

LIGHTING DIST. (ZONES)

PARK, RECREATION & PARKWAY DIST.

SO. CALIF. RAPID TRANSIT DIST.

CO. WATER DIST.

CO. WATERWORKS DIST.

METROPOLITAN WATER DIST.

MUNICIPAL WATER DIST,

MUN. WATER M.W.D.

WATER REPLENISHMENT DIST.

MOSQUITO ABATEMENT DIST.

HOSPITAL DIST.



M.I.D.

VEHICLE PARKING  
(Municipal Improvement Dist)  
SEWER MAINTENANCE DIST.  
DEBRIS BASIN & DRAINAGE DIST.  
STORM DRAIN DIST.

L.A. CO. FLOOD CONTROL DIST.

L.A. CO. FLOOD CONTROL DIST. ZONE

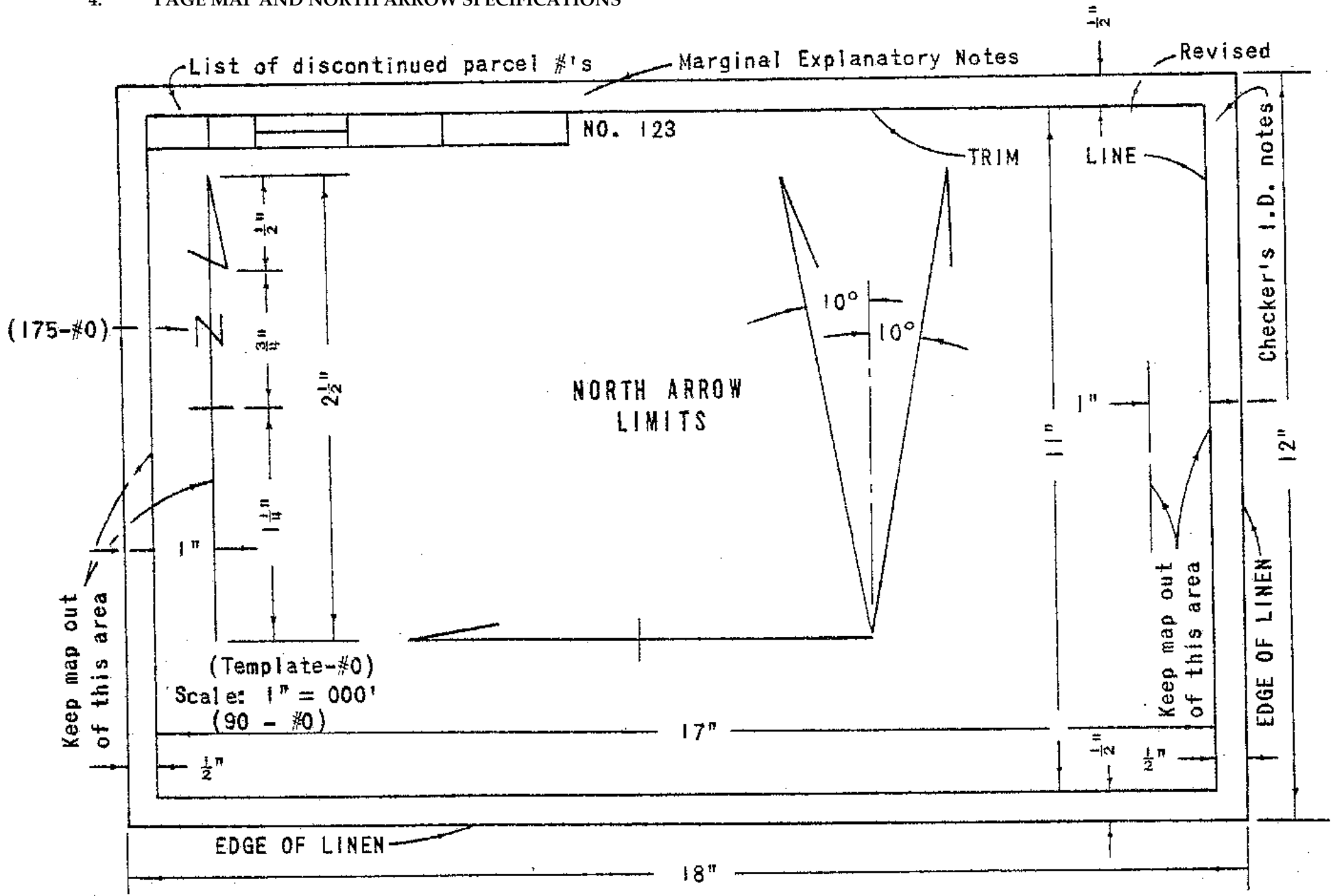
CO. SANITATION DIST. CO.

REFUSE TRANSFER & DISPOSAL SYSTEM IN CO. SAN. DIST. NO.

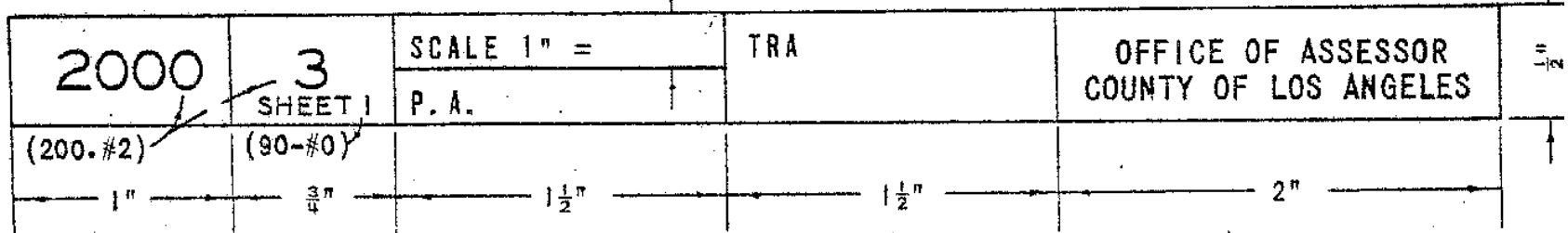
LIGHTING MAINTENANCE DIST. NO.  
RESOURCE CONSERVATION DIST.  
SOIL CONSERVATION DIST.  
IRRIGATION DIST.  
LANDSCAPE DIST.

Refer to printout: "MASTER TRA - AGENCY LISTING", for a complete list of all taxing districts for a specific TRA number.

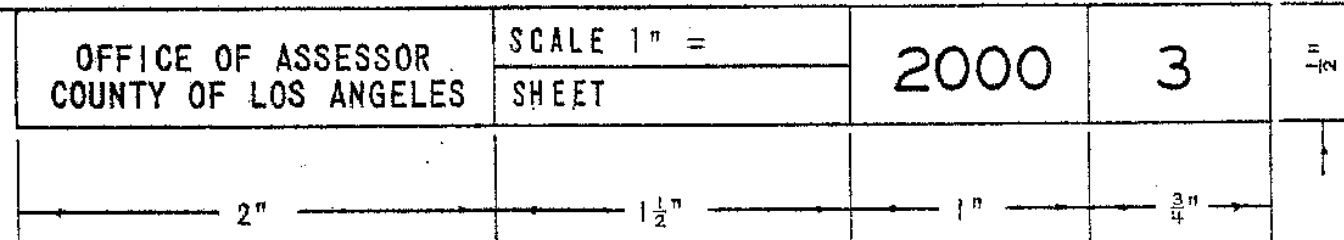
4. PAGE MAP AND NORTH ARROW SPECIFICATIONS



5. MANUAL TITLE BOXES AND NEW TEMPLATES



Page



Sheet



TRA



Index

CITY OF LOS ANGELES  
(200-#2)

5.1 MAP PAGE FORM

BOOK	PG SHEET	P. A.	TRA XXXX	REVISED					SEARCH NO		OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002
------	-------------	-------	-------------	---------	--	--	--	--	-----------	--	---

MAPPING AND GIS  
SERVICES  
SCALE 1" = 100'


Warning! File your Map to K:\Map Document.  
NOT TO MAP TEMPLATE

AMB Page Template

5.2 SHEET PAGE FORM

OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002	REVISED:						SCALE 1" = 30' SHEET 2	BOOK	PG
---	----------	--	--	--	--	--	---------------------------	------	----

Warning! File your map under K:\Map Document.  
NOT TO MAP TEMPLATE



MAKING AND GIS  
SERVICES

AMB Sheet Template

5.3 SHEET PAGE WITH CONDO BOX FORM

OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002	REVISED:						SCALE 1" = 30' SHEET 2	BOOK	PG
---	----------	--	--	--	--	--	---------------------------	------	----

THE ASSESSMENT OF UNITS IN THE FOLLOWING AIRSPACE PLANS, INCLUDES ALL RIGHTS AND INTERESTS IN THE COMMON AREAS AS SET FORTH IN DEEDS OF RECORD. EACH PLAN DEPICTS APPROXIMATE DIMENSIONS FROM WHICH AREAS ARE COMPUTED. AREAS ARE FOR CORRESPONDING ELEMENTS ONLY.

AIRSPACE PLAN REFERENCE	COMMON AREA				SUBDIVISION OF AIRSPACE (SHEET(S))
	TRACT NO	BLK	LOTS	TYPE	
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2
AS40775 4-10-02	PM 308-48-49	-	1	CONDO	2

Warning! File your map Under K:\Map Document.  
NOT TO MAP TEMPLATE.

SUBDIVISION OF AIRSPACE  
CONDOMINIUM PM XXX-XX-XX  
FOR COMMON AREA SEE SHEET 1

MAPPING AND GIS  
SERVICES

AMB Sheet With Condo Box Template

5.4 DEAD PAGE FORM

BOOK	PG	P. A.	TRA XXXX	REVISED				SEARCH NO		OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002
------	----	-------	-------------	---------	--	--	--	-----------	--	---

I.D. \_\_\_\_\_

# DEAD PAGE

FOR: ENGINEERS (TRACINGS) FILE	(1)		*
REPRODUCTION (HARD-COPY) FILE	(1)	X	
TOTAL	(2)		

MAP BOOK (ONLY IF LAST PARCEL TO FRWY)	(1)	
TOTAL	(3)	

FOR: \_\_\_\_\_

SEE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


\* ON ENGINEERS COPY ONLY

HIGHEST PARCEL(S) USED ON THIS PAGE							
0-269	270-299	300-399	500-549	550-599	600-699	800-899	900-999

AMB Dead Page Template

5.5 TRA PAGE FORM

BOOK	O SHEET 1	TRA	INDEX	TRAM NO	REVISED				SEARCH NO		OFFICE OF THE ASSISTANT COUNTY CLERK COUNTY OF LOS ANGELES COPYRIGHT © 2002
------	--------------	-----	-------	---------	---------	--	--	--	-----------	--	--



MAPPING AND GIS  
SERVICES  
SCALE 1" = 600'

Warning! File your Map to K:\Map Document.  
NOT TO MAP TEMPLATE

AMB TRA Template






5.7 INDEX PAGE FORM

OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002	REVISED:							INDEX	BOOK	PG
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Warning! File your map under K:\Map document.  
NOT TO MAP TEMPLATE.

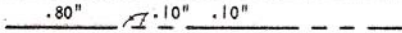


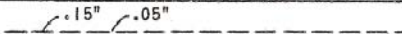


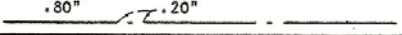
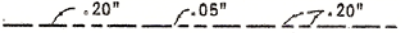



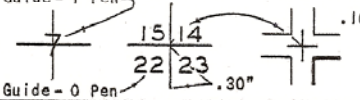


MAPPING AND GIS  
SERVICES  
SCALE 1"=600'

AMB INDEX Template

6. STANDARD SYMBOLS FOR ASSESSOR'S MAPS

Guide numbers are for Wrico Guides and pen numbers are for Rapidograph Pens.

TRA, CITY & NATIONAL FOREST BOUNDARY LINE (Reverse side of drawn map)	 .80" .10" .10" 2 Pen
OCEAN & LAKE BOUNDARY - TRACT BOUNDARY TOWNSHIP, RANGE & SECTION - STREET R/W LINE (When a parcel line)	 2 Pen
LOT LINE - QUARTER SECTION OR SECTION LOT LINE - STREET R/W LINE (When not a parcel line) - PIERHEAD LINE	 0 Pen
PROPERTY CUT LINE	 .15" .05" 0 Pen
EASEMENT LINE (Flood Control, Pvt. St., Future St. & Misc.)	 .05" .05" 00 Pen
TIE LINE	 .20" .10" 00 Pen
CENTER LINE	 .80" .20" 00 Pen
LEASE LINE (Harbor Books Only)	 .20" .05" .20" 0 Pen
ASSESSOR'S IDENTIFICATION NUMBER	 .25" Dia.  .30"  0 Pen
LOT & TAX RATE AREA NUMBER ADJACENT BOOK OR COUNTY (Index Only)	32 ORANGE COUNTY 120 Guide/0 Pen
RECORD BLOCK NUMBER	7 I BLK ALLEY 7 175 Guide/1 Pen
ADJACENT PAGE NUMBER	NEW STYLE: 120 Guide PG 2 0 Pen OLD STYLE: 140 Guide 2 1 Pen 120 Guide/0 Pen .40" Dia.
Page Only: ADJACENT BOOK, STREET OR COUNTY	NEW STYLE: BK SHT 2007 2 ORANGE COUNTY 120 Guide/0 Pen OLD STYLE: BK. SHT. 2007 2 .60" Dia. 140 Guide - 1 Pen
SECTION CENTERS & CORNERS	 175 Guide - 1 Pen 120 Guide - 0 Pen
IDENTIFICATION OF TOWNSHIP OR RANGE LINES (Show at all times where assessed)	TIN TIS R9W R8W 120 Guide/0 Pen
SECTIONAL DESIGNATION WHEN CENTER OR CORNER OF SECTION IS NOT SHOWN	POR NE 1/4 NW 1/4 SEC 7 T 7N R 9W 120 Guide/0 Pen 140 Guide/1 Pen Smaller sizes maybe used in limited spaces.
PREVIOUS ASSESSMENT	NEW STYLE: PA 4224-2 OLD STYLE: FOR PREV. ASSM'T SEE: 817-407 4224-2 90 Guide/0 Pen Show in numerical order

**7. MAP PAGE DATA** (For map page design and breakdown see I-31 & I-32)

7.1 The page and North Arrow specifications are shown on I-4.

7.2 When possible, allow 1" space on the right side of the map binding. Use 1" to the left for sheets 2 and higher.

7.3 The North Arrow should be placed 1" right of the left margin. On sheet pages, it should be the reverse. For other placements see Unit Supervisor.

7.4 Maps will be drawn to the following Scales:

Residential

60' Parcels 30' or less in width

100' Parcels 30' to 120' in width

200' Parcels over 120' in width

Rural or Acreage

200', 400', 1000', 2000'

Airspace and cluster housing

20', 30', 40', 50', 60'

For other scales see Unit Supervisor.

7.5 Some pages will require two different scaled maps.

A. Both scales will be shown in the Title Box or under the North Arrow in numerical order.

B. The preferred location of the scale designation is below each segment:

SCALE 1" = 00', (120 guide and #0 pen)

7.6 All Sectional property will be oriented North Up.

**8. LINE WORK**

8.1 The line widths and fonts on the maps shall correspond exactly to the standards shown on I-6, except when matching old standards.

8.2 Corners and angle points must be clean and well defined.

8.3 Tie lines are not necessary when distances are following lot traces in the streets.

- 8.4 When property lines of different types intersect to form an external corner, extend the lines as follows:
- A. Tract and Lot Lines - Extend Tract Line
  - B. Tract and Cut Lines - Extend Tract Line
  - C. Lot and Cut Lines - Extend Lot Line
  - D. Street and Any Line - Extend Street Line

8.5 The County boundary line will be the same line symbol as record map designates. This could be a tract, lot or cut line.

## 9. TRA LINES

9.1 The TRA line symbols for TRA and page maps are shown on **I-6**.

9.2 The TRA lines will be placed adjacent to and not on top of the tract, lot or cut line accompanying the TRA line.

9.3 On old style maps, place the TRA line on the opposite side of the tract line which shows the tract symbols. If both sides are symbolized, see Unit Supervisor.

9.4 In manually drawn maps extend TRA lines off the map at the outside edge of the assessed property, even though the district line turns and continues along the property or street line. Automated maps must reflect the actual alignment of TRA lines.

## 10. BLOCK NUMBERS

10.1 The number should be placed approximately in the center of the block area shown on the map.

10.2 Do not show "BLK." with the block number, except as noted in Item **10.3** below or when needed for clarity.

10.3 When an alley splits the block into two or more portions, place "BLK." in one portion and the "number" in one of the other portions with (175 guide and #1 pen).

10.4 When a portion of the block shown is too small to place the block number inside the area, place the block number outside the assessed property and arrow it into the area.

10.5 When a portion of the block area shown on the map shows no lots, the abbreviation "Por" is to be shown beneath the block number,

10.6 Although the tract references will be repeated in isolated lots, block numbers may not be shown more than once per tract on the page.

**11. LOT NUMBERS**

- 11.1 On new style maps, lot numbers and parcel rings will be shown centered as a group in the lots. On old style maps, match existing page standards. Show "Por" where applicable (See **Item 11.8** below).
- 11.2 Lots which have streets on both the front and the back, check with the Unit Supervisor as to the placement of the lot number.
- 11.3 On large lots, (only 1 to 4 on a page), the lot number and parcel ring in the center of the lot with the word LOT was shown for clarity purposes. Do not implement anymore.
- 11.4 Lot numbers will be shown with a 120 guide and #0 pen.
- 11.5 When a portion of the lot shown is too small to place the lot number inside the area, place the lot number as close as possible outside the assessed property and arrow into the area.
- 11.6 Lot numbers will be readable within the same limits as freehand dimensions; bottom and right side of the tracings.
  - A. Lettering along lines forming an angle of 22° or more to the left of vertical shall be read from the left side or bottom.
  - B. Lot numbers should be read from only one orientation. On maps with multiple lot orientations, read all lot numbers from the bottom of page.
- 11.7 Show "UNNUMBERED LOT" for all lots without any recorded designation. (M.B. and M.R. only).
- 11.8 When all of the lot is not assessed as a contiguous unit on the page map, the abbreviation "Por" is shown beneath the lot number, letter or name designation.
- 11.9 When a lot number is recorded on both sides of a street, show the lot number in both areas, place the parcel ring in the larger area and hook across the street using a tie line. A less preferred option is to show the lot number with the parcel ring in the street and arrow into both areas. Also show a half hook in each area connected with a tie line. Show the following boxed note on every page this situation occurs.

Lot 1 of P.M. 104-50-57 must be conveyed as a whole unit.

- 11.10 When two lots in a subdivision must be conveyed as a single unit as noted on the recorded map. Show the following boxed note on every page these lots appear (See AMB 2059-25).

Lots 1 & 3 of P.M. 104-50-57 must be conveyed as a whole unit. For other portions of said lots see Books 2057 and 2058.

**12. LOT CORNERS AND TRACES**

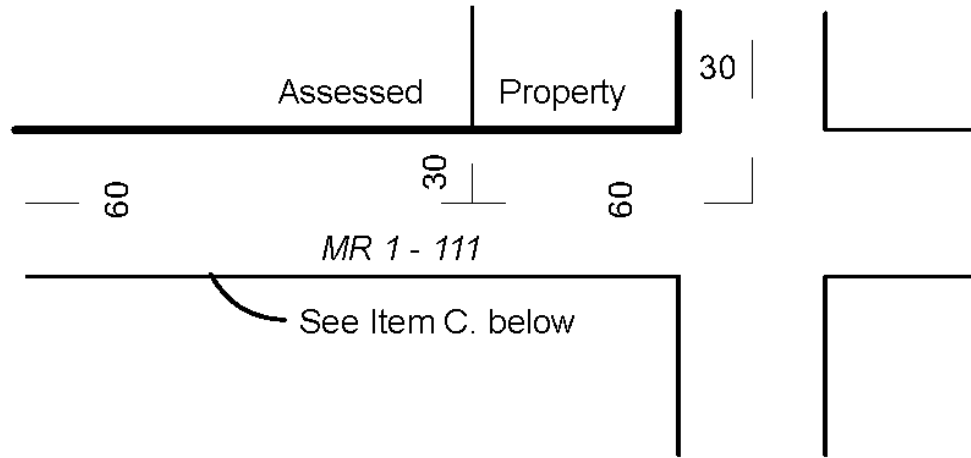
- 12.1 Show all the corners of every assessed lot with a #0 pen. The exception will be lot corners which are more than 1" from the assessed property map boundary, show a lot trace at 1" from the line.
- 12.2 When lot lines or corners are not easily distinguished due to street widening or new tracts, label such lines and corners.
- 12.3 There are a few old recorded tracts which show distances and/or areas measured to centerlines of streets instead of the side lines of the streets. Unless the locations of the lot lines are designated on the recorded map, the side lines of the streets are considered to be the lot lines.
  - A. On all page maps showing a portion of the above mentioned tracts, the following boxed note will appear.

Street lines per (Tract Reference) are considered the lot lines in this tract, although the divisions of some lots are measured from the centerline of the streets.

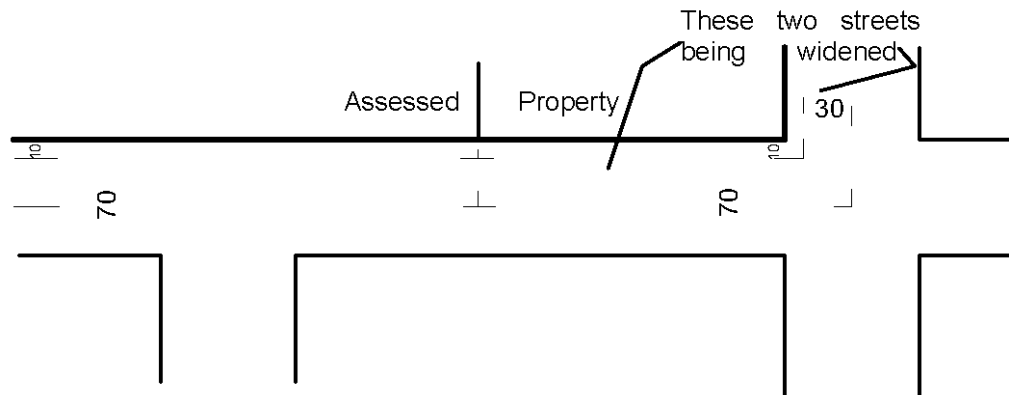
When this note appears, lot corner traces will be shown in the same manner as on the record map. Show lot trace only when lot corner traces cannot be shown.

B. When there is a widening of a dedicated street, lot traces and lot corner traces will be shown also to indicate the location of the original lines of the net lot.

1. Streets dedicated by this tract.



2. On old standard maps: Streets dedicated by this tract and subsequently widened by deeds.



This policy is not implemented anymore, unless when matching existing map standards.



### 13. STREET NAMES AND PLACEMENT

- 13.1 Show the street name in the center of the street (Use guide 140 and pen #1). The name should generally be indented ½" from the street intersection or end of assessed property. See **Sample Map 3**.
- 13.2 Abutting and spade streets shall be shown. The name will be shown (Use guide 120 and pen #0) on two lines in the center of the street and indented 0.25" from the property line or street intersection.
- 13.3 If the scale of the map prevents putting the name in the street with the standard size, put the name outside, (avoid putting the name in the assessed property). Unless needed for clarity the street name need not be arrowed.
- 13.4 Name all freeways and streets, public and private.
- A. If a name cannot be determined by tracts, deeds, maps, or street atlas, place the word "STREET" in areas dedicated for public street only.
  - B. On Streets that have two names due to different governing bodies, place each name within their respective limits when possible.
  - C. When the limits of intersecting street names are doubtful, use a street designation symbol to identify their limits. See **Sample Map 5**.
- 13.5 Use the abbreviation for street designation as shown on **I-19.1**.
- 13.6 When the recorded street name and post office address differ, the post office address will take preference.
- 13.7 Walks and alleys will not be labeled unless they are named. They will then be shown in the same manner as a street name.
- 13.8 All Public Riding, Hiking Equestrian Trails and Bicycle Paths will be shown as a street and named as recited on the acquisition deed. These trails and paths, when adjacent to a public street, will be shown with a guide 120 and pen #0.
- 13.9 All streets will be shown on the Index and TRA maps and will be named. It is allowed to omit street names when TRA maps are congested.

### 14. PRIVATE STREETS, PRIVATE DRIVEWAYS AND TRAVELED STREETS

- 14.1 Private Streets shown on the County Department of Public Works Index maps and any recorded maps are to be shown and named on the AMB pages, Indexes, and TRA maps, provided there is sufficient information and documentation to establish their position.

- A. If the parcels on a page or information from recorded documents indicate an access road or private street, and the position and name can be established by a street Atlas, County Department of Public Works Index map or a return address on an adjacent deed; show the street and name it per disclosed evidence. (Use Mapping Change Notice)
- B. Show only the private street abutting, adjoining, or crossing the assessed property.
- C. The private street line will not show if it is identical to tract, lot, street or property cut line.
- D. No dimensions will be shown along private streets. Only the width of the private streets will be shown.

14.2 Private driveways will be shown as designated on the recorded maps.

- A. Show only the width of the driveways where applicable, except where dimensions maybe required locating units on an airspace project.
- B. Those easements shown on Tracts or Parcel maps as Ingress and Egress easements "To be reserved, in Deeds", fire lanes, or emergency vehicle turnarounds will be shown as private driveways (labeled "Pvt. Drwy.").

14.3 Traveled streets in assessed property will be shown in the same manner as private streets except the width will not be shown unless specified on source maps. A scaled width may be used for area calculations.

## 15. LETTERING

All lettering will conform to the standards shown on **Sample Maps 5, 5-A, and 5-B**.

15.1 Lettering shall be readable from the bottom and right hand side of the map.

15.2 Lettering along lines forming an angle of 22° or more to the left of vertical shall read from the left side or bottom.

15.3 Dimensions, bearings and notes shall be in upper and lower case letters, maximum size to be 0.10", and standard slant of 22° off vertical.

15.4 Names of Public Agencies (City, State, School, etc.), vacated streets, or street names shown on the Index and TRA maps, will be shown in capital letters.

15.5 When revising an existing page or index, the new lettering should match the existing lettering in size, style and slant.

15.6 Show street radius dimension in the street and all lot dimensions in the assessed property where possible.

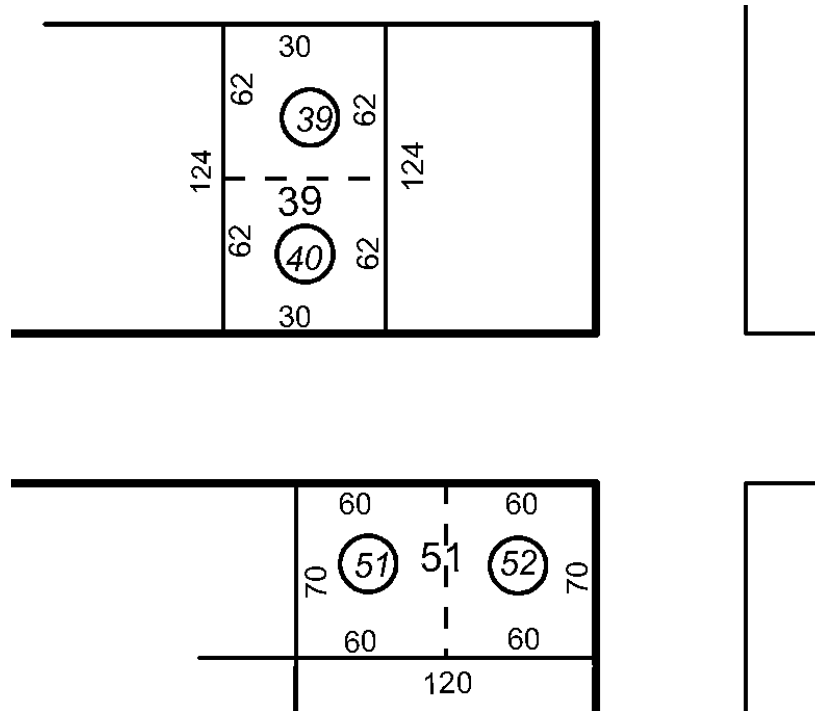
15.7 On lines or notes which require a bearing and a distance, show the bearing first.

15.8 Show at least two bearings on every map, also known as T bearings. One of the bearings used should be on the interior side line of the longest straight course of street shown and the other on an intersecting lot line near the center of the course. Bearings must have common basis. When a bearing is used on a page, the bearing will be one of the recorded bearings shown on the tract for that page. When a bearing is shown that is different from the recorded bearing for the identical line, the source of the different bearing shall be shown. Example: S.89°24'30"E. (Per Tract No. 00000), (Per M.B. 2-44) or (Per Deed).

**16. DIMENSIONING**

- 16.1 Omit record distances where the lot has been divided by cuts and the sum of the cut distances equals the record distance.
- 16.2 Show all dimensions as long as there is enough room. If not enough room is available, ditto all dimensions which are shown consecutively more than twice along a line, except where dimensions must be arrowed. (DO NOT ARROW DITTO MARKS)

Show dimensions on the rear of the parcels except where two rows have their side lines prolonged through with no alley in between.



- 16.4 The dimensions must be 0.10" in height. There should be 0.5" between the dimensions and interior lines.
- 16.5 All distances on the map will be considered as the measure of the line along which they are shown:
- A. Between any two consecutive angle points.
  - B. Between any angle point and any line intersecting line.
  - C. Between two consecutive lines intersecting said line unless said distance is otherwise indicated by arrows.
- 16.6 Show centerlines and traces dimensions only if needed to write a legal description.
- 16.7 Show all recorded chain distances, in chains. Equivalent footage may be shown in brackets in addition to recorded chain dimension.
- 16.8 Show recorded distances as recorded by Tract, PM, Deed, or Condominium diagrammatic plan. Show the distance to the tenths (0.0), hundredth (0.00) or thousandth (0.000). Recorded whole numbers dimensions will not show decimals (0)
- 16.9 Distances given in inches or fractions of a foot are to be converted to a decimal equivalent to the nearest 2 places.

Inches	1"	2"	3"	4"	5"	6"	7"	8"	9"	10"	11"	12"
Dec. Ft	0.08'	0.17'	0.25'	0.33'	0.42'	0.50'	0.58'	0.67'	0.75'	0.83'	0.92'	1.00'

- 16.10 When a lot line dimension is intersected by a easement line(s), show the overall lot line dimension.

**17. ROUNDING OFF DECIMALS TO TWO PLACES (100ths) FOR CALCULATED DISTANCES AND ACREAGES**

- 17.1 When calculating a distance or acreage that has a 4 or smaller number in the thousandths, drop the third digit. Example: 21.033 Ac to 21.03 Ac.
- 17.2 If a distance or acreage shows a 5 in the thousandths, drop the 5, and leave as is, for an even number in hundredths. Example: 41.245 to 41.24. However, if an odd number appears in the hundredths round off to the next largest number in hundredths. Example: 37.335 to 37.34.
- 17.3 If a distance or acreage shows a 6 or larger number in the thousandths, automatically round off to the next largest number in hundredths. Example: 22.367 to 22.37 or 33.336 to 37.34. EXCEPTION to 17.1, 17.2 and 17.3: Never round off SBE property acreages.

**18. MAP AND DEED REFERENCES**

- 18.1 Show C.S., F.M., and H.D.M. references on the page map.
- 18.2 All reference maps, the designations of which have been changed to F.M., will be shown as such on the page map.
- 18.3 When remaking a page showing "D", "E", and "K" numbers, substitute these with the map reference showing the area, (C.S., C.S.B. or F.M.). If any descriptions use the "D", "E", or "K" numbers, change these to the specific deed recording and correct the description accordingly.
- 18.4 The reference maps which have been discarded from the County Engineer's files will not be shown on new map pages, unless such reference map is used as a point of beginning in a description. If the discarded map reference is needed as a point of beginning, the reference will be shown in a note form. See Unit Supervisor.
- 18.5 All O.R.'s, Dds.'s, Torrens No.'s and Document No.'s and date shown on private parcels are to be carried forward on all new pages.

18.6 Recorded Information at Hall of Records

SYMBOL OR ABBREVIATION	REFERENCE	YEARS UTILIZED	REFERENCE SPAN	TYPICAL REFERENCE	HAS DOC. NO.	HAS REC. DATE	COMMENTS
Dd's	BOOK OF DEEDS	1850 -1921	BOOKS 1 to 7508	DD's 6042-111 Bk. Pg.	Some do	Yes	
O.R.	OFFICIAL RECORDS	1921 -1958	BOOKS 1 to 56,560	O.R. 15271-321 Bk. Pg.	* Yes	Yes	
TORR. or CTF.	TORRENS TITLE (Land Registration Act)	1914 -1955	---	CTF. A0 3275-162 Yr. Bk. Pg.	** Yes	Yes	Typical Doc. No. 172346 D Yr.
O.R. D's	OFFICIAL RECORDS	1958 -1976	1 to *** 4934±	O.R. D 2842-171 Class Bk. Pg.	* Yes	Yes	Deeds etc. conveying R.P.
O.R. R's		1958 -1976	1 to *** 5200±	O.R. R 101-16 Class Bk. Pg.	* Yes	Yes	Releasing, Satisfying or Can- celling Liens, Etc.
O.R. S's		1958 -1976	1 to *** Unknown	O.R. S 3271-630 Class Bk. Pg.	* Yes	Yes	Personal Property & Bond Transactions
O.R. T's		1958 -1976	1 to *** 10,700±	O.R. T 5077-371 Class Bk. Pg.	* Yes	Yes	Trust Deeds, Mortgages, Etc.
O.R. M's		1958 -1976	1 to *** 4700±	O.R. M 1377-16 Class Bk. Pg.	* Yes	Yes	Miscellaneous Instruments
N/A		OFFICIAL RECORDS	1977 to Date	---	Document No. 80-1372791 And Reference	** Yes	Yes

DOCUMENT NUMBERS ASSIGNED AS RECORDED WITHOUT REGARD TO CLASS.

LETTER INDICATES CLASS OF INSTRUMENT

\*Document No. starts over at 1 each working day and runs consecutively in order accepted.  
 \*\*Document No. starts over at 1 each January 2nd and runs consecutively throughout the year.  
 \*\*\*Recorders Office will not supply information on highest Book No. in this series.

18.7 Filed Information (Generally at County Engineer/Facilities) DPW

SYMBOL OR ABBREVIATION	REFERENCE	YEARS SPAN	REFERENCE SPAN	FILED AT	COPY AT MAPPING SERVICES	TYPE OF COPY	COMMENTS
MIN. BK.	MINUTE BOOK	1850 -1882±	BOOKS 1 to ---	Clerk Of Board	No	Full Copy Longhand Thru 1882	Some overlap into Road Books. (Min. Bks. still being made)
RD. BK.	ROAD BOOK	1882 -1922	BOOKS 1 to 42	Clerk Of Board	No	Abstract	Some earlier dates showing actions by Board of Supervisors
M BK.	M BOOK	1922 -1931	BOOKS 1 to 40	Co. Engr. Facilities	No	Abstract	Some dates to 1892 showing earlier Board of Supervisors action
D BK.	D BOOK	1931 -1935	BOOKS 1 to 99	Co. Engr. Facilities	No	Abstract	
E BK.	E BOOK	1934 -1977	BOOKS 1 to 221	Co. Engr. Facilities	Yes	Abstract	
K BK.	K BOOK	1957 -1958	BOOKS 1 to 37	Co. Engr. Facilities	Yes	Photo Copy (Complete)	

REV. 2-87

**19. ABBREVIATIONS** (Omit periods on new style maps)

19.1 Street Designation

Avenue	AVE	Highway	HWY	Terrace	TERR
Boulevard	BLVD	Lane	LN	Traveled	T
Circle	CIR	Parkway	PKWY	Walkway	WKWY
Court	CT	Place	PL	Trail	Trail
Drive	DR	Road	RD	Walk	Walk
Driveway	DRWY	Square	SQ	Way	Way
Freeway	FRWY	Street	ST		

NOTE: Do not spell out numbered street names. E.G.: First St., 1st St., etc. Abbreviate North, South, East, West and also "Saint" when part of the Street name. Example: 190th St. E and St Thomas Pl. Palos Verdes area is the exception - Spell out Drive and North, South, etc. For standards on size, see Sample Maps 3 and 5-A.

19.2 Railroads

Alameda Corridor Transportation Authority	ACTA
Atchison, Topeka and Santa Fe Railway Cc	A T & F Ry
Southern Pacific Railroad Co	S P R R
Union Pacific Railroad Cc	U P R R
Los Angeles Junction Railway	L A Junction Ry
National Railroad Passenger Corp	AMTRAK
Los Angeles-Pasadena Metro Blue Line	LA-PMBL

19.3 Miscellaneous

Acres	Ac
American National Red Cross	ANRC
Benchmark	BM
Bicycle	Bike
Boundary	Bdry
Building Restriction Area	BR Area (Ac. Table Only)
Bridle Trail	B T
Calculated distances	50.43c
Centerline	C/L or £
Chains	Ch
City of Los Angeles	City of L A
Drainage or Storm Drain Easement	Dr or SD Ease (Ac. Table Only)



Easement	Ease
Equestrian Trail	E T
Flood Hazard	F H (Ac. Table only)
Future	Fut
Gross	Gr
Landscape Easement	L Ease (Ac. Table Only)
Hiking Trail	HT
Los Angeles City Dept. of Water & Power	City W & P
Los Angeles County Flood Control District	LA Co F C D (FC = Ac. Table Only)
Metropolitan Water District	MWD
More or Less	+/-
Overhead Easement	O/H Ease
Own Your Own	OYO
Pacific Electric Railway Co	PE Ry (Abandoned R/W only)
Parcel	Par
Parkway	Pkwy
Pipe Line Easement	P/L Ease
Planned Urban Development	PUD
Portion	Por
Private	Pvt
Restricted Use Area	R U (Ac. Table only)
Riding & Hiking Trail	R & H
Right of Way	R/W
Safety Area Easement	S A Ease (Ac. Table only)
Secured Accumulated Auditor's Roll Change (Report)	SAARC
Sidewalk	Sdwb
Slope Easement	S (Ac. Table only)
Southern California Edison Co District	So Calif Edison Co
Square Foot	SF
State Board of Equalization	SBE
Stock Cooperative	CO-OP
Subsurface	S S
Transmission Line Easement	T/L Ease
Traveled Rd	T Rd
Upper Elevation & Lower Elevation	UE & LE

Vacated	Vac
Watershed Easement	WS Ease
Wilderness Trail	Trail

NOTE: For abbreviations not shown here, use County Assessor's book of Abbreviations and Symbols. When the full name of the easement is shown on the map, you may use a letter abbreviation for the Ac. Table Only. (See above for example.)

#### 19.4 Reference Abbreviations

Prior to January 1, 1977, the recorded reference included the date and a four digit number referred to as the document number. The date and document number must be known to obtain the desired recorded information as the document numbers were assigned by starting from one on each recorded day. Subsequent to this date the document number is unique. It includes, the year and a number that does not repeat for that year 077-1, (#77-2 ... .. #77-123567). The date is no longer necessary to obtain the desired recorded information, although the Assessor will continue to use it to relate to the lien date.

Assessor's Maps Book 1, Page 30	AM 1-30
Cemetery Maps Book 9-56-59 for 1969	CM 9-56-59-1969
Clerk's Filed Map No. 1662	CF 1662
County Surveyor's "D" Book 87, Page 3	D: 87-3
County Surveyor's "E" Book 20, Page 5	E: 20-5
County Surveyor's "K" Book 5, Page 20	K: 5-20
County Surveyor's Map No. B-600, Sheet 2	CSB-600-2
Deed Book 515, Page 13	Dds 515-13
District Court Case No. 9745 D C	DCC 9745
Filed Data 9025	FD 9025
Filed Map 11857	FM 11857
Flood Control Right of Way Map 257-528-R/W 3/1	F C 257-528-R/W 3/1
Highway Dedication Map Book 48, Page 20	H D M 48-20
Homestead Entry Survey No. 91	H E S No. 91
Judgment Book 257, Page 36	J B 257-36
Licensed Surveyor Book 15, Page 8	L S 15-8
Los Angeles County Assessor's Map No. 51	L A C A Map No. 51
Map Book 232, Pages 1 to 6	M B 232-1-6
Map in Deed Book 3721, Page 25	D M 3721-25
Map of Official Records Book 7188, Page 37	O R M 7188-37
Mineral Survey No. 6293	M S 6293

Miscellaneous Map 137	M M 137
Miscellaneous Records Book 32, Page 18	M R 32-18
Official Map Book 2, Page 16	O M 2-16
Official Records Book 9230, Page 121	O R 9320-121
Official Records Book D 200, Page 10	O R D 200-10
Parcel Maps Book 1, Page 1	P M 1-1
Patents Book 2, Page 33	P 2-33
Recorder's Filed Map No. 550	R F 550
Record of Survey Book 56, Page 10	R S 56-10
State Highway Map Book 1, Page 1	S H M 1-1
Superior Court Case No. 267643	S C C 267643

- 19.5 O R D 0000-000 Books contain:
- Affidavit Terminating Joint Tenancy
  - Agreement to Convey (Real Property)
  - Asgt. Of Agmt. To Convey (Real Property)
  - Cancellation of Tax Deed
  - Certificate of Sale (Real Property)
  - Declaration of Taking
  - Declaration of Trust
  - Decree Which Transfer Title to Real Property - Such as:
    - Bankruptcy, Condemnation (Final and Interlocutory), Distribution, Divorce, Establishing Death, Quiet Title, Setting Aside Estate, and Terminating Joint Tenancy
  - Deeds (Grant and Quitclaim, etc.)
  - Judgment Which Transfers Title to Real Property
  - Notice of Contract of Sale (Real Property)
  - Order of Court Which Transfers Title To Real Property
  - Patents (Real Property)
  - Property Settlement Agreements
  - Trust Indenture
  - Vacation of Street
- 19.6 O R R0000-000 Books contain:
- |                                |                      |
|--------------------------------|----------------------|
| ABD Homestead                  | Release AGM          |
| CNC CTF Sale                   | Release ASGT and AGM |
| CNC NT TNT Sale                | Release Execution    |
| ( ... Notice of Intended Sale) | Release JGDT         |

CNC NT DFLT  
CNC CS CONTR  
(...Conditional Sales...)  
CFT RDPN  
DSMSL NT Action  
Dissolution of Partnership  
Rescission of Notice of Default  
Reconveyance

Release MTG  
Release Levy  
Release Liens  
Release Mechanic Liens  
Release Tax Liens  
(Other than Federal)  
Release Right RDPN  
Release TR INDT

**20. ARROWS AND OWNERSHIP HOOKS** (See sample on 22.5)

20.1 Do not use architectural or mechanical style drafting arrowheads.

20.2 Ownership hook can vary between 22° and 45°.

20.3 All hooks on the page should have the same slant and length.

20.4 If all of the lots on a page are combined, in lieu of hooking all of them, a typed boxed note could be used to clarify the ownership.

**21. IDENTICALS** (See sample on **Item 22.5**)

21.1 When an identical or detail is used, the orientation of the property to the north arrow will be the same for all portions of the map. Each portion may be drawn at different scales.

21.2 Identicals are not needed when the same street intersection is the dividing line.

**22. DETAILS** (See sample on 22.5)

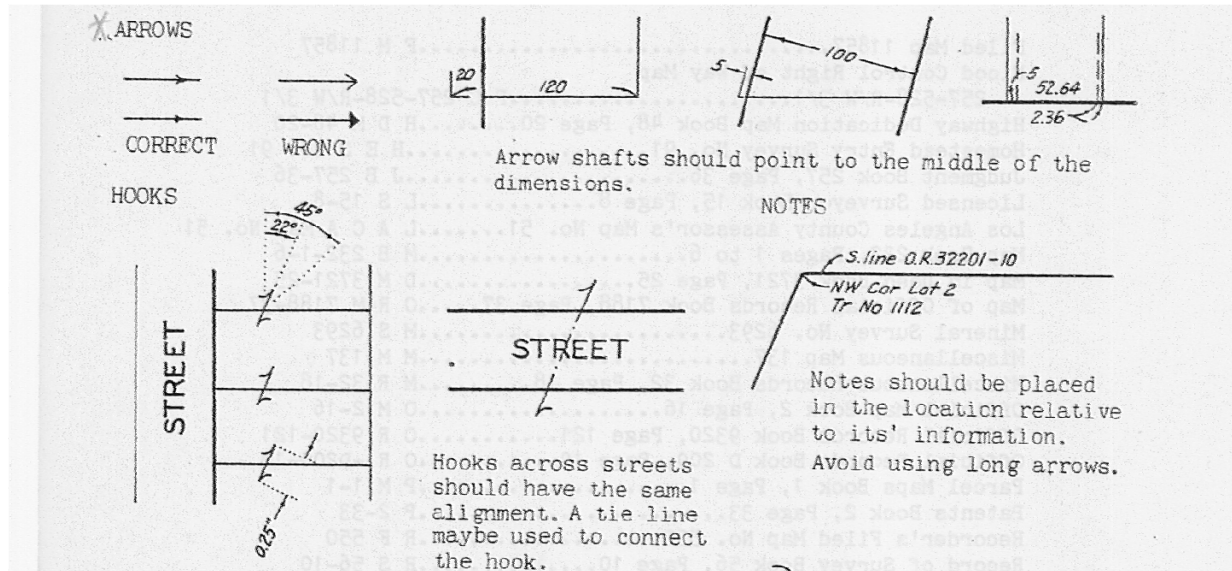
22.1 When a lot or parcel is too small to clearly indicate given data, a detail map should be made to a larger scale outside the boundaries of the regular map. It should be identified as "DETAIL" and show scale or note "NO SCALE" if exaggerated.

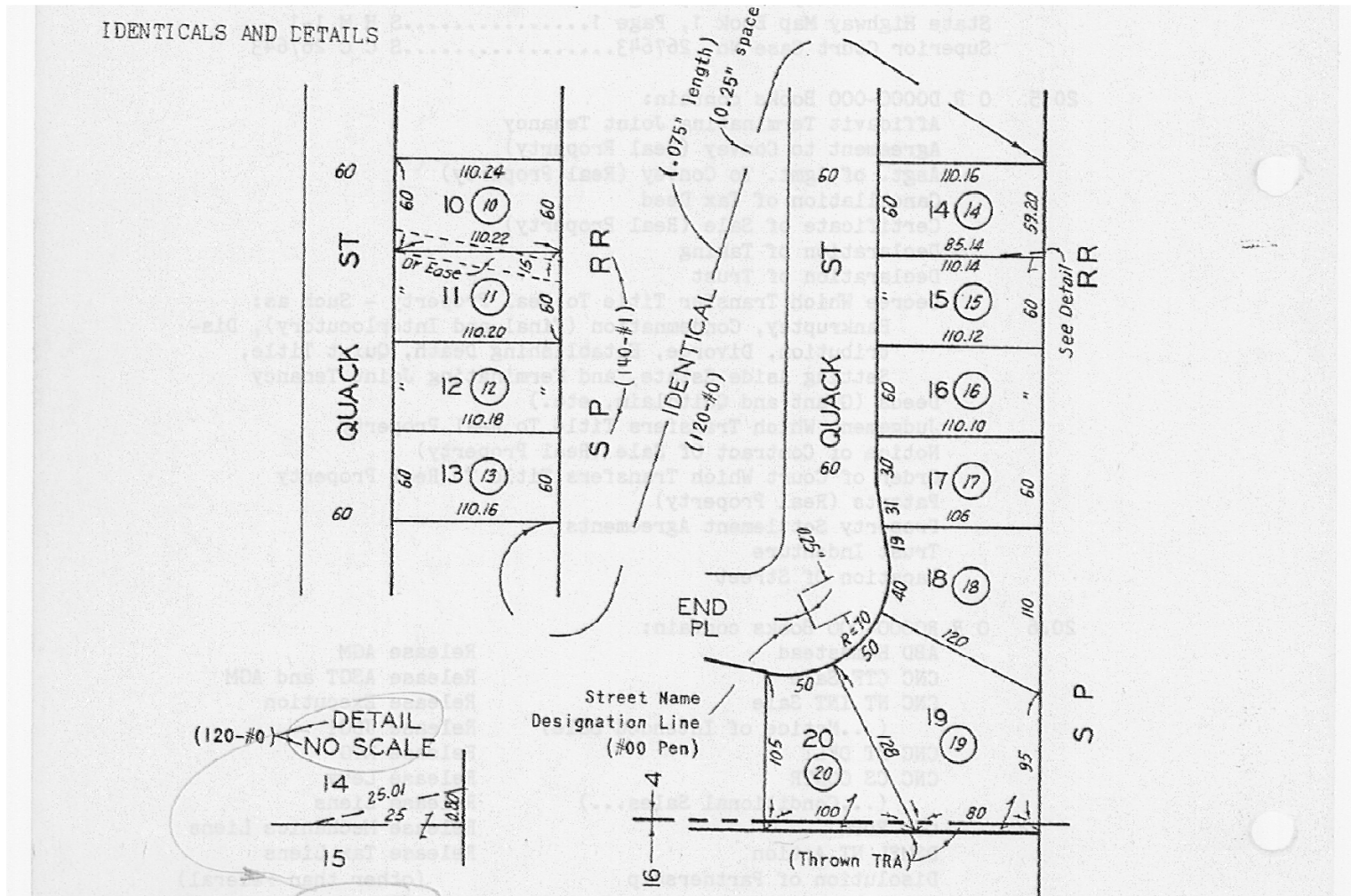
22.2 Details should carry information pertinent to the detail only.

- A. Orient the detail relative to the North arrow.
- B. Use standard line weights.
- C. Show relative lot number(s).

- 22.3 If the detail shows a complete parcel, place the parcel ring and number on both the map and detail. For manually drawn maps the area on the map is closed and the detail broken open. On automated maps both areas are shown closed.
- 22.4 On the map, arrow the freehand note "See Detail" into the area that is being detailed.
- A. When a detail is shown on another sheet of the same page or on another page, so note.
  - B. When more than one detail is needed each one should be identified with a letter or a number.

22.5 SAMPLES





23. SUBDIVISIONS

23.1 "Subdivisions" means the division, by any developer, of any unit or units of improved or unimproved land, or any portion thereof, shown on the latest equalized County Assessment Roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future except for leases of agricultural land for agricultural purposes. Property shall be considered as contiguous units, even if it is separated by roads, streets, utility easement or railroad rights-of-way. "Subdivision" includes a condominium project, a community apartment project or the conversion of five or more existing dwelling units into a stock cooperative.

- 23.2 Regulations and control of the design and improvement of subdivisions are vested in the legislative bodies of local agencies. Subdivisions are controlled by the general provisions of the Subdivision Map Act. The subdivision maps are processed to the Assessor's Map Books after they are recorded with the County Recorder.
- 23.3 Tract Maps, Parcel Maps, Official Maps and Assessor's Maps (known as LACA maps) are processed to the Assessor's Map Books when they are recorded. Township Plats and Mineral Claims are processed to the Assessor's maps when they are filed with the Bureau of Land Management of the U.S. Government. For processing see **Chapter VI**.
- 23.4 Condominiums, community apartment projects (OYO) and stock cooperatives (CO-OP) are classified as airspaces for assessment purposes. For processing see **Chapter VII**.
- 23.5 Approved Licensed Surveyor's Maps and Record of Survey Maps recorded before the Parcel Map enactment in 1965 were generally processed to the Assessor's Maps if they subdivided the property. After this date, Record of Surveys are only considered property line surveys and did not subdivide the property.
- A. For the uniformity of the Assessor's indexing, Survey Books 1 through 49 are known as Licensed Surveyor's Maps. Books from 50 on are known as Record of Surveys. When processed to AMBs both types are referenced as LS.
  - B. When the Licensed Surveyor's or Record of Survey maps are not used to describe the property, the map reference will be shown in freehand across the area of the Assessor's map that is covered by the Licensed Surveyor's or Record of Survey map.
- 23.6 All Parcel Maps recorded after 3-1-77 (P.M. 76-79) are processed to the Assessor's Map Books except Lease Parcel Maps (See Unit Supervisor).
- A. Parcel Maps recorded before 3-1-77 were processed to the Assessor's Map Book if transfers of property were described in terms of the Parcel Maps or by special request. For procedures see **Chapter VI Section 12**.
  - B. When the Parcel Map was not used by the Assessor to describe the property, the map reference will be shown in freehand across the area of the Assessor's map covered by the Parcel Map.
- 23.7 Cemetery Maps are not generally processed to the Assessor's Map Book. Forest Lawn is the only cemetery that is currently being used to describe its property.
- 24. TRACT TITLES (1983 to date standards)**
- 24.1 Tract titles and recording references will be shown on the map area.
- 24.2 For tract title size use guide 140 and pen #1 unless matching existing style.

24.3 Numbered Tracts

- A. Show the tract number above and the reference below within the specific tract area on the map.
- B. No periods are required on either the tract number (TR NO) or reference (M B).
- C. Condominium tracts and parcel maps will be noted with C-TR NO 00000 and C-P M 000-00
- D. The tract title and reference should be spread out to cover the extent of said subdivision.
- E. Do not show the P M number but only the recording reference book and page number(s) for Parcel Maps.

24.4 Named Tracts

- A. Named tracts will be shown in the same manner as a numbered tract.
- B. For named tracts of over three words or where there is limited space available for the title on the map, the name may be shortened or abbreviated. The Chief Engineer or Assistant Chief Engineer will approve and record all such approved titles for future work.

24.5 Avoid placing a tract title on another tract and arrow it into the proper area. Placing tract titles or references in the street or outside the map area and arrow it into the tract area is permissible.

24.6 Use only the recording reference of the tract on small portions or islands being shown on a map.

24.7 On sectional property, the Township and Range (10 N R 00 W) will be shown as follows:

- A. When the center of the section is shown, place the Township and Range (Use guide 140 and pen #1) under the section number (Use guide 175 and pen #1).
  - 1. If the area under the section number is congested, show the Township & Range preferably above the section number, otherwise show it to the side.
- B. When only a section corner is shown, place the (T & R) under said corner when possible, otherwise show it above.
- C. When neither the center or section or a section corner is shown, show the (T & R) centered under the fractional section designation & No., within its area on the map (Use guide 140 and pen #1). A guide 120 and pen #0 may be used in small areas.

**25. TRACT TITLES AND SYMBOLS (1963 Standards)**

25.1 Tract titles should be shown in the following order of recordings and filings: Township & Range, Patents, D.M., C.F., Miscellaneous Court References, 5.F., M.R., M.B., L.S., R.S., O.M., A.M., P.M. (See Unit Supervisor for exceptions).

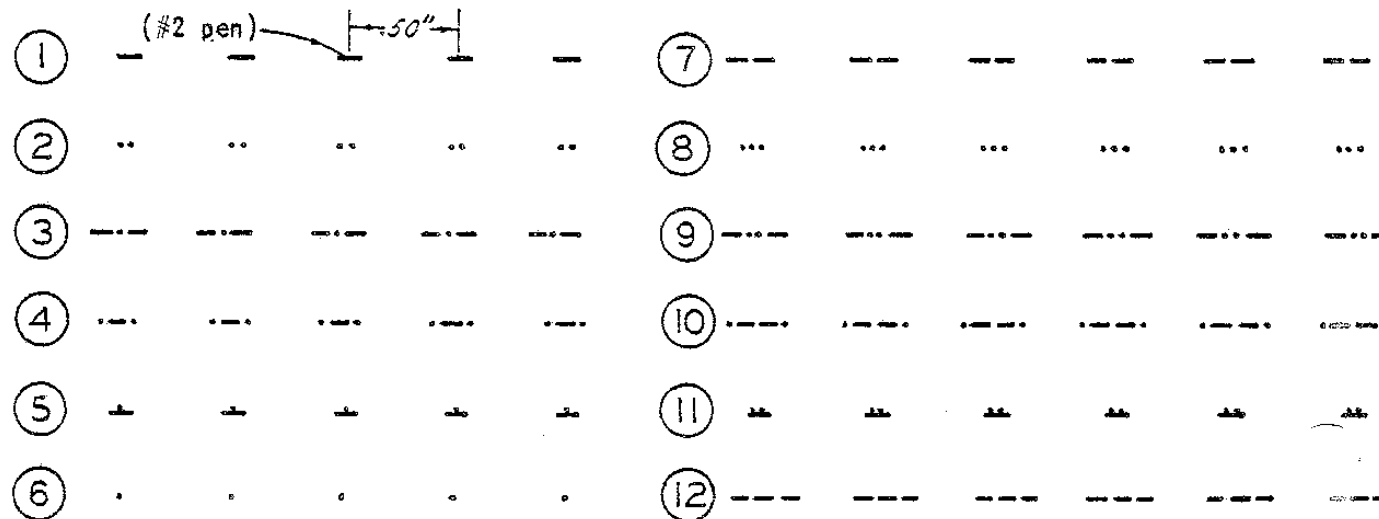
25.2 These tract titles will be shown in a 140 guide and #1 pen.

25.3 For spacing of tract titles, and for placement on the map, see Sample Map No. 3.

25.4 When there are two or more tracts shown on a page, symbols are used to identify the different tracts. Show the symbols along the tract lines which separate the tracts and under the corresponding tract title.

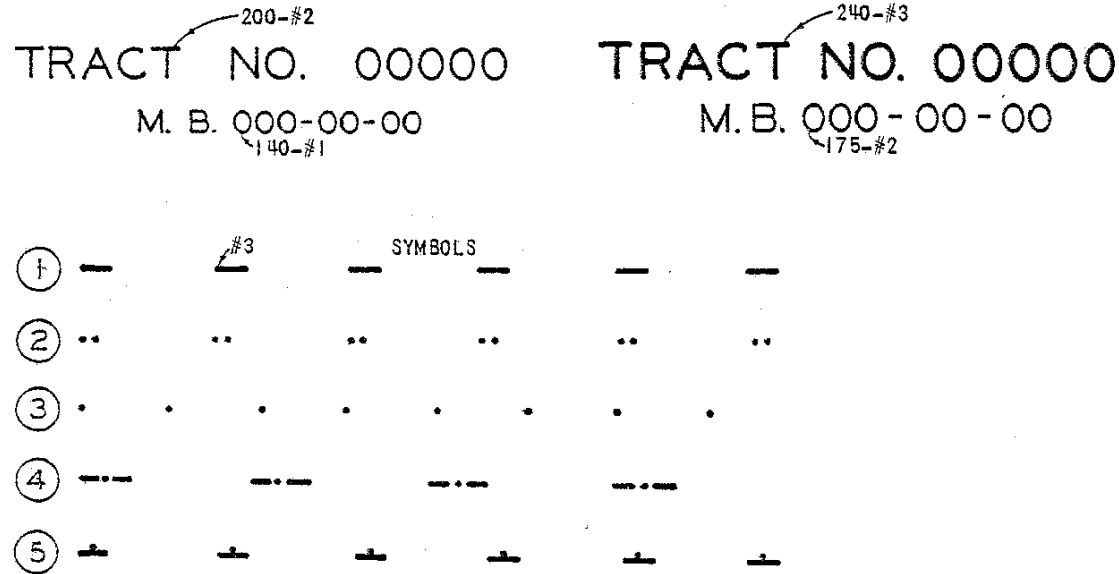


- A. The oldest tract on the page should be left without a symbol, if convenient. There should be one tract left without symbol.
- B. The symbols should adjoin the tract line, allowing no space between the symbols and the line.
- C. Use contrasting symbols, staggering their placement when symbolizing both sides of a tract line.
- D. Use a number 2 pen for the symbols.
- E. Do not place symbols so that they fill in parcel corners or angle points.
- F. When a TRA line coincides with a symbolized tract line, place the TRA line on the opposite side of the symbolized side. See TRA chapter when symbols are shown on both sides of the tract line.
- G. Do not place symbols in 1 foot lots but label the lot(s) with the tract number in freehand. Symbol the tract title even though the one foot lot is the only portion of the tract shown on the page.
- H. Tract symbols may be used in the following order. Tract symbols do not necessarily have to follow the order of the tract titles.



26. TRACT TITLES AND SYMBOLS (1953 Standards)

26.1 Some old maps used a different format and size in showing the tract titles. The following are samples of two styles to be copied when revising these maps.



27. PREVIOUS ASSESSMENT REFERENCE

27.1 The previous assessment reference indicates the book and page property was assessed on just prior to its assessment on the page where the reference appears. We do not attempt to show which portion of the property each previous assessment refers to, when more than one previous assessment is shown.

EXAMPLES:

**1983 Standard to present:**

P A 2041 - 20 & 21

**1963 Standard:**

FOR PREV. ASSM'T SEE:

102 - 217 & 233

2040 - 1 to 5

2041 - 20 & 21

**1953 Standard:**

FOR PREV. ASSM'T SEE: 102 - 217 & 233

2040 - 1 to 5

2041 - 20 & 21

27.2 The Previous Assessment for any previous un-assessed property now being restored to the roll will be determined from only the current book.

27.3 If an Assessor Map book is lost and is being remade for the current year, the previous assessment will not be changed on the tracing.

## 28. PARCEL RINGS

28.1 Parcel rings will be 0.25" in diameter and drawn with a #0 pen.

28.2 The parcel rings will be placed adjacent to the lot number as a group between the lot number and the rear of the lot.  
A. When the parcel ring is to be placed below the lot number, allow space for the word "Por" under the lot number.

28.3 The parcel rings should not touch the parcel lines. On small parcels, it will be permissible to reduce the size of the parcel ring. (Minimum size will be 0.20")

28.4 Place the parcel ring in the center of large size or acreage parcels.

28.5 When the parcel is too small, place the parcel ring outside and arrow it into the parcel. Avoid placing this parcel ring on an adjacent parcel if possible.

## 29. PARCEL NUMBERS

29.1 General Information:

- A. The total Assessor's Identification Number (AIN) is derived from a 4 digit book number, a 3 digit page number and a 3 digit parcel number assigned to one assessment. A parcel is a contiguous area of land or division of airspace in one ownership normally in one general usage. The parcel maybe a record lot, a part of a record lot, or be composed of multiple lots or tracts. A parcel number that has been used to designate a particular area can not be reused to indicate a different area. Parcel numbers are to be shown so they read from the bottom of the page.
- B. All parcels privately owned will be numbered beginning with number 1 on each page and continue consecutively. Use of any parcel number higher than 260 will require the approval of the Chief Engineer. DO NOT USE discontinued parcel numbers. (**See Item 29.5**)
- C. All parcels of land owned by a public agency located outside it's jurisdiction, will use Parcel Numbers 270 thru 299 unless these parcels were exempt at the time of the acquisition. If they were exempt at acquisition, a 900 series Assessor's Identification Number (AIN) should be maintained.

- D. All unpatented "Public Lands" will be assigned 300 Series parcel numbers. The first number on a page will be 300 followed by 301 *et seq.*
- E. All parcels assessed by the State Board of Equalization (known as SBE Parcels) will be assigned 800 Series parcel numbers. The first number on a page will be 800 followed by 801 *et seq*
- F. All other non-taxable or exempt parcels will be assigned 900 Series parcel numbers. The first such number on a page should be 900 followed by 901 *et seq*
- G. All City of Los Angeles transmission line easements that are assessed outside their jurisdiction will be assigned a 270 Series parcel number to be shown in a triangle.
- H. All sub-surface parcels will be shown with the letters "SS" outside the parcel ring. (See I-30 for additional information).
- I. For parcels created by TRA lines, see Chapter on TRA.
- J. Undivided interest parcels are those where a public agency owns a fractional portion and the remainder is owned privately. Two parcel rings are to be shown with the proportional interests shown below each ring (See AMB 7511-17).
- K. Embassy parcels (See Chapter IV-3.11)

29.2 Parcels are to be numbered in the following manner:

- A. When only one tract is shown on a page, parcel numbering will start with the lowest lot number on the map and numbered consecutively following the lot numbers in sequence and then lettered lots in sequence. Exceptions: Exempt and SBE Parcels. See Unit Supervisor for exceptions.
- B. When two or more tracts are shown on the same page, number consecutively within one tract before continuing the parcel numbers in the next tract.

29.3 When the City of Los Angeles, Department of Water and Power (Dept. of W & P) has acquired a transmission line easement outside the City boundary, a separate parcel will be shown in a triangle. The parcel number will be a number in the 270 to 299 Series. (See AMB 6348-22)

- A. If the Dept. of W. & P. is acquiring any portion of the easement parcel in fee, that portion will be assigned a 270 series ringed parcel number. The parcel number for the remainder of the easement will be shown with a soft pencil inside the triangle(s). This is to avoid damage to the tracing due - to numerous erasures of the inked parcel number. A boxed note will be shown on these pages (See AMB 8619-10).

29.4 When a public agency has acquired a large number of parcels on a page, show the following boxed note and do not designate the agency name in the parcel. See the Unit Supervisor for the approved name of the agency. The name shown should agree with the name recited on the deed.

All 900 series parcels from this page are assessed to <name here> unless otherwise noted

- 29.5 When book numbers are re-issued in a New Book Program, the following rules are to be complied with:
- A. The parcel numbers will remain the same when the book and page number are unchanged for a given area.
  - B. When the highest parcel used (H.P.U) number on the new map is less than the highest parcel number previously assigned to that book and page number, for manually drawn maps, list the highest discontinued parcel number within each series above the trim line on the tracing in ink. For automated maps, place the information (H.P.U.) near the lower left corner of the view.
  - C. All discontinued pages and parcels are listed in the Discontinued Page-Parcel List. See Checking Unit Supervisor.
  - D. When all of the parcels have been removed from a page, this is known as a Dead Page. The Dead Page print inserted in the tracings file will note the highest parcel number previously assigned to that page in each parcel number series.
  - E. When reusing a page number to a different area, the first parcel number assigned, will be the next parcel number that would normally be assigned to that specific page.
- 29.6 Summary of Assignment of Parcel Numbers. These numbers are shown in the Assessor Map Book (AMB)
- A. AIN 1 thru 269 Series - Private Ownership
  - B. AIN 270 thru 299 Series - Public Entity Properties outside their boundaries - Partial Exempt Status "Green TRA"
  - C. AIN 300 Series - Unpatented Lands
  - D. AIN 400 Series - "Orange TRA" parcels within Redevelopment boundaries not subject to improvement or rehabilitating policies.
  - E. AIN 800 Series - State Board of Equalization assessed properties -Public Utilities
  - F. AIN 900 thru 999 - Exempt properties
- The following AIN's are assigned by the Assessor, Tax Collector or Auditor and will not appear in the Assessor Map Book or tracings.
- G. AIN 500 thru 549 Series - Tax Authorizations and Partial Redemptions
  - H. AIN 550 thru 599 Series - Partial Redemptions on prior years
  - I. AIN 630 thru 649 Series - Authorizations on prior year's roll
  - J. AIN 650 thru 699 Series - Undivided interest payments or redemptions of Tax Collector and Auditor
  - K. AIN 700 thru 779 Series - New Book program
  - L. AIN 780 thru. 799 Series - Lis Pendens T.A.'s

### **30. SUB-SURFACE RIGHTS**

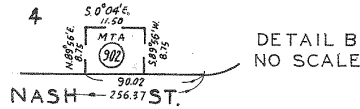
When land which lies below a specific distance from the surface is regulated to be assessed, it will be assessed, as a Sub-surface parcel.

- 30.1 Deeds - Only cut when requested by owner.
- A. Show one parcel number for surface rights and one parcel number for sub-surface rights. The parcel number for sub-surface rights will have letters "SS" below the parcel ring.
  - B. When the surface rights are divided into two or more parcels, show the same sub-surface parcel number in each surface parcel. If the sub-surface rights divide a surface parcel, label the out lines as "Sub-Surface Cut Line". See sample below:

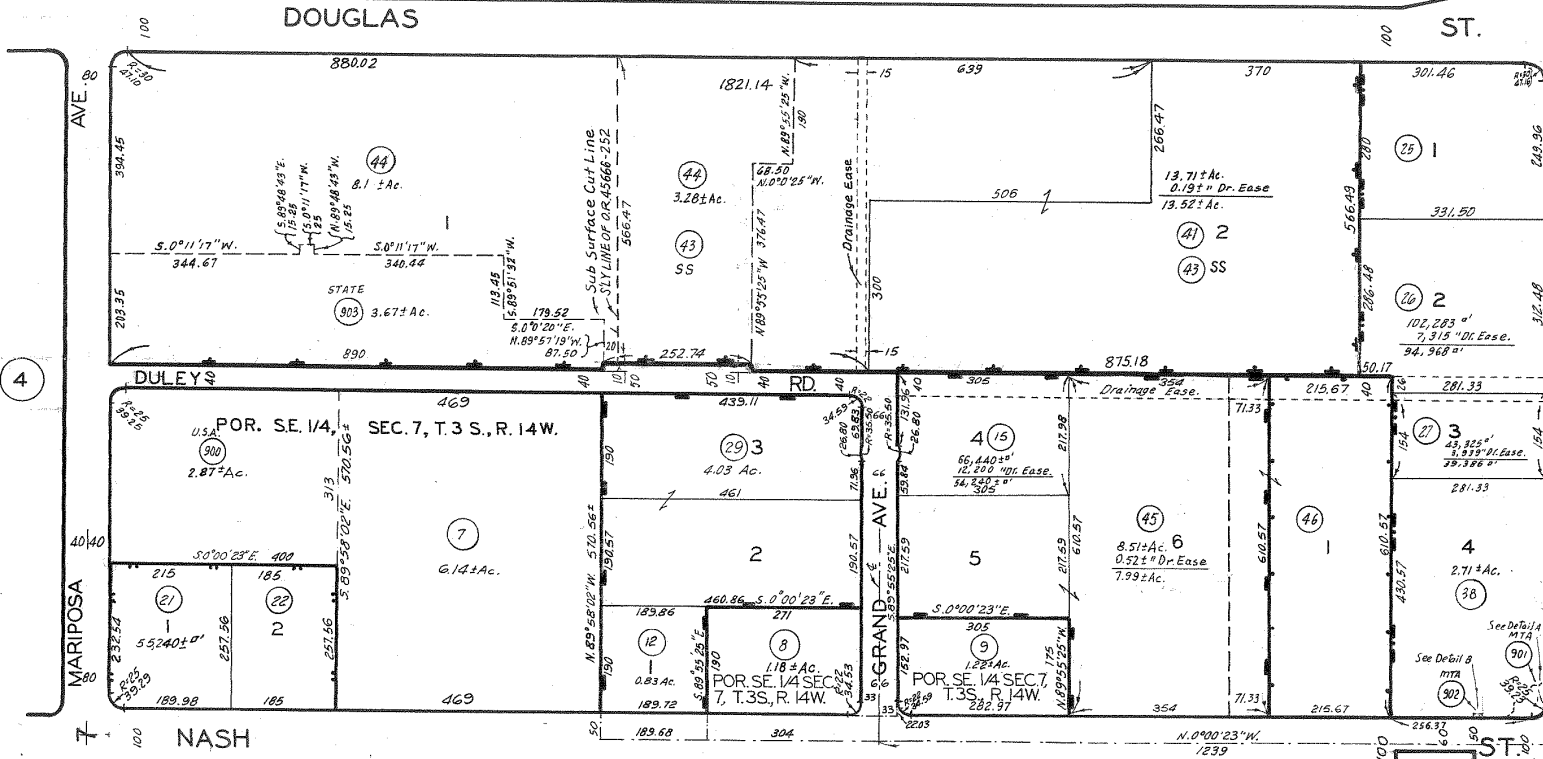
4138 3

2003

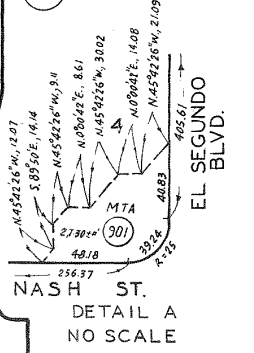
SCALE 1" = 200'



10-18-65 REVISED  
661229 4-9-55  
810219402 10-14-58  
810225 10-27-59  
2-1-60  
6-2-60  
9-8-61  
11-14-61



DOUGLAS ST.  
680227233  
691107215  
701001  
701002656  
710412109  
720126302  
7201809304  
741204507  
751231102  
770401504  
780330838  
790413004  
790531101  
801006321  
820523-25  
900300200/001-25  
94031107002001-23  
97010602003001-23, 25  
97010602003002-23, 25  
1330123010008001-25  
2003010710010001-25



CODE 9851

PARCEL MAP P.M. 74-41-42

SUBDIVISION OF PART OF THE SAUSAL REDONDO RANCHO S.C.C. 11629 C.F. 218

PARCEL MAP P.M. 63-67

PARCEL MAP P.M. 63-68

PARCEL MAP P.M. 133-60-61

TRACT NO. 32178 M.B. 846-27-28

ASSESSOR'S MAP COUNTY OF LOS ANGELES, CALIF.

FOR PREV. ASSMT. SEE: 4139-4

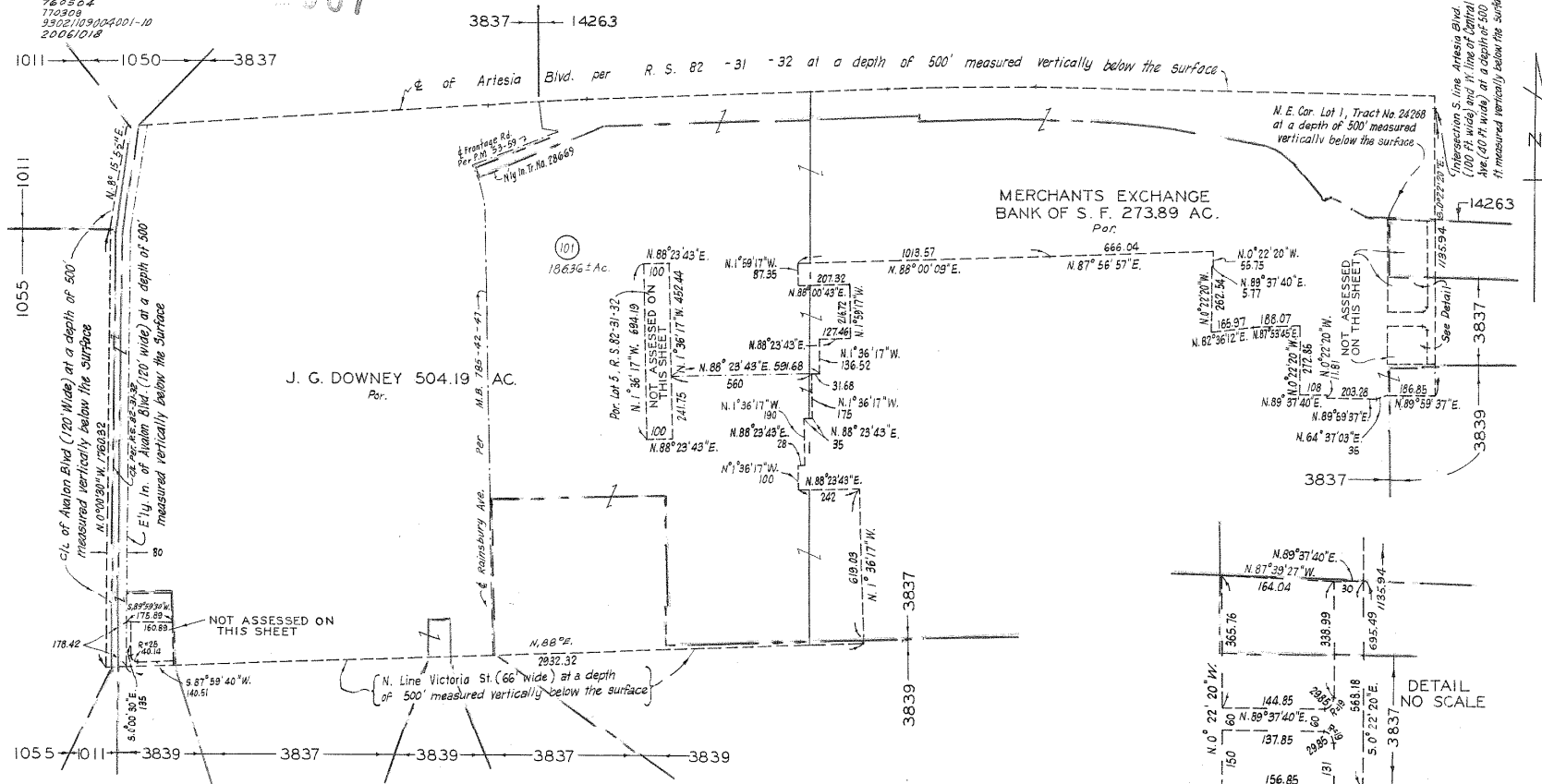


770511803  
 780303  
 782326326  
 780412

730214605  
 740312  
 740314802  
 7601022  
 760218105  
 760225  
 760304106  
 780504  
 770309  
 9302109004001-10  
 20061018

1007

7319 17  
 SHEET 2  
 SCALE: 1" = 400'



All land on this page lies below a depth of 500 ft. measured vertically below the surface.

PART OF RANCHO SAN PEDRO  
 S. C. C. 939 C. F. 69

ASSESSOR'S MAP  
 COUNTY OF LOS ANGELES, CALIF.



## 31. REDRAWING AMB PAGES

- 31.1 If more than half of the map has to be altered, redraw the map.
- 31.2 If the task in hand is too complicated or time consuming to draw by hand, consider redrawing the page in the system.
- 31.3 If the existing tracing is of a poor quality due to age or excessive usage and it is difficult to obtain a quality print, redrawing the page should be a major consideration. In this case, always consider backlog and proximity of dead line.

## 32. MAP PAGE DESIGN FACTORS OVERVIEW

There are many factors to be considered when designing new map pages.

- 32.1 The scale of the map should be sufficient to show the necessary dimensions, parcel and lot number, area and tract title if required.
- 32.2 Areas of similar usage should be drawn as follows:  
Residential at 1" = 100'; Commercial at 1" = 100' or 1" = 200'. Large acreage parcels may be drawn at 1" = 400' or 1" = 1000'. For other scales see Unit Supervisor.
- 32.3 Maps of small acreage parcels, (from approximately 0.30 to 2.50 acres) should be drawn at 200 feet to the inch.
- 32.4 The orientation of each map page should be with north at the top of the map whenever possible. Map pages of all Section property should always have North at the top of the map.
- 32.5 Maps with areas which are changing to a condominium area with multiple units on a single lot should be analyzed so the possible maximum number of units would not exceed 250 units per page. These map pages may be limited to showing only a portion of a block on a page.
- 32.6 The pages should generally be bounded by streets, freeways, flood control channels, power line parcels, railroads, etc.



## CHAPTER II (SECTIONAL PROPERTY)

1. Surveyed Public Lands
2. Un-surveyed Public Lands
3. Mapping Data
4. Processing Deeds along the Northerly and Westerly Lines of a Township
5. Homestead Entry Surveys (H.E.S.) and Mineral Surveys (M.S.)
6. Forest Service Leases (F.S. L.)
7. Samples



## SECTIONAL PROPERTY

Section 322 (Revenue & Taxation Code) Federal Surveys: If surveyed under the authority of the United States, land may be described by township, range, section and/or fractional section, with its corresponding acreage.

### 1. SURVEYED PUBLIC LANDS

- 1.1 Public Lands will be mapped so as to conform to the plat of the area on file in the office of the Bureau of Land Management. This will include the plats for mining claims and homestead entries. When a map is based on latest County Department of Public Works' Survey see **Item No. 1.4**.
- 1.2 Roads shown on County Department of Public Works Index maps shall be shown on the Assessor's Map Books.
- 1.3 Location of roads whose alignments, relative to section lines, have been determined by County Department of Public Works' Surveys and shown on County Department of Public Works' maps will be proportioned to the government section lines on the basis of those surveys.
- 1.4 When Section Land is deeded by metes and bounds descriptions and the Section as surveyed by the County Department of Public Works shows a substantial difference from the Township Plat Map, check with the Chief Engineer for approval to re-draw the Section based on the County Department of Public Works' Survey.
  - A. Upon redrawing Sections per a County Department of Public Works' Survey (C.S. map) proceed as follows:
    1. Investigate the original conveyances of the section to determine the precedent of the control lines (1/4-1/4, lot, area or footage).
    2. Proportion areas and sectional lines by using the standard section midpoint breakdown method.
    3. Notify Real Estate of all area changes using the Mapping Revision Notice.
    4. Show the following box note: (Use guide 120 and pen #0)

SECTION LINES PER C.S.B.-000 ← #0 pen

### 2. UNSURVEYED PUBLIC LANDS

- 2.1 Only section lines will be shown on un-surveyed public lands.
- 2.2 Where un-surveyed Public Lands are shown, a note containing the following information within a box will be used. This note is to be typed.

Sections ..... ← #0 pen  
are unsurveyed

### **3. MAPPING DATA**

- 3.1 Section lines are shown as Tract lines (#2 pen). Quarter section lines as lot lines (#0 pen). Show all ticks, traces and corners with a #0 pen.
- 3.2 Show section numbers as indicated below (listed in order of preference).
  - A. In center of section with a guide 175 and pen #2.
  - B. In section corners with a guide 120 and pen #0.
  - C. Sectional description and number will be shown across the map with a guide 120 and pen #2.
- 3.3 Township (T) and Range (R) numbers are to be shown on their respective side of all Township and Range Lines using a guide 120 and pen #0.
- 3.4 When subdivided land and section property are shown together and Item No. 3.2 can not be complied with, the section description is to be shown using a guide 120 and pen #0 or freehand across the area. See Sample Map 4.
- 3.5 Show all record distances and acreages.
- 3.6 In fractional sections, show the word "Frac." in freehand under the section number. For other placements see Item No. 3.2 or the Unit Supervisor.
- 3.7 All un-surveyed and un-patented surveyed public land parcels are to be assigned 300 series parcels numbers. Combine all such Sections where possible. See Unit Supervisor for approval.
- 3.8 The area within the R/W lines on a highway shown on the State Highway Construction Maps will be opened for street through un-patented lands. Although no document is recorded, it will be assumed a permit has been given to the State to construct the R/W.
- 3.9 The U.S. Government system of rectangular surveys requires adjustments to be made to the six mile square townships due to the curvature of the earth. In Los Angeles County, Sections in the north and west tiers of a township normally contain either more or less than the standard 640 acres. This excess or deficiency is shown on the original township plat or supplemental plats as the sections are divided into smaller aliquot parts. See page II-5.

### **4. PROCESSING DEEDS ALONG THE NORTHERLY AND WESTERLY LINES OF A TOWNSHIP**

- 4.1 When the description for a portion of a section along either the northerly or westerly lines of a regular township reads as follows: "The \_\_ quarter of the \_\_ quarter of Section \_\_ T \_\_ R \_\_ as shown on the official plat in the office of the Bureau of Land Management", process as Example A. See page II-5.

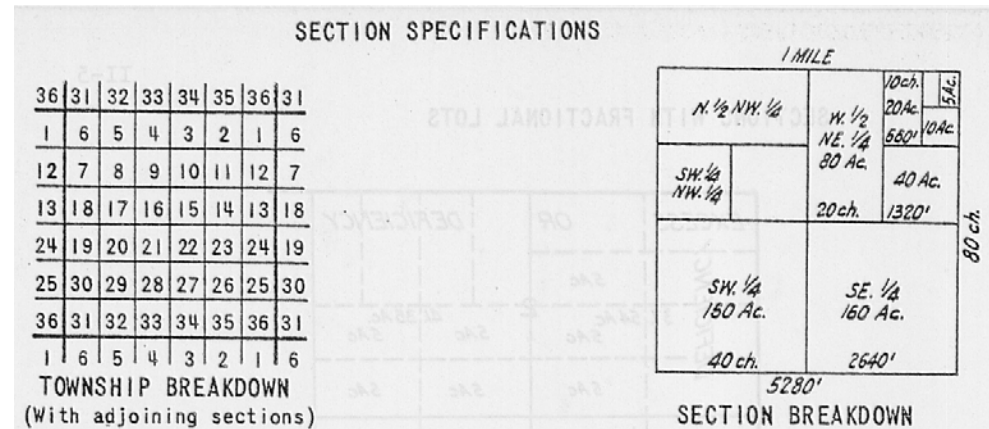
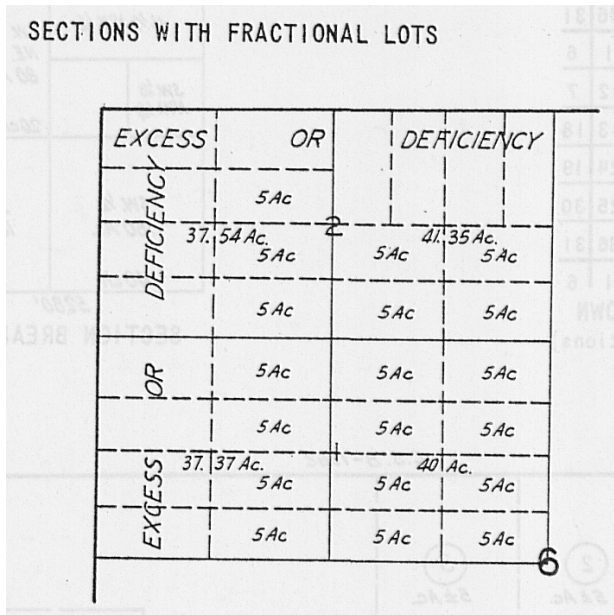
- 4.2 When the description for a portion of a section along either the northerly or westerly lines of a regular township reads as follows: "The \_\_\_ quarter of the \_\_\_ quarter of Section \_\_\_ T \_\_\_ R \_\_\_" process as Example B. (See page II-5).
- 4.3 Both of these above methods described in Item Nos. 4.1 and 4.2 should not be used in the same quarter. An investigation should be made to determine which method will be used in showing these parcels.
- 5. HOMESTEAD ENTRY SURVEYS (H.E.S.) AND MINERAL SURVEYS (M.S.)**
- 5.1 Homestead Entry Surveys are surveys within the national forests. Mineral Surveys are surveys to mark the legal boundaries of mineral deposits or ore bearing formations on the public domain or public lands. Both of these surveys are prepared in accordance with the U.S. Manual of Surveying Instructions and filed with the Bureau of Land Management. These surveys are filed with the corresponding Township plats. See AMB 3243-1 & 4 and AMB 3279-13 & 20.
- 5.2 These surveys are processed to the Assessors Map Books as a new tract, using a Mapping Services Change Notice, upon receipt of the recorded conveyance or notification from the Bureau of Land Management when a survey has been filed with that agency.
- 5.3 Show each survey on an Assessor's Map Book page in its entirety.
- A. When the United States of America issues a land patent to a claimant who excepts a portion of the Mineral Survey as filed with the Bureau of Land Management, the excepted portion will be shown with tie lines. See AMB 3223-4
- 5.4 The boundary lines of the H.E.S. and the M.S. will be shown as lot lines (#0 pen). These lines will supersede other record lines. The underlying section lines will be perpetuated as tie lines.
- A. These surveys may overlap each other. Show all of the lines and identify the boundaries for each survey.
- 5.5 Show the name and number of these surveys as a lot number (Use guide 120 and #0 pen).
- A. If a portion of the survey is opened for street, show "Por" under the name in freehand.
- 5.6 Show sufficient ties to locate the surveys from the section corners so a remainder parcel description can be written.
- 5.7 When a survey is withdrawn, the lines and the name of the survey will be removed from the Assessors map page and the record section lines restored. The copy of the survey will be noted "withdrawn", dated and kept in file for future reference.
- 5.8 There are numerous mining claims, petroleum mines, placer mines and plats which have been filed with the government for over the past 100 years. The present status of many of these claims is undetermined. The Assessor's maps will show those patents that are shown on the County Department of Public Works Index Maps.

6. FOREST SERVICE LEASES (F.S.L.)

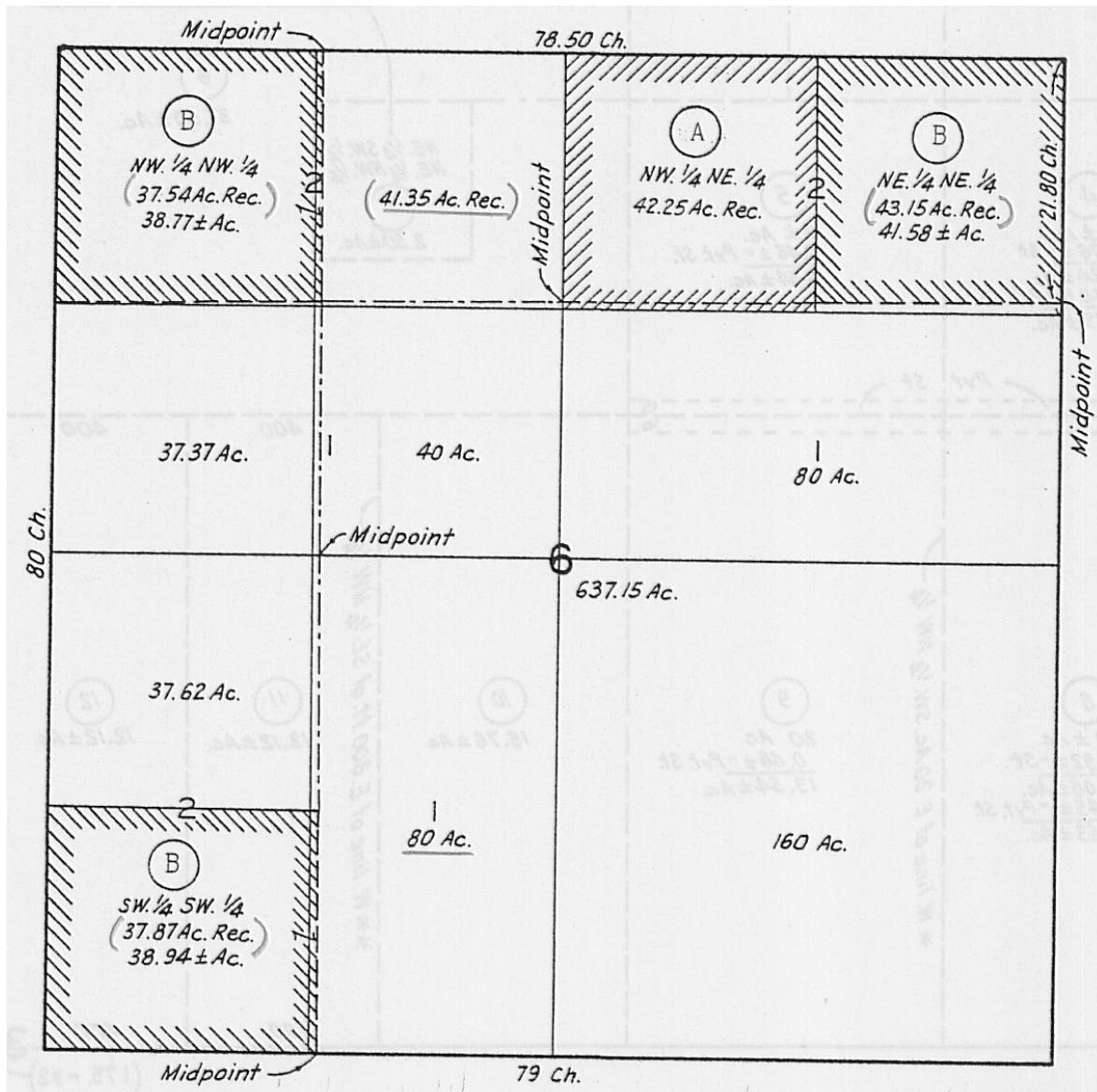
6.1 The United States Department of Agriculture has issued leases on un-patented land in forest areas. At the request of Assessor's Office, all (F.S.L.) as of 1965, were shown upon the Assessor's Map Books in the same manner as a subdivision. These lots were not given a parcel number, are not described on the description pages, (just shown on Assessor maps) or on Assessor Map Book base maps.

- A. Show F.S.L. on sheet 1 (base map) with a note across subject area (Use 140 guide and #1 pen). See **AMB's 5857-1 sheet 1 and 5862-4 sheet 2 and AMB 3243-3.**
- B. On Sheet two and subsequent sheets show numbered (but not parceled) lots (Use guide 120 and pen #0). Show ties with dimensions and bearings to monumental corners or to other lots in same leases. Bearings along all lines are used as locator lines for lots whether they are interior, exterior or tie lines. F.S.L. are not shown on index or TRA maps.

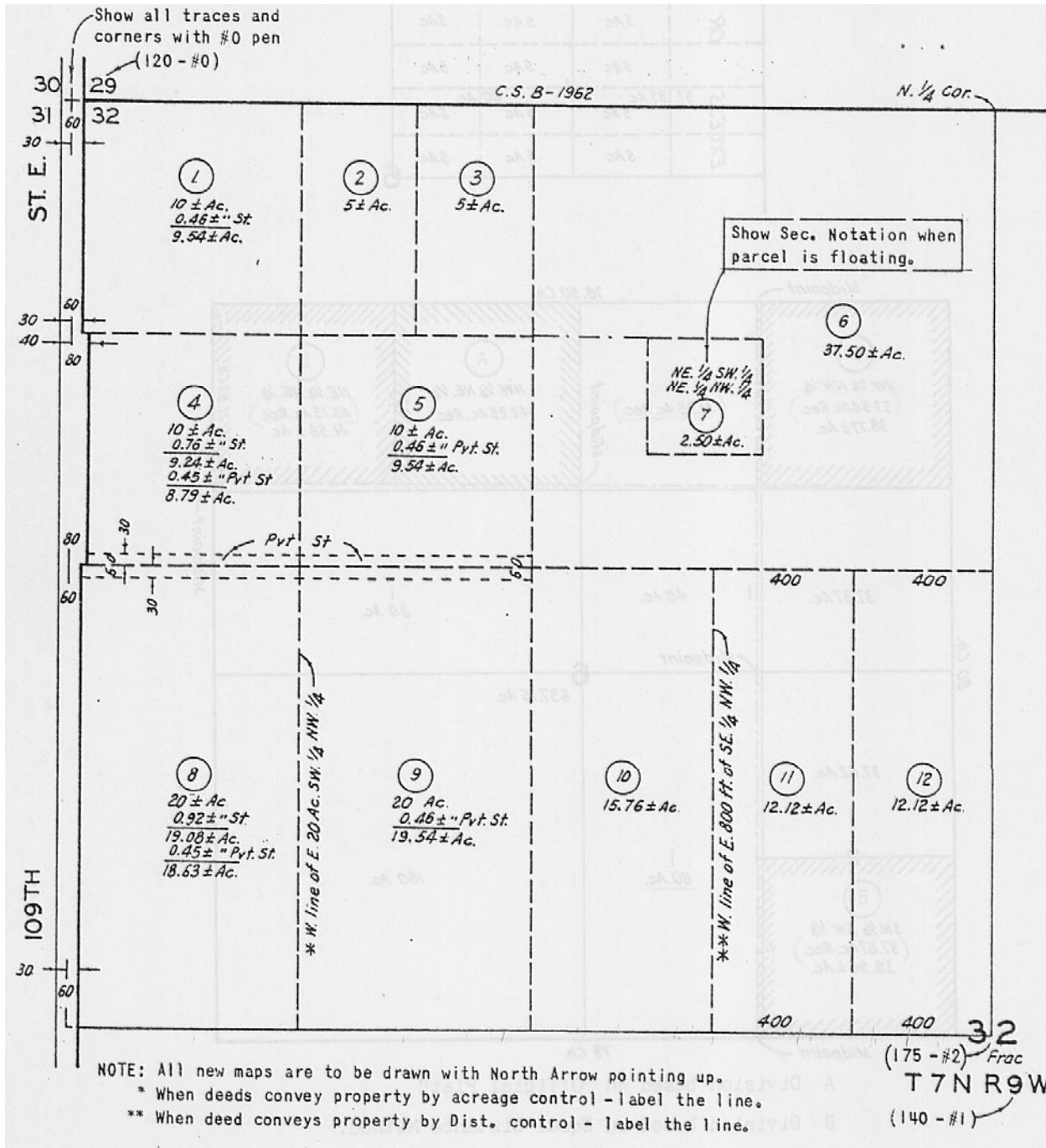
7. SAMPLES







A Division based on "Official Plat"  
 B Division based on Equal Distance Method.



## CHAPTER III (HARBOR BOOKS, TIDELAND AND RECLAIMED LANDS)

1. Harbor Books
2. Tidelands (Ocean Frontage)
3. Reclaimed Lands



1. HARBOR BOOKS

1.1 All privately leased properties in Long Beach and Los Angeles Harbors will be shown per Assessor Map Standards.

1.2 Procedures for processing Harbor Leases (Long Beach and Los Angeles)

- A. Harbor leases are sent to Mapping & GIS Services from the Possessory Interest Section, Office of Assessor.
- B. Review for overlaps/reminders and any discrepancies.
  - 1. Overlaps/reminders - Possessory Interest Section will determine how lease(s) are to be shown.
  - 2. Discrepancies - Possessory Interest Section to resolve.
- C. Show lease(s) on Assessor's map tracings. See **Chapter I-6** for standard line weights of leases (also **AMB 7440**).
- D. Engineer sends lease, tracings and Assessor's Map Book to the Conformity Control Unit for checking.
- E. Conformity Control Unit verifies lease to tracings.
- F. Checker sends tracings and Assessor Map Book thru regular channels
- G. Harbor Lease Abbreviations
  - 1. Los Angeles Harbor
    - a. 0.0000, P.000-0 Harbor Commission Order, Permit No.
    - b. 0.000, L.000-0 Ordinance No., Lease No.
    - c. P.B. A-000-00 Preferential Berth Assignment No.
    - d. R.0000, A0000-0 Resolution No., Agreement No.
  - 2. Long Beach Harbor
    - a. H.D. 0000 Harbor Department No.

1.3 AREA

- A. Show area in sq. ft. as given in lease (with or without ±), if entire lease is shown on one page.
- B. Show ± sq. ft. if lease is shown on more than one page or if area is calculated.
- C. If part of the lease is water, show table. (L.A. Harbor)

EXAMPLE: 39.209 sq. ft. or Ac.  
16.103 sq. ft. or Ac. Water  
23.106 sq. ft. or

- D. Water as used in tables and as labeled should refer to open water (not covered by wharf, pier floats, etc.)

1.4 MISCELLANEOUS

- A. Do not show Harbor Lease parcels which are for pipelines unless specifically requested by the Possessory Interest Section.
- B. Exempt and SBE parcels should show gross acreage. (Include all land, water, wharfs, leases, etc., within the boundaries of the parcel).

- C. Shown gross area in acres for each parcel (Includes all leases)
- D. Leases may be removed by request or notification of termination of lease by the Possessory Interest Section.
- E. If a lease number used in the description is replaced by a new number but no change in the area, the exempt parcel number should not be changed. When a new lease increases the area previously shown on the page, change the exempt parcel number and acreage.

## 2. TIDELANDS (Ocean Frontage)

Tidelands are the land between the high water mark and the low water mark and are vested in the State. In California, tidelands are defined as the land between the Mean High Tide Line and the Lower Low Tide Line.

- 2.1 The Mean High Tide Line for boundary purposes is considered to be the location of that line, as it last existed under natural conditions. Tidal boundaries are generally defined as the average over 18.6 years of a specific phase of the tide. It takes 18.6 years to complete a full cycle of the varying relationships among the positions between the earth, the sun and the moon.
  - A. Coastal property fronting on sandy beaches is often subject to great and rapid changes in the Mean High Tide Line. This is due to storms, tidal action and ocean currents acting on the shore or upon the shoreline.
    - 1. The accumulation of material is called Accretion or Alluvion.
    - 2. The gradual accumulation of land upon a shoreline is called "Accretion" and the land so formed is given the name "Alluvion".
    - 3. The gradual exposure of land uncovered by recession of the water is called "Reliction".
    - 4. The sudden and violent carrying away of part of a shore line and/or re-depositing it on another part is referred to as "Avulsion".
    - 5. All of these terms describe conditions which could change the location of the "mean high tide line" for a given location.
  - B. Each specific tide line must be labeled with data source and date of survey (i.e., "Mean High Tide Line per S.D.F. May 1957")
  - C. Adjacent properties may show different locations for the Mean High Tide Line due to surveys being made at different times.
- 2.2 The Mean High Tide Line was delineated and revised on the Assessor's Map Book (AMB) from the latest surveys as prepared by the County Department of Public Works. This work function is no longer being done and any changes will be reflected by private surveys on recorded subdivisions.
- 2.3 Procedures for Processing Tidelands
  - A. On Section and Rancho land, the new Mean High Tide Line will shown with a #2 pen and any change in area will be reflected in the acreage shown with each parcel.

- B. On recorded tracts, if the Mean High Tide Line established by the County Department of Public Works is within the tract, the lines will be shown as a tie line, and the area of the record lots will remain unchanged.
- C. When property has been created by artificial Accretion seaward of the original record line, this area will have no tract designation and no symbol. See Research No. 1393.
- D. The revised Mean High Tide Line will be labeled in freehand as, "Mean High Tide Line per (map reference on \*Survey and the date)", date being the date of the Survey.
- E. The newly created Mean High Tide Lines will not create any different TRA lines or TRA numbers from the adjoining existing TRA numbers.
- F. Label Pacific Ocean with 140 guide and #1 pen.

### 3. RECLAIMED LANDS

- 3.1 Reclaimed lands are "man made" or artificial accretions or sometimes in the mode of islands which are formed with the approval of the appropriate governing offices.
  - A. Presently, we are only showing reclaimed lands within Long Beach Harbor as shown in AMB 7436. These lands will only be shown for assessment when construction is completed and they are approved by the Port of Long Beach.
  - B. These lands must be shown on Long Beach Map H.D. 43000 with an appropriate revised date before being reflected in the AMB.
  - C. All Long Beach Harbor lands are located or fixed by coordinates on the California Lambert Grid - Zone 7.
  - D. The oil well islands in the Long Beach Harbor are shown on the mining Rights Identification Map which is filed as an L.A.C.A. map with the County Assessors' Office. These islands will be described, in the manner of lots, and carrying the designation as shown on said filed map.





#### CHAPTER IV (PUBLIC & PRIVATE DEED - DEFINITION)

1. Deeds and Requests
2. State Board of Equalization
3. Exempt Property
4. Streets Deeds and Reservations
5. Freeways
6. Director's Deeds - State Highway Excess Property
7. Relinquishment Deeds
8. Riding, Hiking, Equestrian Trails and Bicycle Paths
9. Minor Easements
10. City of L.A. (W & P) Transmission Line Easements T/L (Outside the City Boundaries)
11. Acquisition by Eminent Domain (Condemnation)
12. Restricted Use Areas
13. Open Space
14. Exempt Districts Not Listed on Tax Explanation Page
15. Exempt Status of Sanitation Districts
16. Cemetery Property
17. Vacation of Public Streets
18. Letters and Unrecorded Deeds from Public Agencies
19. Community Redevelopment Agency (CRA) Leased Parcels



## 1. DEEDS AND REQUESTS

- 1.1 A deed is a written document by which the ownership of land, or in specified cases only an interest in land is transferred from one party to another.
- 1.2 A request is a written instruction, by an authorized concerned party, to make a change of assessee and/or on the Assessor's map.
- 1.3 Deeds are classified into two categories: Publics and Privates.
  - A. Publics are deeds and requests in which both or one of the parties is a public agency.
  - B. Privates are deeds and requests in which neither party is a public agency.
  - C. All deeds and requests which divide or combine existing parcels will be processed through Mapping & GIS Services.

## 2. STATE BOARD OF EQUALIZATION

The State Board of Equalization, SBE assesses public utilities under Section 19, Article XIII of the State Constitution.

- 2.1 Acquisitions by the utilities are identified by an 800 series parcel number.
- 2.2 An 800 series parcel number is also assigned to utility property as reflected on a map submitted to the SBE by the utility.
- 2.3 All properties assessed by the SBE are given a unique 4 part number for assessment purposes. The first number is the designation of a specific utility company. The second number designates the area where the property is located (19 in Los Angeles County). The third number is the page number in the SBE book. The fourth number identifies a specific parcel of land on the specified page (i.e. SBE 279-19-80, Par 5).
- 2.4 All deeds conveying properties to or from SBE assessed parcel(s) can be processed **only if a Land Change letter from the SBE is attached.** All deeds without said letter should be sent to Ownership's Parcel Change unit. The exceptions are road deeds, minor easements, and certificates of compliance.

## 3. EXEMPT PROPERTY

Totally exempt property is land acquired by a public agency (city, county, state, etc.) within the boundaries of said agency **or** any land outside the boundaries of the agency that was exempt at the time the land was acquired (Const. Article XIII, Sec. 11). **School property is always exempt.** All property conveyed to a public agency must have a Certificate of Acceptance, dated and signed by an authorized representative of that agency, excluding the USA government.

- 3.1 Totally exempt property will be assigned a 900 series parcel number.
- 3.2 Partially exempt property is land acquired by a public agency outside the boundaries of said agency that was not exempt at the time of acquisition. Partially exempt properties will be assigned parcel numbers in the 270 to 299 series.
- 3.3 The name of the agency will be shown in freehand 0.10" caps, within the parcel if practical, otherwise show it on the outside with the parcel number and arrow the parcel ring into the parcel.
  - A. Combine property conveyed to schools by a single deed and assign a new 900 parcel number.
  - B. Do not combine Redevelopment parcels.
- 3.4 Abbreviate the public agency's name to COUNTY; CITY; STATE; U.S.A. and SCHOOL (Note: Use the name of City when outside the boundary of that City).
- 3.5 On other public deeds, show the complete name of the public agency or the accepted abbreviations as shown on **Chapter I-19**. Property assessed to school districts will only show SCHOOL.
- 3.6 Land acquired by L.A. County Board of Retirement Association will be noted as COUNTY on the map.
- 3.7 Land acquired by City of Los Angeles, Dept. of Water and Power that's within its city limits will be noted as "CITY (W&P)", and land outside its city limits as "L.A. CITY (W&P)".
- 3.8 Land acquired by Regents of University of California will be noted as STATE on the map. Land acquired by community colleges will be labeled as SCHOOL.
- 3.9 Land acquired as "Sold by State" by a public agency will be assigned a 900 series parcel number and show the name of the agency.
- 3.10 "L.A. CITY HOUSING AUTHORITY" is to be shown as identified on the deed. Do not abbreviate.
- 3.11 Property acquired by foreign countries for their consulate may be partially exempt depending upon each country's agreement with the Federal Government. These consulates request a separate assessment through Ownership Services. Consular parcels may be an office or an apartment with a lease for a short limited time period. These parcels are assigned a 1 to 269 series parcel number along with another private parcel number for the remainder of the property.  
A boxed note outside the map lists the consular parcel and what it describes. See **AMB 5093-26**.
- 3.12 Undivided Interest - When one or more public agencies acquire undivided interest(s) in a parcel, the percentage of interest(s) so acquired will be shown alongside the parcel ring(s) with the 900/270 series number and the name of the agency. The remaining percentage of interest will be shown alongside the involved parcel(s).

- 3.13 Small Business Administration acquisitions, usually a foreclosure will be assigned a 900 series parcel number and labeled USA.
- 3.14 Redevelopment Agency acquisitions of property within its own city boundary will be assigned a separate 900 series parcel number regardless of the property being within or outside the Redevelopment Project's area. (Do not combine). To avoid showing a long agency's name on each parcel, show a boxed note outside the map as follows:
- A. All 900 series parcels on this page are assessed to (City name) Redevelopment Agency, unless otherwise noted.
  - B. All 900 series on this page are assessed to Redevelopment Agency of the (City of/ County of), unless otherwise noted.
  - C. All 900 parcels on this page are assessed to Community Development Commission of the (City of/ County of), unless otherwise noted.
  - D. All 900 series parcels on this page are assessed to the Community Redevelopment Agency of the (City of/ County of), unless otherwise noted. See boxed note on **I-29.4**

#### **4. STREETS - DEEDS AND RESERVATIONS**

- 4.1 On all street deeds, whether a fee or easement conveyance, the described area will be removed from the parcel and shown as a portion of the public right of way.
- 4.2 Future streets will always be shown as a minor easement, labeled "Fut St". The future street line will not be shown if it coincides with a tract, lot, cut, or street line.
- A. All one foot lots are to be assumed for future street purposes and are to be labeled as "Fut St". The tract number will be shown with a one foot lot when it is different from the adjacent tract.
  - B. Future street dedications are valid for a period of 25 years from the date of dedication. Upon request, future streets which were not accepted by the governing body within the 25 year period, maybe removed from the Assessor's maps with the approval of the Chief Engineer (See Sec. 748.5 Code of Civil Procedures (C.C.P). Use a Mapping Revision Notice (MRN) form to notify the Assessor's Real Property Division of the deletion of the future street restriction.
- 4.3 There are two types of Street Reservations:
- (1) Public owned property which is conveyed to another party reserving a portion for public street purposes.
  - (2) Ingress and Egress easements to a public agency that contain the phrase "at the option of said agency to declare and open said easement as a public street".
- A. On the first type, the area described as a street reservation or alley reservation will be opened for street.
  - B. The second type will be shown as minor easement.

## 5. **FREEWAYS**

- 5.1 The State of California, Department of Transportation (CALTRANS) acquires property for state and interstate highways; these deed refer to a route number (RTE). The name of the freeway will be shown on the AMB with the RTE number centered between the name and the word "FRWY".
- 5.2 Property conveyed by deeds which have a POST MILE and F map (Freeway map) reference designation will be removed from the AMB pages, Index and TRA map. Those deeds without a POST MILE designation and an F map reference will be assessed to the STATE with a 900 series parcel number. These latter properties do not lie within the freeway right of way and are being acquired for other purposes.

## 6. **DIRECTOR'S DEEDS - STATE HIGHWAY EXCESS PROPERTY**

"Director's Deeds" are conveyances of excess property from the Department of Transportation to another owner.

- 6.1 Use the Director Deed's maps, State Highway Construction and R/W Relinquishment Maps to show relationships of existing streets, vacated streets, frontage roads, freeway approaches and other pertinent information.
- 6.2 See **Chapter V** for processing of these deeds to the AMB.

## 7. **RELINQUISHMENT DEEDS**

These deeds convey a State improved street or other R/W to local jurisdiction and do not convey any assessable property. This work is not processed through the Parcel Change System.

### 1. **RIDING, HIKING, EQUESTRIAN TRAILS AND BICYCLE PATHS**

- 8.1 All property described as public riding, hiking, equestrian trails and bicycle paths will be opened similar to a public street on the AMB page maps and shown on the Index and TRA map. They will be named and or labeled as shown on the recorded map or document. When adjacent to a street, separate them from the street R/W with the appropriate lot trace or tie line.
- 8.2 Private or restrictive trails or paths will not be shown on the AMB unless shown on the subdivision maps. Show as minor easement.

## 9. MINOR EASEMENTS

Minor Easements are those public easements processed to the AMB pages that do not require a parcel number change. These easements are shown with a minor easement line.

9.1 The grantor on the deed must be the Assessee or an entity with the right to dedicate said easement.

## 10. CITY OF L.A. (W & P) TRANSMISSION LINE EASEMENT T/L (OUTSIDE THE CITY BOUNDARIES)

10.1 The City of L.A. (W & P) will be assessed for the "easement rights" This will be indicated by a 270 to 299 series parcel number shown in a triangle. When redrawing a new page there will be only one such parcel number unless there is a TRA line creating another parcel. Check the TRA Unit if the 270 series is in the same "Green" (partially exempt) TRA number.

10.2 The property owner will be assessed for the "fee" subject -to the "easement rights." Show a sufficient number of parcels to identify all of the "Fee" interests. See **AMB 6348-22**.

10.3 The T/L easement will be shown with a standard property cut line and identified as "CITY OF L.A." (W & P) per OR 000-00. The area of the easement will be deducted from each "Fee" parcel in an area table. The total area of the easement parcel will be shown at the bottom of the map with each triangle parcel number.

10.4 Do not show T/L easements over SBE parcels. Do not show T/L easements on un-patented land which is assigned a 300 series parcel number.

10.5 Show the T/L easement on exempt (900 series) parcels except fee owned City of L.A. (W & P) property. Use the centerline produced through this property for continuity purposes.

## 11. ACQUISITION BY EMINENT DOMAIN - (CONDEMNATION)

Eminent Domain is the right to take private property for public use. The State is designated the authority to determine if the taking is for public use and insure just compensation is awarded.

11.1 The "Filing of Action" is the initial step in a condemnation procedure. This contains the names of parties involved, description of the property, what interest is condemned, appraisal reports and other pertinent facts. (Not processed to the AMB).

- 11.2 The "Summons" is the official notice for all concerned parties to appear for the court action. It also lists the specific properties and what interest wants to be acquired (Not processed to the AMB).
- 11.3 The "Lis Pendens" is an official "Notice of Action" that specific property is pending court proceedings (Not processed to the AMB).
- 11.4 The "Interlocutory Decree" is a preliminary finding in a court case but is pending a final judgment (Process to AMB).
- 11.5 An "Order of Immediate Possession", (O.I.P.) grants the right to a plaintiff to take possession of the described property at a given date, always prior to the final order or decree. Usually the compensation has not been agreed upon at this time but the specific property and need has been determined (Process to AMB).
- 11.6 The "Final Order or Decree of Condemnation" is the conclusion of the court case. All conditions and compensation have been satisfied. The Final Order may not list all the defendants, compensation or interest acquired but does specifically describe the property. (Process to AMB).
- 11.7 Effective dates:
- A. If documents mentioned in items 11.4 and 11.5 were recorded use the filing date as an Effective Date.
  - B. If documents mentioned in 11.4, 11.5, and 11.6 were NOT recorded use the filing date (Do not implement 30 or 90 days possession from file date).
  - C. If Final Order of Condemnation was recorded use the recording date.
  - D. For all items listed above, **if possession date is set, use it as effective date.**
- 11.8 The "Nunc Pro Tunc", (Now for then) action corrects a previous Final Order which contained errors or omissions. The action is retroactive to the recording date of the Final Order of Condemnation or possession date. Always see Chief Engineer prior to processing.
- 11.9 Declaration of Taking refers to a Federal action in Eminent Domain and is the equivalent to a Final Order or Decree. It is worked upon recordation. These acquisitions are numbered and called Tracts.

## 12. RESTRICTED USE AREAS

- 12.1 Los Angeles County Ordinance No. 4478 Section 158 states, "If any portion of a lot or parcel of a division of land is subject to flood hazard, inundation, or geological hazard, such fact and portion shall be clearly shown on the final map whereon any such portion is shown".
- 12.2 Restricted use areas are created by either recorded documents or subdivisions. The boundaries of these areas will be shown with a minor easement line and the area shown in the area table for each parcel. The restricted use area will be labeled as shown on the document or subdivision map. See **Chapter V-6**.



**13. OPEN SPACE**

- 13.1 Open space land is defined in Government Code #65560. The provisions which pertain to a City or County to approve and acquire the rights to preserve and maintain an "Open Space" area are in Government Code Chapter 6.6., Sections 51070 through 51097. The purpose of these provisions is to preserve the natural resources, to prevent the development of the land, and to prohibit the erection of buildings. These Open Space areas are generally created by either deed or dedication.
- 13.2 The Open Space parcels or portion of parcels will be labeled as recorded in freehand. If the Open Space area takes only a portion of a parcel, show the Open Space area with a minor easement line and reflect it in the area table.
- 13.3 When conveyances grant a fee interest for Open Space purposes to the governing public agency, assign a 900 series parcel number and show the name of the agency and "OPEN SPACE" in capital letters.
- 13.4 When conveyances grant a fee interest for park purposes to the governing public agency, assign a 900 series parcel number, show park name with a 120 guide and "0" pen (See **AMB 8244-5**).
- 13.5 These conveyances may contain "Reverter, Right of Re-entry or Power of Termination" conditions. If the property is not used as designated in the conveyance, the interest could be returned to the grantor. No notes or records are kept of these conditions for assessment purposes.

**14. EXEMPT DISTRICTS NOT LISTED ON TAX EXPLANATION PAGE**

- 14.1 See TRA Unit before processing.

**15. EXEMPT STATUS OF SANITATION DISTRICTS**

- 15.1 Property acquired by a Los Angeles County Sanitation District, lying within the boundary lines of a different Los Angeles County Sanitation District will have the same tax status (taxable or exempt), as was in effect prior to acquisition. County Sanitation District No. 2 acquires the property for all the Districts in the County.
  - A. If Los Angeles County Sanitation District No. 2 acquires property in Los Angeles County Sanitation District No. 10 which is taxable at the time of acquisition, the property will become partially exempt, (270 parcel series).
  - B. If Los Angeles County Sanitation District No. 2 acquires property in Los Angeles County Sanitation District No. 10 which is tax exempt at the time of acquisition, it continues to be exempt.

15.2 Property acquired by a Los Angeles County Sanitation District, lying within said district's own boundary lines, automatically becomes tax exempt.

## **16. CEMETERY PROPERTY**

Every cemetery may prepare and record a map showing specific areas and purposes of their property. These maps are recorded in the Cemetery Map Books. The only cemetery currently being assessed by reference to a cemetery map is Forest Lawn Memorial Park in Glendale.

16.1 Each assessment year, every cemetery must file with the Assessor an affidavit showing:

- A. The property is used or held exclusively for the burial or other permanent deposit of the human dead, or for the care, maintenance or upkeep of such property of such dead, and
- B. The property is not used or held for profit. (R&T Code 256.5)

16.2 The affidavit shows any change in areas of the "sold" (exempt) portion and unsold (non-exempt) portion.

16.3 Each cemetery parcel will be labeled "CEMETERY" in freehand.

16.4 The change in areas requires a change of the exempt (900 to 999 series) parcel number and the non-exempt (1 to 269 series) parcel number. The map shows the total acreage and the description contains the exempt area and the taxable area.

16.5 On the tracings, the existing parcel numbers will be erased and the new parcel numbers shown. Periodically move the parcel rings so that repeated erasures will not damage the tracings. A new map page print will be made and inserted into the AMB.

16.6 All, deeds or requests which create, combine or divide cemetery properties require the noted approval of the Welfare Unit in the Exemption Section.

16.7 Effective dates for parcel changes for 2008 assessment year for example, would be 12/31/2007 and so forth.

## **17. VACATION OF PUBLIC STREETS**

17.1 The vacation or abandonment of a public highway, street or alley affects only the easement of the public thereon. The rights of the public are terminated, but the ownership of the fee is unchanged. The owners of property adjoining a highway, street or alley are presumed to own to its center (subject to the public easement thereon), though the contrary may be shown to be the fact. The governing body may have acquired a fee interest by deed or condemnation in the public right of way and would retain that fee interest upon the vacation.

- 17.2 Normally, adjacent property owners are the parties who instigate a street vacation action. Streets (public right of ways) are vacated by the action of the governing body in whose jurisdiction the street exists. Governing agencies approve these vacations by an Ordinance or Resolution which may or may not be recorded.
- 17.3 Generally, it is the policy to assess one-half of the vacated street with the adjacent fronting parcels. If recorded deeds, a new subdivision or title reports show a different ownership alignment, that source may be used as a basis for the ownership of the vacated street. See **Chapter V-10** for detailed processing rules.
- 17.4 Subdivision Map Act Section 66499.201 permits a subdivision map to reflect the abandonment of streets and easements without any additional vacation proceedings. However some cities will provide a separate resolution to vacate.
- 17.5 Reversion to acreage tracts does not require a vacation document to vacate streets.
- 17.6 When there is a conflict in ownership of a vacated street, both of the parties may be assessed with the vacated street under Section 610, (other claimants of property), of the Revenue and Taxation laws.
- 17.7 For vacations of future streets, see **Chapter V-10**.
- 17.8 Summary of County Counsel opinion regarding streets taken in condemnation by the Federal Government. See E:73-138 for complete opinion:
- A. When the County is a party defendant and the property is taken without reference to the streets, the streets are to be considered vacated.
  - B. When the County is a party defendant and the property is taken subject to the streets, the streets are not to be considered as vacated.

## **18. LETTERS AND UNRECORDED DEEDS FROM PUBLIC AGENCIES**

The Department of Public Works issues unrecorded deeds conveying property. A letter is sent to the grantee with the deed explaining the conveyance of the property. This completes the transfer of the ownership of the property. A copy of the letter and deed is sent to the Assessor's Office for processing.

- 18.1 The deeds will be processed with the attached letter (Use MCN). The effective date will be the date the letter was written.
- 18.2 On the current AMB page, show "COUNTY LETTER" and effective date in pencil on or near the area of the property being conveyed.
- 18.3 If the deed is recorded later, the recording date and document number will be added to the note described in **18.2**.

## 19. COMMUNITY REDEVELOPMENT AGENCY (CRA) LEASED PARCELS

Health and Safety code § 33673 states that property leased by a CRA, pursuant to a Development and Disposition Agreement, should be assessed as a fee parcel.

- 19.1 It is the policy to make these 900 parcels fee series parcels. The proper procedure to be followed upon discovery of these fact situations is as follows:
- A. Valuations will notify Mapping Services via RP-70 or a letter when they discover these situations. Include as an attachment a copy of the lease and the DDA and specifies the effective date of the parcel change.
  - B. Mapping Services will create a 001-269 parcel.
  - C. Ownership Services will notify Mapping Services of these situations if they first are informed of the situations.
  - D. Mapping Services will create the fee parcel using the indicated effective date of the lease.

## CHAPTER V (PROCESSING DEEDS AND REQUESTS)

1. Receiving, Reviewing and Assigning Incoming Deeds and Requests
2. Working the AMB
3. Work on the Tracings
4. Freeways
5. Director's Deed and Excess Properties
6. Minor Easements
7. Undivided Interests Deeds
8. Sub-Surface and Airspace Assessments
9. Public Utility Deeds – State Board of Equalization (SBE) Assessment
10. Vacated Streets
11. Property Relocations
12. Cemetery Cuts
13. Partial Cancellations (P.C.)
14. SB 1184 Combines
15. TDC Combines
16. Conveyances, Decrees, and Requests
17. Mapping Change Notices (MCN)



## PROCESSING DEEDS & REQUESTS

### 1. RECEIVING, REVIEWING & ASSIGNING INCOMING DEEDS & REQUESTS

- 1.1 Public and Private Deeds are received from Ownership Services on a daily basis through the Imaging System (TITAN) and paper requests from various sources. The documents received through TITAN are placed in two queues.
- 1.2 The first queue contains both private and public grant deeds that require a parcel change. These are routed to Mapping by Ownership's clerical staff as they code the documents. All deeds are reviewed, printed, and assigned. Once the jobs are completed they are routed back to Ownership's Parcel Change unit. Any document routed to Mapping by mistake is routed back to the original router.
- 1.3 The second queue includes all documents that do not need clerical intervention such as: Certificates of Compliance/Lot line adjustments; easements; State, County, City, and all other government agencies' court actions; road deeds; and other miscellaneous types. This queue also includes all recorded condominium plans. All workable documents are printed and then discarded from TITAN. All non-workable documents are not printed but are discarded from TITAN. See CDR list of documents' dispositions and procedures on **V-16**.
- 1.4 All printed deeds that require a parcel change shall be indexed to an AMB and stamped:

W\_\_\_\_\_I.D.\_\_\_\_\_

O/P\_\_\_\_\_N/P\_\_\_\_\_R/P\_\_\_\_\_

Minor easement deeds to public agencies do not affect the description and do not require parcel change system process easement to AMB page, reflect change of area, and place a note on document (minor easements: no change in parcel number). QC Desk will give a copy of completed document and map to Front Office to be sent to the Real Estate Region.

- A. When a deed describes property in more than one AMB all affected AMBs will be assigned to one unit and worked simultaneously. The entire project will also be ID'd by one checker for a specific date. **Do not make dummies anymore.**
- B. All paper requests and letters are indexed and assigned along with the above mentioned documents.

- 1.5 A list of books required to complete the Unit's workload will be compiled on a Map Book Request form by each Unit's Supervisor as needed. This list is submitted to our File Room clerk for acquiring these books from the AMB library. The books will be placed in the units book rack.
- 1.6 An assignment entails taking an AMB from the rack and all corresponding work from the file. The corresponding AMB tracing masters are charged out the file room.

## **2. WORKING THE AMB**

- 2.1 The grantor of the deed must be the assessee of the property described in the deed. Obtain an LD printout from PDB and attach to deed. If the assessee in the PDB is not the grantor, establish chain of title, see 2.2 below. Requests for combines or divisions of parcels should be approved by the assessee or an authorized party. All division requests should be authorized by Unit's supervisor as well. All Final Orders of Condemnations will be processed although the assessee's name may not appear on the document.
- A. There are many types of conveyances of property. A grant deed is one of the most common types of deeds to transfer the ownership of property. Errors, omissions and typographical mistakes are often found on documents. These documents may be processed if the intent of the conveyance is obvious. These errors or discrepancies will be noted on the document and approved, by the Unit Supervisor for processing these documents to the AMB. Even so the document is processed, a note should be sent to Ownership Services to contact the owner to make the necessary corrections on the deed.
- 2.2 If the grantor is not the same as the assessee, use the following procedures:
- A. Utilize the Data Trace system to verify the chain of events.
- B. Verify if the assessee is correct by retrieving the current deed shown for that parcel.
- C. Deeds which show a title company order number can be resolved by calling the title company. Documents which show an attorney for a return address may be resolved by contacting said party.
- D. The correction and the source shall be noted on all deeds, dated and initialed by the Unit Supervisor.
- 2.3 On the current AMB page, pencil the document number and date of the deed being processed on or near the area of the transaction.
- 2.4 Check the map, preceding maps, description page and the parcel numbers listed outside the tracing trim line for the highest parcel number used in the series (private, SBE or exempt) that will be required in processing each work item. On automated maps, this information is shown inside the trim line near the lower left corner.
- 2.5 If the deed being processed conveys or leaves a sub-standard sized parcel (sliver), check the assessees of the adjacent parcel for a possible combination of the sliver with the adjacent parcel. Attach a print-out of the involved parcels. Do not combine delinquent parcels. All combines will be noted and initialed by the Unit Supervisor on the deed or request.

## **3. WORK ON THE TRACINGS**

- 3.1 Use the mapping standards that are shown on the existing tracing.
- 3.2 Processing Deeds and Requests:
- A. After delineating the new parcel, verify if there is sufficient information (bearings, distances, P.O.B., etc.) shown to describe the new and remaining parcels.



- B. New and remainder parcels each in two different TRA's will be parcel numbered separately for the new and remainder area (See **V-14** for SB 1184 TRA Combines).
- C. When meandering I & E easements described in deeds are reflected on the Assessor's Map they will be shown as private streets or driveways, labeled and named if possible. Named private streets and driveways will be shown on the Index and TRA maps.
- D. Two deeds to the same grantee separately describing a portion but together describing one current parcel will be segregated. These deeds will be cross - referenced; (Write "See *document number, date*" of second and/or additional deeds).
- E. Process Trustee's Deed upon sale if the trustor is the assessee. If the trustor and the assessee are different, retrieve the current deed and the deed shown on the Trustee's Deed. If a chain of ownership can not be determined from the available documents, use the procedure listed on **V-2.2** to resolve the discrepancies.
- F. Each new and remaining parcel will require a new 1 to 269 series parcel number and corresponding area if the recipient is a private entity. See Unit Supervisor once you reach the 260 parcel number.
- G. When a deed states the acquisition is for street purposes or implied public R/W purposes by the area described being within an apparent R/W; remove the area from the map and show as street, alley, etc. Deeds which do not state their specific purpose but are processed as a street acquisition shall have noted on the deed "Opened for street by intent" and initialed by the Unit Supervisor. The dimensions will be updated and area recalculated if required. Assign a new parcel number to the affected parcel.
- H. When a deed to a public body describes an existing private parcel, change the parcel number to a 900 or 270 series parcel number (See Chapter **IV-3**) and show the name of the acquiring agency in freehand capitals above the parcel ring. Do not combine adjacent like public parcels unless requested or approved by Unit Supervisor.
- I. Public entities with long names will show its name as recorded in a boxed note outside the map area near the bottom of the page.

All 900 series parcels on this page are assigned to Los Angeles Redevelopment Agency unless otherwise noted.

- J. When a parcel is assessed to a public agency and that agency conveys the parcel to another public agency, change the name on the parcel but do not change the parcel number. On the deed write "Public name change only".
- K. See CDR list on **V-16** for additional processing procedures.

#### **4. FREEWAYS**

- 4.1 The State Dept. of Transportation acquires property for freeway and related purposes.
  - A. Deeds which show a map number and "Post Mile Designation" are for freeway R/W purposes and the parcel described in the deed will be removed from the map.
  - B. Deeds which show an AIN in the map space and no "Post Mile Designation", are for other purposes and should be assessed to the State with a 900 series parcel number and labeled "STATE".

- 4.2 When the first freeway acquisition is processed to an AMB page, (Use guide 140 and pen #1) the freeway name and route number in an open area of the map in the general alignment of the freeway. On the Index and TRA maps use guide 120 and pen #0.
- 4.3 On whole lot acquisitions, remove the lot number, parcel ring and parcel number. On manually drawn maps erase portions of the lot lines except those lines which are a part of an existing parcel. Do not erase the dimensions and bearings.
- 4.4 For metes and bounds parcels, follow the same procedures as in 4.3 above. Show a "Por" under the lot number if required.
- 4.5 Do not remove any lines or data from the map that is used in the descriptions of surrounding parcels.
- 4.6 The subdivision title or number and/or recording references will be removed:
  - A. From the page map when there is no longer any property on that page assessed by that subdivision.
  - B. From the Index map when that subdivision is no longer shown on any pages in that book.
- 4.7 Highway "Overpass" and "Underpass" easements across SBE property will be shown as a minor easement and labeled as recorded.
- 4.8 When the last parcel on a page has been acquired for freeway, the page will be superseded with a Dead Page showing the last I.D., and the highest parcel number used in all parcel series.

LIST OF FREEWAY NAMES AND CORRESPONDING ROUTE NUMBER

FREEWAY	ROUTE	FREEWAY	ROUTE
1) Antelope Valley	14	18) San Gabriel River	605
2) Artesia	91	19) Santa Ana	5
3) Century	105	20) Santa Monica	10
4) Corona	71	21) Simi Valley/San Fernando Valley	118
5) Foothill	30 & 210	22) Ventura	101 & 134
6) Glendale	2		
7) Golden State	5		
8) Harbor	110		
9) Hollywood	101 & 170		
10) Long Beach	710		
11) Marina	90		
12) Orange	57		
13) Pasadera	110		
14) Pomona	60		
15) Terminal Island	47		
16) San Bernardino	10		
17) San Diego	405		

**5. DIRECTOR'S DEEDS & EXCESS PROPERTIES**

- 5.1 The property being restored to the AMB pages will be shown as the existing standards on that page.
- 5.2 The TRA of the excess parcels shall be verified by the TRA desk.
- 5.3 Excess parcels which are sub-standard in size in comparison to the existing adjacent parcels, could be combined with an adjacent parcel if they have the same ownership, TRA, and are not delinquent.
- 5.4 The penciled note "Frwy" or "St" will be shown in the parcel affected slot on deed stamp, as there was no previous AIN for the area described.
- 5.5 Existing public streets included in a Directors Deed should be vacated. Some cities might pass an additional street vacation resolution.
- 5.6 Cities conveying portions of existing streets do not always process a vacation because the area was never used for public street purposes. Note that on these deeds a vacation of the street is not required per freeway agreements between the State and affected cities.

**6. MINOR EASEMENTS**

- 6.1 Do not change the parcel number. Calculate the area of the easement and show an area table for the gross area, easement area and net area.
- 6.2 The following easements are listed in order of priority to be shown on the parcels:
  - Private Streets
  - Private and Future Streets
  - Future Streets and Alleys
  - Public Sidewalk - Pedestrian Path's or overhead paths not adjacent to public streets
  - Future Bike, Bikeway or Bicycle Path
  - Future Hiking Trails
  - Future Equestrian, Riding Trails or Bridle Paths
  - Private Driveways (includes Ingress and Egress as well as Fire lanes)
  - Fire Lane (show as Private Driveway)
  - Ingress & Egress (except reciprocal I & E in Tracts which are not usually shown)
  - Fire Road - meandering across lot
  - Beach Access

- Overhead Highway
- Subway or sub-surface Highway
- Park
- Wheel Chair
- Private Bicycle, Riding or Hiking Trails-in use by multiple parties
- Slope and Future Slope
- Grading Ease
- Flood Control
- Any Drainage or Storm Drain adjacent to property lines that total 20 ft. or more in width
- City of Los Angeles W & P, Transmission line- not shown as assessable Interest
- Overhead Power Line -25 ft. or more in width
- Edison Company Right of way - 50 ft. or more in width
- Landscape and certain types of planting easements
- Flood Hazard Area
- Spreading Grounds, Debris Basins, and watershed - May be part of Drainage easement
- Geological Hazard or Restriction
- Open Space
- Restricted Use Area
- Line of sight, visibility easement, safety area, and other unspecified easements at discretion of Chief Engineer

Bracketed easements have equal priority.

6.3 The following easements are removed from the map, labeled and considered a public thoroughfare:

Public Bicycle Paths, Riding or Hiking trails, Public Sidewalks, Walks, or Walkways.

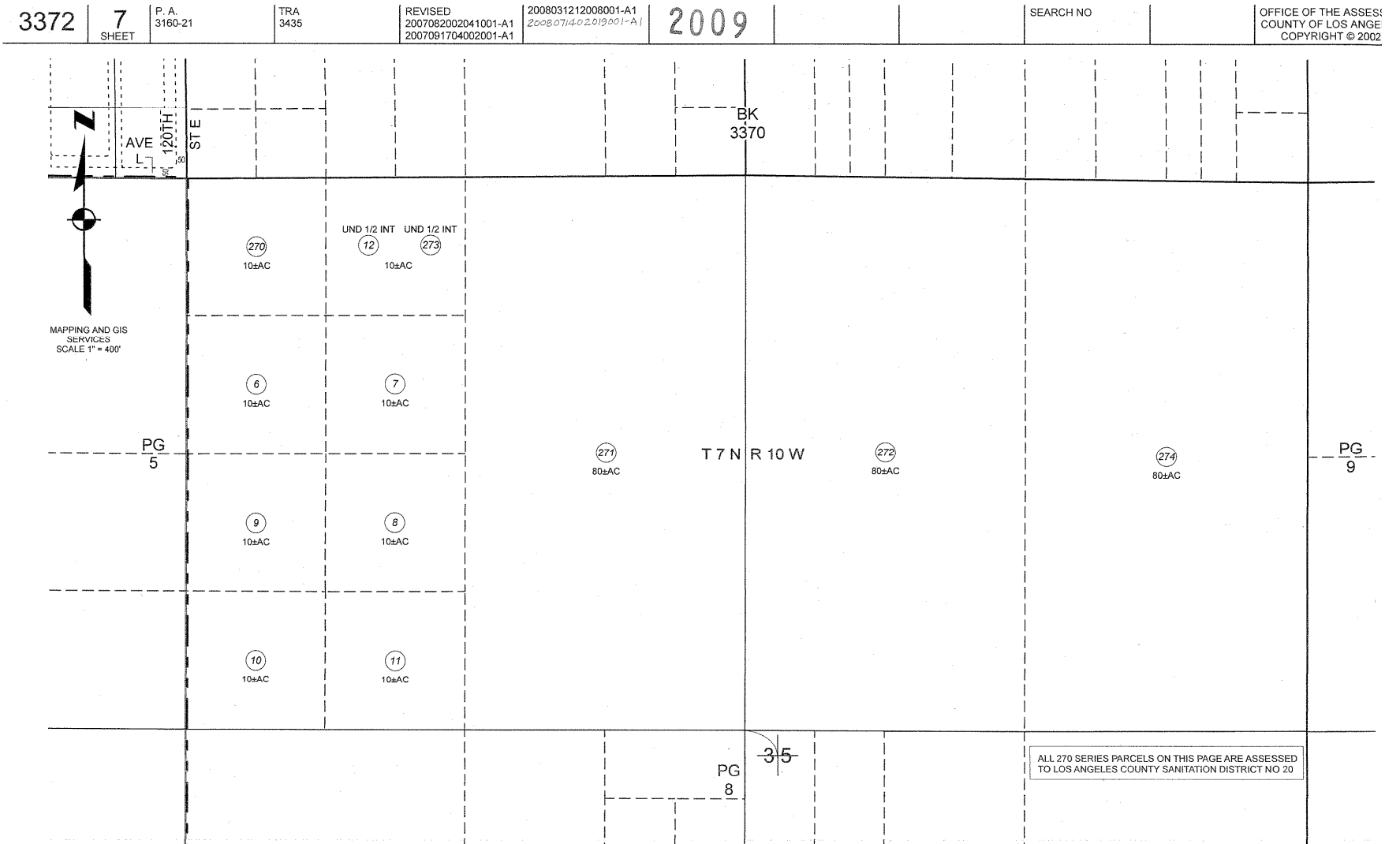
## 7. UNDIVIDED INTEREST DEEDS

These deeds convey a fractional (i.e. und. 1/4) or a percentage (i.e. und. 25%) interest in a parcel of land as a whole and not an interest in a specific area or part of that parcel of land,

- 7.1 Deeds which convey 5% interest or more, and describe a portion of an existing parcel, will be segregated and separately assessed. Cuts conveying less than 5% route to Ownership Services.
- 7.2 Private deeds conveying an undivided interest in all of an existing AMB parcel will be sent to Ownership Services.

7.3 If one of the parties owning an undivided interest in a parcel of land is an exempt public body, two parcel numbers will be assigned and shown on the map.

- A. Assign a 900 series or a 270 series parcel number, show the name of the agency over the parcel number and the interest assessed to the agency beside the parcel number.
- B. Assign a private (1 to 269 series) parcel number and show the interest assessed to the private party. See the following sample:



## 8. SUB-SURFACE AND AIRSPACE ASSESSMENTS

These two types of assessments divide the same base parcel (Base Lot), into different parcels on various vertical levels using elevation limits as their control. These parcels may be various portions of the Base Lot. Each vertical plane assessment will be shown separately and parceled. The horizontal and vertical boundaries of each parcel will be shown.

- 8.1 Sub-surface parcels are created only by a request from other divisions and processed through the Ownership Services Section.
- A. These sub-surface parcels may be assessed as a prior recorded subdivision to the subdivision shown for the surface parcels.
  - B. The scale of the sub-surface map maybe different from the surface map but the orientation must be the same for both maps.
  - C. Show tie lines, common boundaries, or other information to relate the sub-surface parcel to the surface parcel.
  - D. When the sub-surface parcel is shown on a different page from the surface parcels, show the sub-surface page outline on the Index with a tie line and dashed page ring for the page number. See **AMB 5237**.
  - E. All such sub-surface parcels and corresponding maps must have prior approval by the Chief Engineer or the Assistant Chief Engineer and so noted before processing.
- 8.2 Airspace parcels are created from deeds and do not need the approval from other Sections or Divisions.
- A. These airspace parcels will be shown on the same pages as the surface parcels but may be shown on an additional sheet of the same page.
  - B. The airspace parcels will be assessed as the same subdivision as the surface parcels.
  - C. If possible the airspace parcels should be drawn to the same scale as the surface parcels. Use tie lines or identical points to relate the airspace and surface parcels to each other.
  - D. All airspace parcels and corresponding maps must have prior approval by the Chief Engineer or Assistant Chief Engineer before processing. See **AMB 5642-1**.

## 9. PUBLIC UTILITY DEEDS - State Board of Equalization (SBE) Assessment

Public Utilities include the railroads, telephone, electric power and gas companies. These utility properties are assigned by the SBE and are assigned an 800 series parcel number. The utilities are required to report annually to the SBE all property under their jurisdiction. Maps are prepared by these utilities and filed with the SBE utilizing a 3 digit number to identify the utility, a 2 digit number to identify the location (i.e., 19 is Los Angeles County), a third series of numbers and letters to identify the map page and a number to identify the parcel.

- 9.1 Deeds to and from these utilities must be accompanied by an SBE letter and are processed in much the same manner as a regular deed. If there is a problem delineating the parcel as described in the deed, see Unit Supervisor.
- A. All deeds without an SBE acknowledgement letter must be returned to Ownership's Parcel Change unit. Court Orders do not need SBE approval.

- B. Ownership Services prepares a DCR and attaches it to the SBE letter to request a parcel change. In most cases a conveying deed is also attached or could be retrieved, if so, process the deed. If deed is not found or not retrievable, process the DCR
  - C. RR Spur tracks are usually a single track, servicing a limited number of clients and not a part of a "Main Line" R/W. Not all of these Spur Tracks are assessed to the R.R. by the SBE Easement deeds describing spur tracks, should be indexed to the AMB and forwarded to Ownership Services to be held in file until the tracks are shown on the SBE maps.
- 9.2 If the deed and/or SBE map does not provide sufficient data, or the information would create a very complicated description, the SBE map number can be used to describe the parcel. Show the SBE number in the parcel next to the 800 series parcel with a 90 guide and #0 pen.
- 9.3 Combine only those SBE parcels which have the same SBE map and parcel number. Exception: When the line separating two SBE parcels is indeterminate, combine the two parcels.
- 9.4 An SBE parcel may split into two or more parcels when processing due to AMB page or book boundaries.
- 9.5 The names of all railroads will be shown on their respective parcels. The name of other public utilities is not shown on the AMB page unless the name appears on the recorded map used to assess the SBE parcels. The property line of an SBE parcel maybe labeled for description purposes of adjacent parcels.
- A. Show the abbreviated name of the railroad per the abbreviations on **Chapter I-19.2**. Use the same guide size as used for street names.
  - B. Show the name of all railroads on surrounding pages and books when the railroad is adjacent to the assessed property.
  - C. Always show the name of the railroad when the R/W runs down the center of a street.
  - D. Do not show the name of railroads across the street from assessed property.
- 9.6 Abandonment or Termination of a railroad right of way can be instigated by either a deed or a relinquishment notification sent to the SBE. A deed may convey a fee or easement interest and possibly be subject to a "condition of reverter" per the original railroad acquisition. Rights of way in Patented Lands, (Sectional property), may also be a fee or easement and revert to Federal Government Ownership. A railroad may convey property to a company with the same name as the railroad. Verify with the SBE if these properties will be assessed by the SBE (800 series parcel number). A thorough investigation will be required to determine what interest the railroad acquired and what interest is being abandoned or conveyed.
- A. When a railroad is no longer using a right of way for the specific purpose of transportation, or claiming said property on an SBE map, remove the name of the railroad and note in freehand: "Abandoned (*name*) RR R/W". Remove the 800 series parcel number and assign the proper series parcel number the deeds, SBE or the information disclosed by the aforementioned investigation.
- 9.7 Railroads may only have an easement interest in their right of ways. The fee owner of the right of way may or may not be an adjacent owner.
- A. If a new subdivision covers an existing 800 series parcel, maintain said parcel and show it as a cut portion of the new lot. Ownership will be asked to rewrite the legal description.

- B. The City of L.A. W. & P. has condemned RR R/W's for W. & P. transmission lines. The RR has retained an easement interest. On these double interest areas, show a 270 or 900 series parcel number for the W. & P. interest and an 800 series parcel number for the RR interest. The overlapping area will be labeled "RR Ease". See **AMB 3081-17** and deed **82-1230423**.

LIST OF COMPANIES ASSESSED BY SBE

ABBREVIATION TO BE USED IN MB

101	Southern California Water Company	So. Calif. Water Co.
115	Pacific Lighting Service Company (Formerly Pacific Lighting Gas Supply Co. and Pacific Lighting Service and Supply Co.)	Pacific Ltg. Service Co.
148	Southern California Edison Company	So. Calif. Edison Co.
149	Southern California Gas Company	So. Calif. Gas. CO.
150	Southern Counties Gas Company	So. Counties Gas Co.
201	General Telephone Company of California	General Telephone Co. of Calif.
203	American Satellite Company	American Satellite Co.
206	GTE Spacenet Corporation	GTE Spacenet Corp.
243	California Interstate Telephone Company	Calif. Interstate Telephone Co.
264	Mackay Radio and Telegraph Company	Mackay Radio and Telegraph Co.
274	MCI Telecommunications Corporation	MCI Telecom. Corp.
279	Pacific Telephone and Telegraph Company (303) (Former No for Pac Tel and Tel Cc)	Pacific Tel. and Tel. Co.
293	Western Tele-Communication Inc.	None
310	American Telephone and Telegraph Company	American Tel. and Tel. Co.
321	Western Union Telegraph Company	Western Union Telegraph Co.
343	Radio Dispatch Service American Mobile Radio Inc.	Radio Dispatch Service
355	Industrial Communications System Inc.	Industrial Comm. System Inc.
372	Pomona Radio Dispatch Corporation	Pomona Radio Dispatch Corp.
389	Valley Mobile Communications Inc.	Valley Mobile Comm. Inc.
421	Powerine Oil Company	Powerine Oil Co.
804	Atchinson, Topeka and Santa Fe Railway Company	AT AND SF Ry. Co.
843	Union Pacific Railroad Company (L A and Salt Lake R.R. Co. enter if shown on transfer)	Union Pacific R. R. Co.
844	Los Angeles Junction Railway Company	L A Junction Ry. Co.
853	Northwestern Pacific Railroad Company	Northwestern Pacific R. R. Co.



863	San Diego and Arizona Eastern Railway Company	San Diego and Ariz Eastern Ry. Co.
872	Southern Pacific Transportation Company (856) Pacific Electric Railway Co. (Merged with Southern Pacific Trans. Co.)	Sou. Pac. Trans. Co.
2047	Los Angeles Cellular Telephone Company	L.A. Cellular Tel. Co.

OTHER COMPANIES ASSESSED BY SBE (Non Active)

285	Radio Marine Corporation of America	Radio Marine Corp. of America
367	Mobilfone	None
592	Pullman Company	Pullman Co.
859	Petaluma and Santa Rosa Railroad Company	Petaluma and Santa Rosa R. R. Co.

**10. VACATED STREETS**

The public's interest in the vacated street or right of way will be established by an investigation of the right of way's creation. First, check how the subject street was dedicated: by subdivisions or deeds. When dedicated by subdivisions there are basically two types of streets: Interior and Marginal streets.

10.1 Interior street: When a street is not adjacent to a subdivision boundary.

- A. Divide the street by the centerline if different adjacent owners.
- B. To either or both adjacent parcels if adjacent ownership is the same.
- C. All to one adjacent owner if other excludes street due to cut-off description.

10.2 Marginal street: When a street is adjacent to a subdivision boundary.

- A. Vest vacated street to subdivision boundary line when there was never a common ownership.
- B. Combine to either or both adjacent parcels when adjacent owners are the same (like interior streets).

10.3 For both types, assess all vacated street to underlying owner if street was originally acquired in fee.

- A. When vacating a street that was acquired in fee, it will be assessed to the governing agency of the area.

NOTE: County acquired streets may have transferred the ownership of such streets upon the incorporation or annexation of the area by a city. The ownership of severance or excess parcels (those portions of the original county acquisitions which now lie outside the street R/W lines), may not transfer such ownership to a city. Verify the ownership of such vacated streets with the Right of Way Division of Facilities Management or the involved city.

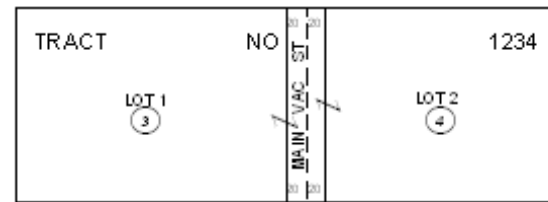
- B. When vacating a street created by easement deeds, remove the streets from the AMB pages. The ownership lines may be a centerline, sideline of the street or a meandering line in the street. When it is impossible to determine the ownership of these streets, divide the street on the centerline as described in 10.5 until claimants request a different division. These requests should be based on deeds or title reports.

10.4 Samples of Vacating Procedures

Case 1: Interior street dedicated by tract  
Both adjoining owners get half of the street



Case 1 (Before Vacation)

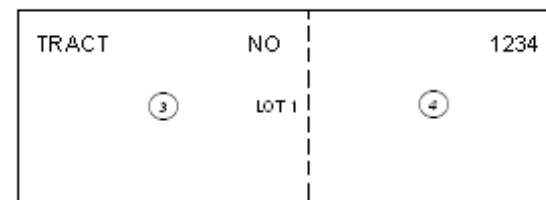


Case 1 (After Vacation)

Case 2: Interior street dedicated as portion of existing lot  
Both adjoining owners get half of the street and revert to original lot.



Case 2 (Before Vacation)

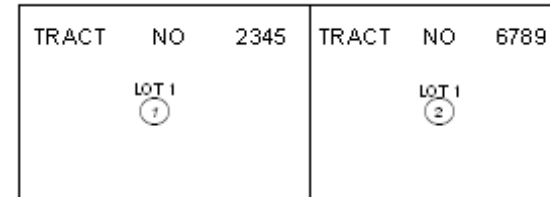


Case 2 (After Vacation)

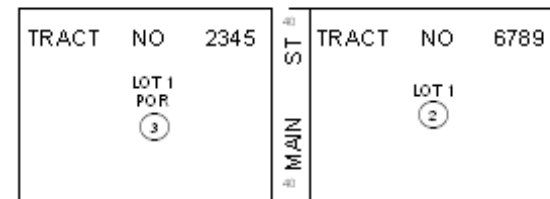
Case 3: Exterior street

Street dedicated by one of two adjacent tracts

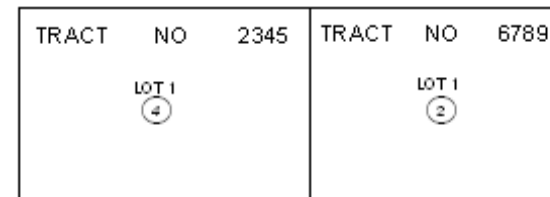
When street is vacated the original dedicating tract gets all of the vacated area.



Case 3 (Before Street Dedication)



Case 3 (After Street Dedication)

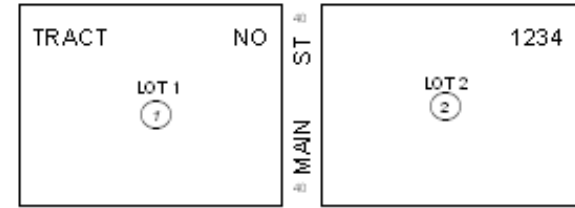


Case 3 (After Vacation)

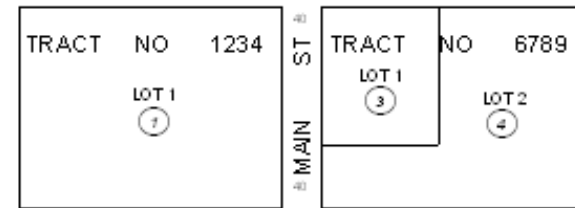
Case 4: Street dedicated by original tract (e.g. TR 1234)

Later, one of the adjoining lots ( Lot 2) gets resubdivided by a newer tract (TR 6789) without including the street.

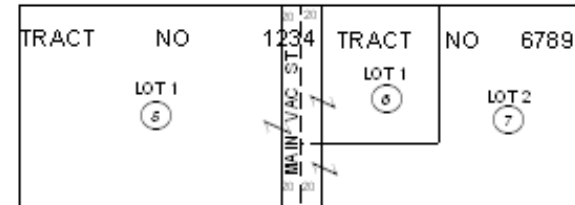
When street is vacated, the lots of the new tract (TR 6789) receive half of the street and the adjacent lot of the original tract receives the other half.



Case 4 (Street Dedicated by Old Tract)



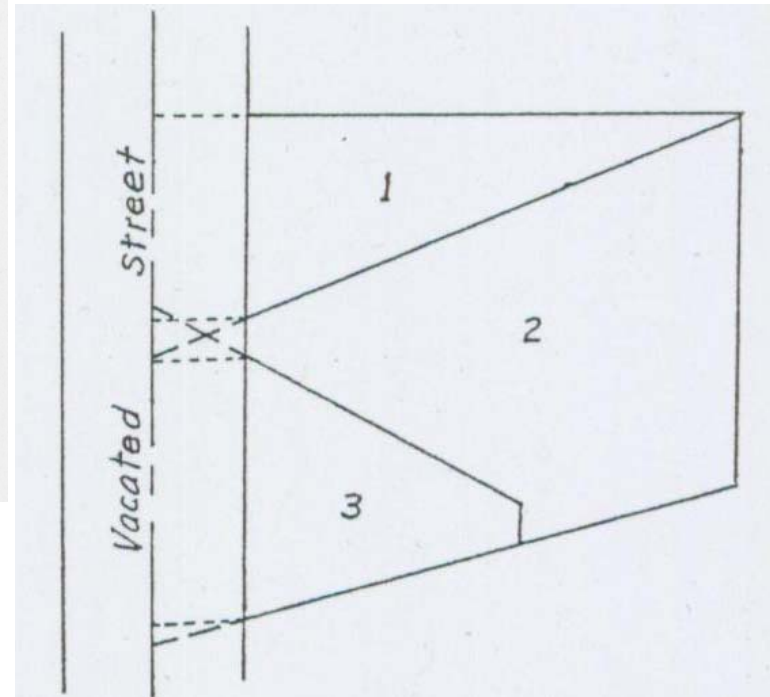
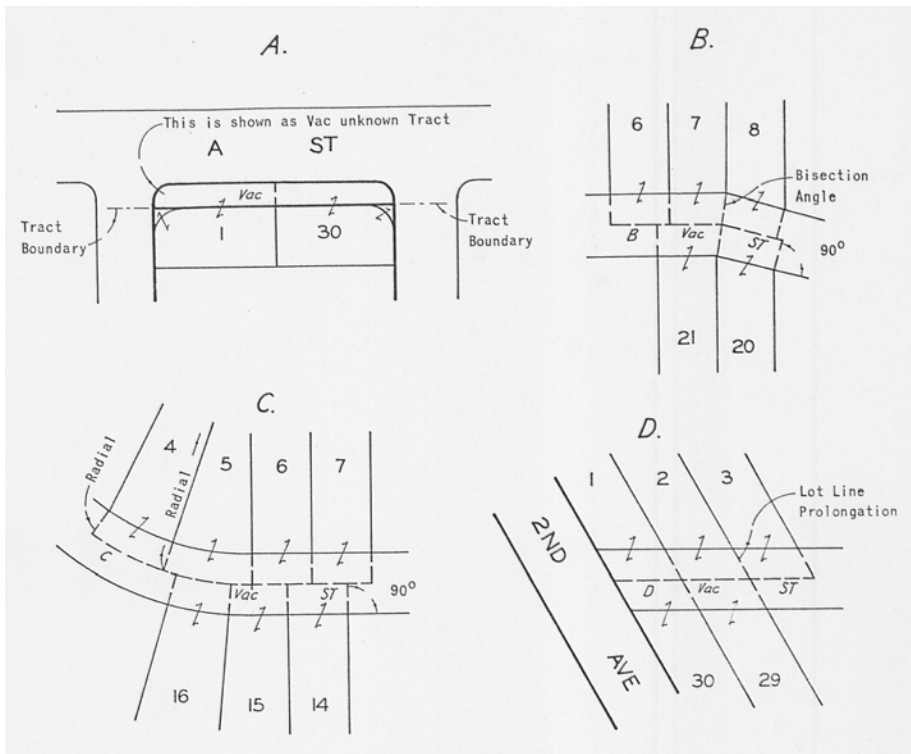
Case 4 (Lot 2 Subdivided)



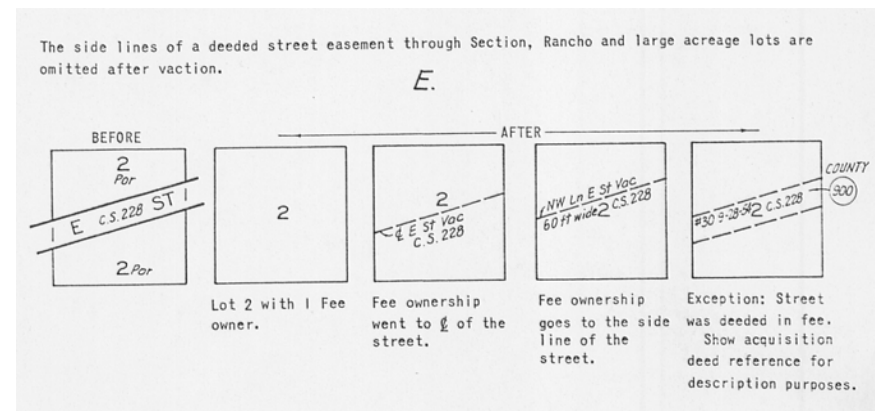
Case 4 (After Vacation)

- 10.5 The direction of the dividing line between adjoining owners is generally the extension of the sidelines of the lots/parcels to the centerline of the street (See 10.15 D). Another method used when the street is a curve, is to draw lines running at a radial from the intersection of the lot or property line and the side line of the right of way to the street center line (See 10.15 C).
- 10.6 If the extension of the lot/parcel sidelines intersects before reaching the street centerline (See 10.15 F), then draw lines running at right angles or a radial from the intersection of the lot or property line and the side line of the right of way to the street center line.
- 10.7 On streets with an angle point in the sidelines and the angle point is the lot or property line intersection, a line connecting the angle points creating a bisection angle would be the property division line in the street (See 10.15 B).
- 10.8 When dividing the property within a vacated street:
- A. Avoid a method that would create "slivers" or overlapping ownership.
  - B. Use the same method of dividing the property for the entire vacated street.
- 10.9 Do not combine vacated street portions with adjacent delinquent parcels. These vacated street portions will be given separate parcel numbers.
- 10.10 The sideline of a street becomes a tract line after the vacation if it is the actual boundary of the fronting tract. On old style AMB maps, avoid symbolizing tracts with vacated streets if possible. If the vacated portion is part of an existing symbolized tract on that page, the vacated portion will require the proper symbols. The vacated portion may be left as an unknown tract and not symbolized (See 10.15 A).
- 10.11 The sideline of a street becomes a lot line after the vacation if the street was dedicated by the tract adjoining the street.
- 10.12 Any unusual or questionable ownership of a vacated street should be reviewed, approved and initialed by the Chief Engineer or the Assistant Chief Engineer.
- 10.13 Erase the street name and replace the name in the same location in freehand capitals. If possible avoid placing the street name on property lines in the vacated street. Place the word "Vac" in the middle of the street, midway between the street name and the R/W designation (St., Ave., etc.)
- 10.14 If a vacated street covers a removed lot, restore said lot number along with the subdivision name/number.

10.15 Street Vacation Samples



F.



## 11. PROPERTY RELOCATIONS

Property is transferred to other pages and books for various purposes. New subdivisions may require relocating adjacent parcels to another page at a different scale. Fill out a Mapping Services Property Relocation Notice (PRN) whenever property is relocated on 1 to 1 basis only.

11.1 The PRN is to be filled out in the following manner:

- (1) Engineer's ID. (To be filled out by checker) i.e. 2009032607
- (2) Assessment Year.
- (3) Sheet number.
- (4) Related documents.
- (5) Fill this with other examples such as (a) To adjust page boundary (b) To keep all property described in deed on one map page.
- (6) Fill in with OLD Book, Page, and Parcel.
- (7) Fill in with NEW Book, Page, and Parcel.
- (8) Checker's Sequence and Series.
- (9) Effective Date.

11.2 Property Added to an Existing Page. The previous assessment (Prev. Assm't) of that existing page will list in numerical order all books and corresponding pages where the transferred property was assessed in addition to the existing Prev. Assm't of the existing property.

11.3 Removals From the AMB Pages (Except New Books):

- A. Indicate the area to be moved by placing a light blue pencil line, adjacent to and within the property lines.
- B. Across the area being moved, freehand letter in blue pencil, the assessment year of the relocation and the page(s) to where the area is being moved. If the area is being moved to another AMB, show both the AMB number and page(s) where the area is being moved: FOR 2007 SEE 8709 PG 83
- C. Place the note so it will not obliterate any information. If the area is too small, place the note outside and arrow it into the area.

11.4 Removals from the tracings (Except New Books):

- A. Erase the area on partial removals.
- B. If the whole page is being relocated supersede it and create a Dead Page. Tracings ONLY, do not insert on AMB.
  - 1. Three "Dead Page" forms (see sample on I-5.4), will be completed; one copy for Real Estate Division, one for the Reproduction Unit file and one for Mapping Services' Tracings file.
    - a. The AMB and page number will be shown in the title box.
    - b. The last I.D. creating the "Dead Page" will be shown in the upper right corner by the Conformity Control Unit.
    - c. The Mapping Services tracing file copy will note the highest parcel number used in each series. This information will be utilized if the page is reissued.

11.5 When two AMB pages are combined, the new page number preferred to be used should be the existing page number with the greatest number of parcels, provided there are a sufficient number of unused parcels left on that existing page.

## 12. CEMETERY CUTS

Property designated "CEMETERY" is taxable land. As plots are sold, they become exempt land. The taxable land is assigned a 1 thru 269 series parcel number and the exempt land a 900 thru 999 series parcel number. The areas for the exempt and non exempt portions will change as parcels change.

Cemetery cuts are generated by Exemptions at the end of the assessment year for processing. Changes are typed on the Description Change Request and delivered to Mapping Services with the AMB by Ownership's Parcel Change Unit. Cemetery cuts are logged in as deeds.

### 12.1 PROCESSING THE WORK

- A. Verify all the information on DCR.
- B. Work on Tracing.
  - 1. Assign a new parcel number for each series and change the areas as noted in the DCR.
  - 2. If many changes have previously been made, check tracings for wear and convert if needed
- C. Process by changing parcel number in each series on 1 to 1 basis.

## 13. PARTIAL CANCELLATIONS (PC)

Section 4986 of the Revenue and Taxation Code states that a public agency may request the Auditor to cancel taxes on property acquired by that agency at the date the agency took possession of that property. Ownership Services forward the PC Request, copy of the acquisition deed and the AMB to Mapping Services.



- 13.1 The PC Request Form must have the Application No., TRA, AMB, page, parcel, document number and date, purpose, name of the acquiring agency and note the assessment year(s) to be cancelled.
- 13.2 The PC is counted in and out as deed (Not entered in Tracking System).
- 13.3 Documents recorded between 1/1 and 6/30 are eligible for the current and prior assessment year cancellation of taxes. Documents recorded between 7/1 and 12-31 are eligible for the current assessment year cancellation of taxes. For example a document recorded on May 8, 2009 is eligible for 2008 and 2009 cancellations.
- 13.4 Processing the PC (Document worked)
- A. Verify that the document affects the parcel(s) requested and these parcels existed in the years specified. Circle items to be changed or corrected in red pencil and note above the item the change.
  - B. Make a print of the superseded AMB page prior to the map page reflecting the subject document. This superseded page should show the parcel(s) requested. When the PC is requested for more than one year, additional prints may be necessary if the subject parcel(s) changed during the years requested. Prints may be obtained from the following sources:
    1. Reproduction Services.
    2. AMB pages on intranet printed at 11"x17" size.
  - C. Outline in red the deed area that was acquired in fee or for public street purposes. Outline in green all other easement acquisitions. Combination of PC's will be differentiated by the use of both colors to distinguish the fee from easement areas.
  - D. For each parcel of the PC, show the following notes in the appropriate color:
    1. PC number
    2. Purpose of taking (Fee, St., ease, etc.)
    3. Area of taking in square feet or acreage.
    4. Affecting Assessment Year(s)
  - E. If the PC describes several parcels on the same page, show the PC number, purpose and effective years in a box under the AMB number. Areas will be calculated and then shown in each parcel.
  - F. The area calculated for the Partial Cancellation must equal the area deducted when the document was processed to the AMB. PC area units (Ac. or Sq. Ft.) will match those shown prior to the document being processed. (Do not mix units).
    1. If the area used in the AMB is incorrect, the correction will be made only for the current year. Note the change on the PC map and make the correction with an MRN.
    2. Areas shown for prior years must be used for corresponding prior year PC's. If incorrect, note the difference on PC maps.
  - G. Upon completion, the PC Request will be initialed and dated in the upper left corner. Note on the first sheet of the PC any disparities such as:
    1. The PC document describes more parcels than listed.
    2. The parcels listed are not valid for the years listed or vice versa.
    3. Note if any portion of the PC is not processed.

- H. The Unit Supervisor checks the completed PC, counts the PC out, and delivers the completed PC and the AMB to the Parcel Change Section in Ownership Services.
- 13.5 Processing the PC (Document not worked). If the PC document has not been processed to the AMB, retrieve the deed and process it in the normal manner.
- A. Complete the PC as described in 13.4.
  - B. Deliver the PC, document and the AMB to Checking Unit.
- 13.6 One foot Future Street or "All taking" is not processed as a PC. On these documents, note in the upper left margin on the PC, "Deed describes 1 foot strip", or "Deed is an all taking, covers all of AIN 0000-000-000 not processed per office policy". Initial, date PC and count the PC out.
- 14. SB 1184 COMBINES**
- 14.1. SB 1184 permits combining contiguous parcels in different Tax Rate Areas into a single assessment if either one of the following requirements are met: Requirements on how to determine if TRAs can be combined for PRIVATE FEE TAXABLE PARCELS and ORANGE CODE PARCELS (400 SERIES PARCELS).
- A. For single family residence (land-use codes 0100 to 01XX) – the total area of parcels involved should be 45,000 square feet or less (gross area). Throw TRA of parcel with lesser value and show parcel number within parcel with greatest assessed value.
  - B. Regardless of land-use code (single or non-single family residence) parcels may be combined as long as the full value of ANY parcel is less than \$25,000.00. Throw TRA of parcel with lesser value and show parcel number within parcel with greatest assessed value.
- 14.2 Work Procedures
- A. Get LD (for name, use code) and Tax Summary print outs.
  - B. All parcels must have the exact same ownership and have no delinquencies.
  - C. When using the value approach, as shown in item 14.1-B, get ON screen (add land and improvement values).
  - D. Check for same year TRA activity regarding the involved area. If necessary, see TRA Unit.
  - E. Use a single 1184 MRN form for each combine, need two copies (1 for Ownership, and 1 for Checking Unit).
  - F. On current AMB page, pencil current assessment year MRN (SB 1184) and effective date on or near area of transaction, i.e: 2009 MRN (SB 1184)1-2-2008
  - G. The effective date will be either Lien date (1-2-20 \_\_) or a more recent transfer date.
  - H. If one of the parcels has different ownership:
    - 1) Order the latest acquisition documents
    - 2) Check if documents were processed correctly
    - 3) If document(s) are not processed correctly on a delinquent parcel, snag deeds to Ownership services
    - 4) If not entered correctly on a clear parcel, process document(s) and combine the involved parcels.
- 14.3 ORANGE CODE PARCELS- Properties within redevelopment boundaries not subject to improvement.

A. Will be handled the same way as shown above except additional information is to be added on MRN showing Orange Code TRA number (see attached samples).

```

TYPE= VA  ASSR ID NO= 3052 036 492  SBN NO =
                                FILE NO= 58  UPDATE= 01/11/93 DATE= 01/14/93
SSR  NO          VC REC DT  TRF PRICE # DOC NO  OC1 OC2 DT INT DRC
052 036 492 0  CURRENT: 2 920420-50          9 2 0690111 4 7 B 00%-0 U
      SALE 1: M 910725-50          98000 1153043 4 5 Y 00%-0 A
      SALE 2: B 850329-50          74700 0345482 3 5 Y 00%-0 A

EG  CC  USE  ZONE CLAIM TYPE  PARCEL STATUS  TS  TY  TRA  } ORANGE CODE TRA
A1 01110 0100 PDRP INACTIVE  ACTIVE 0 0 7175 }
-----LAND-----IMPROVEMENT-----
REC DT REAPP VAL RC BASE VAL BY REC DT REAPP VAL RC BASE VAL BY
CURRENT: 910725 18360 T 18000 92 910725 41820 T 41000 92
BEST TRF: 910725 18000 T 92 910725 41000 T 92
PRIOR TRF:
NC LAND ADD NC COMP DT NC IMP ADD PCL CRT DT
DILLED NEW CONST
PCL DEL DT
COMERFORD,WILLIAM H TR WILLIAM H COMERFORD TRUST
2802 JUNIPER DR PALMDALE CA
93550-0000
PF1 = INQ SEL; 6 = NEWS; 9 = ACCUM TXN; 10 = MENU; 11 = EXIT

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VA SCREENS

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TYPE= VA  ASSR ID NO= 3052 036 493  SBN NO =
                                FILE NO= 58  UPDATE= 01/11/93 DATE= 01/14/93
SSR  NO          VC REC DT  TRF PRICE # DOC NO  OC1 OC2 DT INT DRC
052 036 493 9  CURRENT: 2 920420-50          9 2 0690111 4 7 B 00%-0 U
      SALE 1: M 910725-50          98000 1153043 4 5 Y 00%-0 A
      SALE 2: B 850329-50          74700 0345482 3 5 Y 00%-0 A

EG  CC  USE  ZONE CLAIM TYPE  PARCEL STATUS  TS  TY  TRA  } ORANGE CODE TRA
A1 01110 0100 PDRP INACTIVE  ACTIVE 0 0 7578 }
-----LAND-----IMPROVEMENT-----
REC DT REAPP VAL RC BASE VAL BY REC DT REAPP VAL RC BASE VAL BY
CURRENT: 910725 12240 T 12000 92 910725 27540 T 27000 92
BEST TRF: 910725 12000 T 92 910725 27000 T 92
PRIOR TRF:
NC LAND ADD NC COMP DT NC IMP ADD PCL CRT DT
DILLED NEW CONST
PCL DEL DT
COMERFORD,WILLIAM H TR WILLIAM H COMERFORD TRUST
2802 JUNIPER DR PALMDALE CA
93550-0000
PF1 = INQ SEL; 6 = NEWS; 9 = ACCUM TXN; 10 = MENU; 11 = EXIT

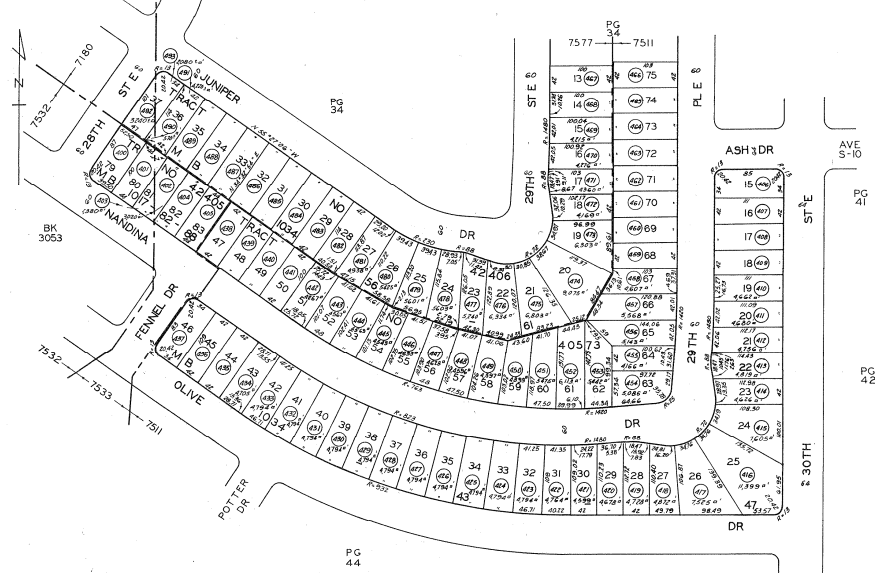
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COUNTY OF LOS ANGELES • OFFICE OF THE ASSESSOR		ASSESSMENT YEAR	
<b>MAPPING REVISION NOTICE (MRN)</b>		<b>93</b>	
A.I.N. <b>3052-36</b>			
I.D. No.			
TO: <input type="checkbox"/> Ownership <input type="checkbox"/> Real Prop. (2) <input type="checkbox"/> Mapping			
REVISION: <input type="checkbox"/> Map <input type="checkbox"/> Description			
<input type="checkbox"/> Computer data <input type="checkbox"/> Area on map <input type="checkbox"/> Area in description			
i. OLD		NEW	
PARCEL	TRA	PARCEL	TRA
<b>492</b>	<b>7180</b>	<b>494</b>	<b>7180</b> *
<b>493</b>	<b>7577</b>		
EFFECTIVE DATE:			
II. CHANGE TRA(S) OF OLD PARCEL(S) TO AGREE WITH TRA OF NEW PARCEL BEFORE SUBMITTING PARCEL CHANGE			
TRA(S) TO BE CHANGED (THROWN): <b>7577</b>			
<b>*ORANGE CODE TRA NO. 7175</b>			
WORK REVISION WITH:			
REASON FOR CHANGE: <input type="checkbox"/> Record data <input type="checkbox"/> Clerical error			
I. COMBINED PER ASSEMBLY BILL 3280			
II. PARCEL CHANGE SYSTEM WILL REJECT COMBINES OF PARCELS IN DIFFERENT TRA(S)			
BASIS FOR AREA CALCULATIONS:		<input type="checkbox"/> Map dimensions	
<input type="checkbox"/> Planimeter	<input type="checkbox"/> Computer DMD	<input type="checkbox"/> Scaled dimensions	
<input type="checkbox"/> DMD	<input type="checkbox"/> Other:		
ENGINEER	APPROVED		
CHECKER	DATE		
FORMULATOR	DATE		

MP-56 (10/92)

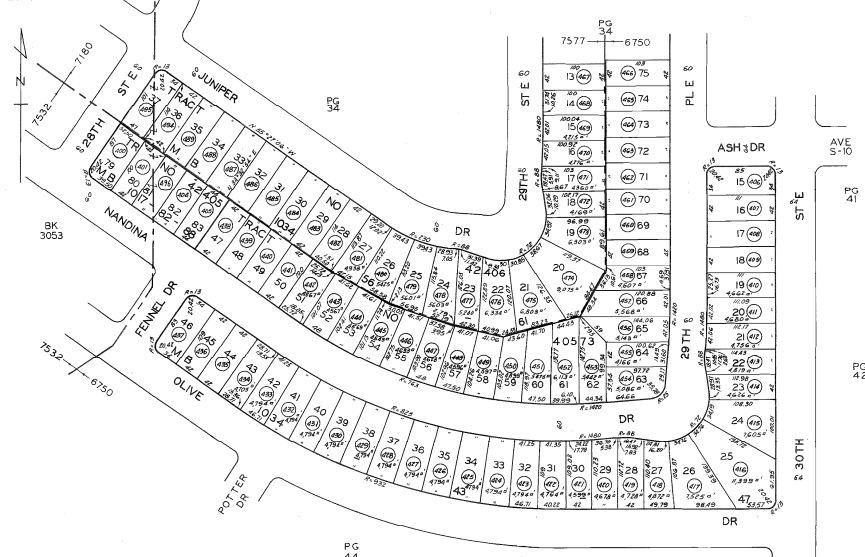
MRN

3052 36 SCALE 1" = 100' TRA 7180 7577 OFFICE OF ASSESSOR COUNTY OF LOS ANGELES  
1992



Old Map

3052 36 SCALE 1" = 100' TRA 7532 7577 OFFICE OF ASSESSOR COUNTY OF LOS ANGELES  
2005



New Map

REVISED  
01092407-04  
041128-05  
060714-06  
060715-06  
110522  
110523

REVISED  
04052407-04  
041128-06  
060714-06  
060715-06  
110522  
110523

- 14.4 Do not combine parcels in different:
- Cities
  - CRA Projects
  - School Districts

Also, do not combine 270, 300, 800, & 900 series parcels and common area PUD Parcels. See Unit Supervisor for exceptions.

## 15. TRANSFER DEVELOPMENT CREDIT (TDC) COMBINES

These are special requests by the California Coastal Commission to combine a group of parcels. Once a group of parcels is designated to be held as one by the Commission, these parcels must be combined into a single parcel regardless of their physical location. For example: across streets, or even on different pages/AMB.

### 15.1 DCR PROCEDURES

- A. TDC DCRs are prepared by Ownership Services and should show buildable and restricted lots.
- B. Obtain and attach LD and TS printouts. Do not combine delinquent parcels.
- C. Investigate if parcel are not held in common ownership.

### 15.2 TRACINGS

- A. Show parcel number and area in the designated buildable lot and show TDC above parcel ring.
- B. Bracket all adjacent lots as standard.
- C. Half-bracket lots across the street (use tie line for clarity).
- D. For parcels on other pages/AMB write note "For assessment see <refer to AMB-PG-PCL of buildable lot>".
- E. Place a boxed note on buildable lot page: "Parcel ### can not be divided without California Coastal Commission's approval". Add to note if restricted lots are on another page/AMB: "####-###-### includes lots, blocks, tracts on AMB/pages"

15.3 DCR Sample

**DESCRIPTION CHANGE REQUEST** G

COMBINE  DIVISION

L.A. I.D. NO. 4461-36-7 THRU 10  
19 T.R.A. A.P.N. AND 4461-37-1 THRU 4

TR. # 9536

LOT 7 THRU 13 and 39

BLOCK \_\_\_\_\_ FOR \_\_\_\_\_

NAME PIERSON, FRED G

MAILING ADDRESS 3908 ESCONDIDO DR  
MALIBU CA 90265

DEED  CONTRACT  OTHER \_\_\_\_\_

REC DATE \_\_\_\_\_ DOC \_\_\_\_\_ BK \_\_\_\_\_ PG \_\_\_\_\_

DESCRIPTION  
TDC Project. = 39 ← Buildable lot  
TDC LOTS 7 THRU 13 ← Restricted lots

Please. Back to Cli

ASSESS BALANCE TO \_\_\_\_\_

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

\* give PCDL to Cli to work  
CHANGE REQUESTED BY gpc

SIGN HERE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

PHONE \_\_\_\_\_

DEPUTY SIGN Chli DATE 5/5-15

FORMULATOR \_\_\_\_\_ DATE \_\_\_\_\_

76C950 OWN-3 (rev. 4/81)

Buildable lot  
Restricted lots

16. CONVEYANCES, DECREES & REQUESTS LIST

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Abandonment - Access Rights	R/P		Remove if shown on AMB	#4319 7-15-75	2844-5
Abandonment - Ease	R/P		Remove if shown on AMB	#3659 4-28-75	
Abandonment - I & E	R/P		Remove if shown on AMB		
Abandonment - Proceedings to improve St.	D				
Above a plane - Ease	P	M	Label - St. Ease above a plane by (Ref.)	MB 912-39-45	5149-10
Access Area (Public Ease)	P	M	Label - Public Access Area	#2053 2-4-76	4458-10
Access Ease (Public Only)	P	M	Label - Access Ease		
Access Rd. (Emergency-Public Ease)	P	M	Label - Access Rd.		
Access Rights - Vehicular	D		Usually with offer to dedicate		
Access to City Parcel	P	M	Show if Continuation of I & E to remote parcel	MB 947-53-55	4431-9
Advertising Signs	D				
Agreement (Dept. Vet. Affairs)	D				
Agreement of Sale	P		Work by Request Only		
Agreement (Redevelopment Agency)	D				
Agreement - To hold as 1 parcel	P				
Airspace - Govt. Agency	P				
Anchorage (Subsurface Wall)	D				
Arcade	P	M			
Assignment of Lease-Condominium	P		Process upon lease segregation request & approval of Ownership		
Assignment of Lease-Memorandum Cooperative (CO-OP/OYO)	P		Process with request for separate assessment of cooperative upon recordation of CO-OP/OYO diagrammatic. City approval required.	#105370 1-29-82	
Avigation Easement	D				
Bankruptcy Q.C. Deed	P		If property assessed to Bankrupt person-otherwise snag	#4069 4-16-75	
Beach Access Ease	P	M	Label as recorded		4452-3
Bankruptcy Q.C. Deed	P		If property assessed to Bankrupt person-otherwise snag	#4069 4-16-75	
Bicycle Path or Trail	P	R	If adjacent to St., separate by using tie line to show limits, show width & label Area *	#3737 8-13-75	4224-6
<b>ACTION CODES: D= DISCARD P= PROCESS R= REVIEW --- TYPE CODES: M= Minor Ease Line R= Remove from map</b>					

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Bicycle Path or Trail	P	R	If adjacent to St., separate by using tie line to show limits, show width & label Area - Lbl. as rec.	#3737 8-13-75	4224-6
Bike & Pedestrian Path or Trail	P	R	Same as Bicycle Path - label as recorded	MB 913-1-6	7237-16
Bike Path, Trail or Bikeway	P	R	Same as Bicycle Path - label as recorded		
Billboard	D				
Blanket Easement	D				
Break Bracket (Instigated by deed)	P				
Bridge (over S.B.E. Property)	P	M	Show as overhead or underpass on S.B.E. property		
Bridle Path or Trail (to Public)	P	R	If adjacent to St., separate by using tie line to show limits, show width & label Area		
Bridle Path or Trail (Private)	D				
Building Restriction Area	P	M	Don't show if utilized as "Set Back" Line		
Building Set Back Line	D				
Bulkhead - Wall	P	M	Label as recorded		
Bus Shelter	D				
Canal & Ditch	P	M	Label as "Drainage Ease"		
C.C. & R. (Release of)	D				
Certificate of Compliance	R/P				
Certificate of Compliance with dedication	R/P		Process & View right of dedication		
Certificate of Correction (Tract)	R/P		Correct AMB		
Certificate of Filing-Vacation	P				
Certificate of Redemption	P			#440587 4-21-83	2617-18
Certification (Ordinance)	P				
City Letters	P				
City Q.C. (Abandoning Ease)	P	R	Process if AMB shows ease		
City Q.C. (Waterline)	D				
Colleges & Universities Regents	P				
Combination Ease	P				
Combine Request	P		Process if no conflict with Assessee's names or delinquencies		
Commercial TV Antenna	D				
Common Area - PUD	P		Do not show restrictions - Label "Common Area PUD" on subdivisions only	MB 879-73-78	8037-31

**ACTION CODES:** D= DISCARD P= PROCESS R= REVIEW --- **TYPE CODES:** M= Minor Ease Line R= Remove from map



CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Common Area - PUD	P		Do not show restrictions - Label "Common Area PUD" on subdivisions only	MB 879-73-78	8037-31
Communication Ease	D				
Conservation Ease	P	M		#1534392 12-28-83	4472-6
Community Development Commission of L.A. County	P			#709225 6-29-78	
Community Redevelopment	P		Corner cut-offs, spandrels and strips adjacent to existing street R/W's will be opened for street.		
Condemnation - Storm Drain	P		See Drainage Ease		
Condominiums - Lease/Assign	P		Process upon request. See Lease Segregations		
County Letters	P				
Court Cases - Order of Taking	P		One party is public body		
Covered Storm Drain	P	M	Process if not along property line, a continuation, or 20' wide or more - otherwise discard		
Debris Basin & Spreading Ground	P	M	Label & Name as recorded		
Decree of Condemnation Govt.	P		Process as Recorded/ filed - Fee, Ease, etc.		
Decree of Distribution	P		Check actual ownership at time of death and remainders	#3746 3-7-75	
Dedication (Acceptance) over 25 years old	P		Must have Agency acceptance		
Dedication of Future St. over 25 yrs.	D		Time limit is 25 years on offer		
Deeds & Dedications	P				
Deed to District Director of Internal Revenue	P		Label as USA		
Development Agreement	D			#988 7-23-75	2464-17
Director's Deed Fee	P		Combine substandard parcels with adjacent parcel of same owner		
Ditch	D-P	M	Treat as Drainage Ease		
Drainage Ease	D-P	M	Process if not along property line, a continuation, or 20' wide or more - otherwise discard		
Drainage Ease to be reserved	D				
Drainage & Tank Site	P	M	Label "Tank Site Ease"		
Drainage on Condominiums	D-P	M	Show only on base lot		

**ACTION CODES:** D= DISCARD P= PROCESS R= REVIEW --- **TYPE CODES:** M= Minor Ease Line R= Remove from map

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Drainage Future (Dedication)	D				
Drainage (Leasehold Subs.)	D-P	M	Process when Subdivision is shown		
Drainage - Storm Drain	D-P	M	Label as Recorded - Treat as Drainage Ease		
Drainage - Structure	D-P	M	Consider as Drainage Ease	#5096 5-30-75	2049-42
Drainage - (State Water Resources)	P	M	Label as "State Drainage Ease"	#2302 1-9-75	
Driveways - (Named)	P	M	Show & Name on pages, Index & TRA Maps	MB 898-43-49	5279-29
Ease - Modification by Sub-Map	P	M	Show ease, per Sub. Map and note modification on MCN		
Ease - To be Reserved in deed	D-P	M	Process only if for vehicular access such as I & E. Discard all others.		
Edison Co. R/W Ease	D-P	M	Process only if 100' or more in width		
Emergency Vehicle - Turnaround	P	M	Label "PVT DRWY"		
Enriched Parkway & Slope Maintenance	P	M	Label as Slope Ease	TR 39526 MB 970-11-13	8735-32
Extinguishment	R		See Revocation		
Facilities Letter	R		Date on letter is transaction date - Recording is reference only		
Fault Line Ease	D				
Final Order of Condemnation	P		Process as recorded - Fee - Ease & purpose		
Fire Break	D			PM 83-62	
Fire Cistern Site	P	M	Label as recorded		
Fire Lane	P	M	Label as "PVT DRWY"		
Fire Line (Waterline)	D				
Fire Road	P	M	Label as "PVT DRWY"		
Enriched Parkway	P	M	Label as "Parkway Ease"	TR 39527 MB 1019-78-81	8735-48
Equestrian Trail - Public	P	R	If adjacent to a St., show tie line, width & Label		
Equestrian Trail - Private	D				
Fire Trail	D				
Fixtures to Redev. Agency	D				
Flood Control Conveyances	P		Proc. as rec. - Fee, Ease, Street (20' Limit apply)		
Flood Control Access	R/P				
Flood Control Debris Basin	P		Label and Name as recorded		

**ACTION CODES: D= DISCARD P= PROCESS R= REVIEW --- TYPE CODES: M= Minor Ease Line R= Remove from map**

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Flood Control Spreading Grounds	P	M	Label and Name as recorded		
Flood Hazard Area	P	M			
Flood Hazard due to Tidal Action	P	M		PM 126-96	4450-6
Flood Hazard (No definite area)	D				
Freeway	P			#466 9-12-75	8689-5
Future Alley	P	M	Do not show as "Spade Work"	#2699 12-3-75	
Future Alley - Vacation	P	R			
Future Drainage	D				
Future Equestrian Trail	D				
Future Slope	D				
Future Street	P	M	Do not show as "Spade Work"		
Future Street - Vacation by Ordinance	P	R		#3699 12-3-75	
Gas Pipeline	D				
Geological Hazard	P	M	Label as recorded		
Government Agencies	P		Process if grantor is assessee and deed agrees with policy		
Grading Ease Restriction	P	M	Label as recorded		
Grant of Dedication	P				
Groin Ease	P	M	Label as recorded	#5772 7-9-75	4449-5
Handicap Ramps	P	R	Open for street		
Hiking Trails	P	R	If adjacent to St., show tie line, width and label		
Hiking & Equestrian Trail	P	R	If adjacent to St., show tie line, width and label		
Hiking & Riding Trail	P	R	If adjacent to St., show tie line, width and label		
Illuminated Billboard	D				
Implied PVT St.	P	M	Slope deeds outlining Pvt St; show St name & wdt		
Ingress & Egress (I & E)	P	M	Show as I & E ease.		
I & E (Abandonment)	D-P	R	Check AMB - Remove if shown		
I & E (Emergency Vehicle)	P	M	Label as I & E		
I & E (Landscape Maint.)	P	M	Must be 20' or more in width & connect to Landscape Ease Label as Landscape Ease		
I & E (To be Reserved)	P	M	Show as I & E if 10' or more (for Vehicle use only)		

**ACTION CODES:** D= DISCARD P= PROCESS R= REVIEW --- **TYPE CODES:** M= Minor Ease Line R= Remove from map

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
I & E (Leasehold Subs)	D				
I & E (Option of Public Agency)	P	M	Show as I & E Reservation		
I & E (Parks)	P	M	Label as I & E	#1194309 10-23-77	
I & E (Reciprocal in Tracts & P.M.'s)	D				
Intention to Vacate	D				
Inundation	P	M			
Irrevocable Offer to Dedicate	D				
Irrigation Ease	D				
Jogging Path	P	R	Handle as R & H Trail, label as recorded		
Judgments (Government Agencies)	R-P				
L A City Ordinances	P		May work with an Irrevocable Offer to Dedicate		
L A City W&P T/L Ease in LA City	P	M	Label "LA CITY W&P T/L EASE" in private property. Show ctr. line only thru exempt prop.		
Land Contract	P				
Landscape Ease	P	M	Treat as drainage ease		
Landscape Maintenance	D-P	M	Process access ease over 20' wide connecting to Landscape Ease		8709-33
Landscape Maint I & E	D-P	M	Same as Landscape Maintenance		
Leasehold Advertising Sign	D				
Leasehold (Grant to Redevelopment Agency)	R		Send to Ownership Lease Unit		
Leasehold (Interest Only)	D-P		Process only by request		
Leasehold Sub. (Drainage Ease)	P	M	Process only when subdivision is processed		
Leasehold Sub (Fire Lane)	D		Process only when subdivision is processed		
Leasehold Sub (Slope Ease)	P	M	Process only when subdivision is processed		
Leasehold Sub (Street Dedication)	P	R	Process only when subdivision is processed		
Levee	P	M			
Levee Support	P	M			6350-27
Lighting (Street)	D				
Line of Sight Ease	P	M			
Line of Sight Ease (R R)	P	M			
<b>ACTION CODES: D= DISCARD P= PROCESS R= REVIEW --- TYPE CODES: M= Minor Ease Line R= Remove from map</b>					

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Maintenance of Road	D				
Mall (Pedestrian)	P	R	Lbl "Pedestrian Mall" and separate from adj St	MB 954-65-67	5123-8
Metric Dimensions (only)	R				
Non-Buildable Ease	P	M	Show as RU Ease		
Notice of Merger	P			2-22-84 #223641	4078-11
Offer to Dedicate	D		See Irrevocable Offer to Dedicate		
Open Area	P	M	Label as "Open Space"		
Open Area - Restricted Use	P	M	Show as "Restricted Use"		
Open Space (To City in Fee)	P		Assess to City - label as "Open Space"	TR NO 33329 MB 892-11-16	
Open Space (With reverter)	P	M	Process Open Space - Ignore reverter	#389986-12-1677	8660-3
Order of Immediate Possession	P		May not be recorded, but is filed with County Clerk		
Order for Prejudgement possession	P		May not be recorded, but is filed with County Clerk		
Order Nunc Pro Tunc (Govt.)	P		Effective date is as of original conveyance		
Ordinances	P				
Overflow	P	M			
Overflow water	P	M	Label "Overflow Ease" - (Covers large areas)	12-9-75 #2302	3277-2
Overflow (State Water Resources)	P	M	Label "State Drainage Ease"		
Overhead - (Power Lines)	R	M	Show Overhead Power Line Ease 25' in width or more		
Overhead - (Street or Frwy Bridge)	P	R-M	Remove from AMB page unless R/W is limited to specific elevations - Show these with a ease line and notes		
Overhead - (Pedestrian)	P	M	Show elevation limits of ease		
Park - Ease Deed	P	M	Show as Park Ease - Name if shown	MB 886-22-26	2054-24
Park - Access or I & E	P	M	Show as recorded		
Parking Authority - Fee	P				
Parking - (Municipal-Ease)	P	M	Label "Public Parking Ease" (P P Ease) in table	4-19-78 #41988	5735-31
Parking - (Vehicle-Ease)	P	M	Label "Vehicle Parking Ease (V P Ease) in table	12-6-83 #1400282	4240-19
Pedestrian Ease	P	R-M	Open if adjacent to St - Show M if other alignment & label. (Ped Ease) In table		
Pedestrian Access Ease	P	M	Same as Pedestrian Ease	8-20-75 #2386	4452-4
<b>ACTION CODES: D= DISCARD P= PROCESS R= REVIEW --- TYPE CODES: M= Minor Ease Line R= Remove from map</b>					

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Pedestrian & Bike or Bikeway	P	R	Open and label as recorded		
Pedestrian Mall	P	R	Open and label as recorded	MB 954-6567	5123-8
Pedestrian Overpass	P	M	Show as a M over pvt parcel & bridge over St & label		
Pedestrian Walk or Walkway	P	R-M	Open if adjacent to St - show M if other alignment & label		
Pier	P	M			
Pipeline	R	M	Do not show unless requested by appraiser - Continue showing existing ease with change in jurisdiction		
Planting	D				
Planting & Public Utility	D				
Planting - Restricted Use	D				
Planting - Tree	D				
Pole & Conduit	D				
Pond	P	M			
Powerline (Overhead)	P	M	Process ease over 25' only		
Prevent Erection of Building	P	M	Show as "Restricted Use"		
Prevent Erection of more than one Building on a lot	D				
Preservation	P	M	Show as recorded		
Private Access (To City Parcel)	P	M	Show if continuation of I & E to remote City parcel	MB 947-5354	4431-9
Private & Future	P	M			
Private Bridle Trail	D				
Private Driveway	D-P	M	Don't show if reciprocal I & E in Tract		
Private Driveway (Leasehold Subs)	D-P	M	Process when subdivision is worked		
Private Driveways - Named	P	M	Show and name on page, Index & TRA		
Private Roadway	D-P	M	Process if dedicated, label Pvt Drwy - Discard if for Public Utility - If dedeed, see Unit Leader		
Private Street	P	M			
Private St. (Implied by Slope Deed)	P	M		7-3-79 #730272	3376-22
Prohibited Use (Building)	P	M	Show as R. U. Area		
Public Access Area	P	M	Label as recorded - Grantee can be any public agency. Takes precedence over all easements except Pvt Sts.	10-27-75 #1643	4460-25
<b>ACTION CODES: D= DISCARD P= PROCESS R= REVIEW --- TYPE CODES: M= Minor Ease Line R= Remove from map</b>					

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Public Beach Ease	P	M			4452-3
Public Parking Ease (Por of Municipal Parking Dist.)	P	M	Label "Public Parking Ease"	4-19-78 #41988	5735-31
Public Safety Area	P	M			
<b>ACTION CODES:</b> D= DISCARD P= PROCESS R= REVIEW --- <b>TYPE CODES:</b> M= Minor Ease Line R= Remove from map					
Public Street Ease	P	R			
Public Street Vacation	P		See Vacations		
Public Utility Ease	D-P	M	Show only overhead ease over 25' in width		
Public Utility to Public Utility (By Directors Deed)	D-P		If ease shown in AMB, may require Label, change otherwise D	5-14-75 #3375	4203-4
Public Walkway	P	R			
Public Works (Demolition and Sale)	D				
Railroad Ease & Spur Tract	R		Segregate to 800 Series only if claimed on SBE map. SBE letter required		
Railroad - (Line of sight)	P	M		PM 122-82	
Ramps - (Wheel chair)	P	R			
Reciprocal I & E (all Subdivisions)	D				
Reconveyances (Full or Partial)	D				
Release of Agreement (To hold as one parcel)	R-P		Process if parcels are already combine		
Release of Restriction	R		Review release with AMB - See Unit leader for processing		
Relinquishment - (State)	D		Releases control of streets to local jurisdiction process at end of Assessment year		
Reservation (Severance Parcel)	P		Separately assess - will be sold		
Reservation (St. or Alley)	P	R			
Reserved for I & E (Sub Map)	P	M	Label "I & E"		
Restricted Grading Ease	P	M	Label "Restricted Use"		
Restricted Use Ease	P	M	Label as "Restricted Use"		
<b>ACTION CODES:</b> D= DISCARD P= PROCESS R= REVIEW --- <b>TYPE CODES:</b> M= Minor Ease Line R= Remove from map					

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Restricted Use (Area)Ease	P	M	Label "Restricted Use	MB 1006-64-65	5829-26
Restricted Use (Buildings)	P	M	Label "Restricted Use"	MB 1014-25-28	3052-31
Restricted Use (For Benefit of adjacent Lots)	D				
Restricted Use(Landscape Slope)	P	M	Label "Restricted Use"		
Restricted Use (Open Area - Space)	P	M	Label as recorded		
Restricted Use (Planting)	D				
Restricted Use (Prevent Buildings)	P-D	M	Label as recorded - Do not show if Building Set Back Line		
Restricted Use (in Common Area PUD)	D				
Restrictions - (Codes, Covenants & Restrictions).	D				
Restrictions - Released of CC. & R.	D				
Retaining Wall	D				
Retention Basin	P	M			
Revocation & Extinguishment Abandonment by Non-User	D		Requires an official vacation action	ORD 6811-645	
Riding & Hiking Trail	P	R	Remove and if adjacent to street, show tie line width and name		
Right of Entry (For Maintenance of Landscape - Slope)	D				
Right of Way between City/ Govt. Agency	P				
Road Deed	P	R			
Road - (Fire)	P	M			
Roadway	P	R			
Safety Area	P	M	Label as recorded		
Sanitary Sewer	D				
Sanitary Sewer & Drainage	D				
Seep	P	M	Show as Overflow Ease - (Covers large area)	12-9-75 #2302	3277-2
Sewer	D				
Sheriff Deed	P			10-31-83 #1290981	5843-13
<b>ACTION CODES: D= DISCARD P= PROCESS R= REVIEW --- TYPE CODES: M= Minor Ease Line R= Remove from map</b>					



CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Shrubbery & Landscape	P	M	Process as Landscape		
Sidewalk	P	R	Open if adjacent to St.- Show M if other alignment & label		
Sight & Sight Clearance	P	M			
Sight (Railroad)	P	M		PM 122-82	
Slope Ease	P	M			
Slope - Fee	P	M	Open if adjacent to St. - Assign a 900 series to isolated parcels	PM 83-46-47	2783-25
Slope - (in Leasehold Sub)	P	M	Process when subdivision is worked		
Slope Maintenance	P	M	Label Slope Ease	MB 965-64	
Slope Maintenance & Enriched Parkway	P	M	Label Slope Ease	TR 39526	8735-32
Slope - (Open Space)	P	M	Label as Slope Ease	6-6-80 #1554275	8731-20
Slough (Wall)	D				
Southern Calif. Gas Co. Ease	R	M	Process ease's 100' and over in width		
Spreading Area	P	M	Label as recorded		
Spreading Grounds (Debris Basin)	P	M	Label as recorded		
Spur Track	D-P		Unless shown on SBE map/letter		
State Land Sales	D				
State Water Resources	P		Process Grants or Ease as recorded and label		
Storm Drain	P	M	Process all if not along property line or over 20' wide - otherwise discard		
Storm Drain - covered	P	M	Same as Storm Drain		
Storm Drain Vs Drainage	P	M	These ease are identical for assessment purposes Label as shown on latest recording reference		
Streets	P	R			
Street at Option of Public Agency	D				
Street Ease above a plane	P	M	Label "St. Ease" above a plane by reference	MB 912-39-45	5149-10
Street-Future	P	M	Do not show as Spade Work		
Street Lighting	D				
Street Name Change	P		Process recording Ordinance Resolution or letter with MCN - Describe Change & Limits		
<b>ACTION CODES: D= DISCARD P= PROCESS R= REVIEW --- TYPE CODES: M= Minor Ease Line R= Remove from map</b>					

CONVEYANCES, DECREES & REQUESTS	ACT	TYP	DISPOSITION AND PROCEDURES	RECORDED REFERENCE	AMB-PG
Street Ease - Common Area lot	P	R	If lot has parcel #, Normal Processing - If airspace shown, don't change parcel numbers.		
Street Overpass	P	M	Label "Overpass"		5149-10
Street Tree Ease	D				
Street Underpass	P	M	Label as recorded		5159-10
Street Vacation	P	R			
Subsurface Bulkhead Wall	D				
Subsurface Street	P	M	Label as "Underpass"		
Subway across SBE	P	M			
Tank Site - (& Drainage)	P	M	Label as recorded		2057-2
Tax/Treasure Deed	P				
Telephone Ease	D				
Television Antenna	D				
Temporary Ease - All	D				
Tidal Action flood Hazard	P	M		PM 126-96	4450-6
To Be Reserved in Deeds (I & E)	P	M	Label as "Pvt. Drwy" only vehicular access		
Traffic Light	D				
Traffic Signal	D				
Transmission Line (Underground)	D				
Transmission Line W & P	P		Separately assess outside the City (270 Series) or Show as M in the City 100' or more in width - on Exempt parcels only show centerline		
Transit Shelter	D				
Tree Planting	D				
Trust Deeds	D				
Trust Deeds Upon Sale	P		Investigate if not in Trustor's name		
Tunnel Ease	P		Show elevation limits		
Underground Conduit	D				
Underground Drainage	P	M	Show as drainage ease procedures		
Underpass & Subway	P	M	Label as recorded		
Vacation of Ease	P	R	Process if ease shown on AMB and note on aperture Card of Sub.		

**ACTION CODES:** D= DISCARD P= PROCESS R= REVIEW --- **TYPE CODES:** M= Minor Ease Line R= Remove from map





**17. SAMPLE MCN**

A paper MCN, as shown on the sample, is needed when the supporting document is one of the following:

- A. Unrecorded Superior Court Cases
- B. Street Name change or assignment
- C. Unrecorded Grants or QC deeds
- D. Unrecorded Street Vacations, Condemnations
- E. Ordinances and County/City Letters or Resolutions
- F. Off-site easement dedications by subdivisions

In the event of a Tracking System failure, this MCN could also be used to process subdivisions/airspaces.

Information that needs to be included on the MCN:

- 1. Initiating document
- 2. Describe the change such as Fee to Public, or Street Name change, etc.
- 3. Current assessment year
- 4. Affected AMB
- 5. Check box if investigation is attached
- 6. List old and new parcels (if applicable)
- 7. Effective date (only if a parcel change is required)
- 8. Engineer ID to be filled by checker
- 9. Seq/Ser also filled by checker

COUNTY OF LOS ANGELES • OFFICE OF ASSESSOR		ENGR. ID		ASSESSMENT YEAR		
MAPPING CHANGE NOTICE				8	3	
LOTS / UNITS IN SUBDIVISION:		DOCUMENT NO. AND RECORDING DATE		PURPOSE		
<input type="checkbox"/> TRACT NO. REFERENCE MB				<input type="checkbox"/> SUBDIVISION <input type="checkbox"/> CONDOMINIUM <input type="checkbox"/> PLANNED DEV		
<input type="checkbox"/> PARCEL MAP REFERENCE PM				<input type="checkbox"/> SUBDIVISION <input type="checkbox"/> CONDOMINIUM <input type="checkbox"/> PLANNED DEV		
<input type="checkbox"/> DIVISION OF AIRSPACE TR. NO. OR P.M. REF.				<input type="checkbox"/> CONDOMINIUM <input type="checkbox"/> OWN YOUR OWN (OYO) <input type="checkbox"/> STOCK COOP (CO-OP)		
				ALSO SEE AMB		
				<input type="checkbox"/> SEE INVESTIGATION		
				5		
				NAME (OYO/CO-OP)		
INITIATING DOC.: SUB. MAP (SEE ABOVE), S.C.C., ST. NM. CHG/ASSIGNMENT, GRANT, Q/C, VAC., CONDEM., ORD., COUNTY / CITY LETTER, ETC.						
1						
DESCRIBE CHANGE	OLD		NEW		SEQUENCE-SERIES	EFF. DATE
	PG	PARCEL(S)	PG	PARCEL(S)		
2		6			9	7
PROCESSED BY	DATE		<input type="checkbox"/> SEC. 66499.20% OF SUB. MAP ACT VACATES:			
ENGINEER			<input type="checkbox"/> SEE MAPPING CHANGE NOTICE FOR DEDICATION BY SUB.			
FORMULATOR			SUB. DEDICATES		FOR	
COMPARER			POR. OF LOT(S):		TO	
			SUB. DEDICATES			
			ALL OF LOT(S):			



## CHAPTER VI (NEW SUBDIVISIONS)

1. Planning and Preliminary Work
2. Tracings
3. Spade Work (Tracing Only)
4. Assessor's Map Books
5. Planned Development (Cluster Housing)
6. Township Plats and Mineral Surveys
7. Lease Subdivisions
8. Record of Survey Maps
9. Tax Delinquent Parcels
10. Restricted Use Areas
11. Open Space
12. Processing Old PM
13. Subdivision of Air lots
14. Air Lots Samples





## NEW SUBDIVISIONS - PROCESSING TO THE AMB

Tract Maps, Parcel Maps, Official Maps and Los Angeles County Assessor (L.A.C.A.) Maps are processed to the Assessor's Map Books when they are recorded. Township Plats and Supplemental Plats are processed to the Assessor's maps when they are filed with the Bureau of Land Management of the U.S. Government. Old Record of Surveys and Parcel Maps not shown on the AMB may be processed if property being conveyed is described by these subdivisions. For Condominiums and Airspaces see VII.

### 1. PLANNING AND PRELIMINARY WORK

The Unit Supervisor will obtain a digital version of the subdivision from DPW's ftp site or the developer and plan the breakdown of the new subdivisions. The work assignment consists of the AMB, Subdivision prints (only when needed, in most cases digital maps are enough), Mapping Change Notices, and deeds that pertain to the page(s) involved with the new subdivision(s).

- 1.1 Chain of title problems must be resolved before processing the subdivision. The engineer should obtain and attach printouts of LD and TS screens from PDB. If any involved parcel(s) is tax delinquent, the subdivision could be processed IF no combines are needed; in which case always consult with Unit Supervisor before processing. Any other problems should be resolved before processing the subdivision.
  - A. Special attention must be given to parcel's ownership since tract maps could be signed by multiple owners or just a subdivider who has no ownership interest. Bear in mind of the following cases where ownership is not consider common (identical) and should be further reviewed:
    1. Parcels owned by CRA and/or City signing a subdivision map.
    2. Parcels owned by individuals and/or companies they own.
    3. Parcels owned by husband and/or husband and wife.
    4. Parcels owned by individuals and/or by their Trust.
  - B. Governmental agencies have permitted new subdivisions to be recorded with various street dedications and easements. Each new variation will be analyzed. The method of processing these different dedications will be approved by the Unit Supervisor before working the new subdivision.
  - C. In some subdivisions, certain easements or abandonments are shown per documents recorded prior to the subdivision. In these cases obtain the referenced document(s) and process them prior to working the subdivision. Follow steps on VI-2.2-A. In some unique cases, the effective date of parcel changes resulting from these documents might be moved to accommodate the new subdivision. This must be approved by the Unit Supervisor.
- 1.2. Processing the Mapping Change Notice (MCN) (See sample MCN below)
  - A. For each subdivision an MCN is generated by the clerk in charge of the Tracking System. Said MCN should have the following information: Subdivision number/name, recording reference number (MB, PM), number of lots, document number and recording date, purpose (condominium or subdivision), AMB/PG, owner's name, and assessment year.

- B. Engineer should review the all the information on the MCN. If the subdivision involves other AMBs, such information should be noted in the proper box.
- C. Subdivisions recorded for "Finance Only" and not for development purposes, should also be worked in the AMB. The new AINs are needed to obtain loans.
- D. Subdivisions recorded for "Lease Purposes" only are not to be worked in the AMB unless approved or requested by Ownership Services.
- E. If the subdivision abandons an easement or a street per Section 66499.20 ½ of the Subdivision Map Act, check the designated box and indicate what is being vacated.
- F. Subdivisions dedicating lots to public agencies will be noted and "Lots", "For" and "To" items will be completed. All dedicated lots must be accepted by the governing public agency.
- G. Easements which are dedicated outside the subdivision boundary are known as "Off Site" easements. Prepare an additional paper MCN (see MCN sample on V-17) to work such dedications. List dedicating subdivision, affected parcels, and types of easements.
- H. Future Streets that are dedicated by a new subdivision, are rejected by the governing agency, and do not have assigned a lot number, will be shown and labeled as a "Future St" and combined with an adjacent lot in the new subdivision. Do not dimension future streets, only the width should be shown.

SAMPLE MCN:

County of Los Angeles \* Office of the Assessor

ID. NO.

Assessment Year

**MAPPING CHANGE NOTICE**

2008120302

**2009**

Lot(s): 1	Doc. No. 63214	Rec. Date 1353-08-09	Purpose X CONDOMINIUM	Lots/All	AMB 5634
X TRACT NO 63214 Reference: 1353-08-09	Doc. No 08-1953293 Rec. Date 11/4/2008				Also See AMB:
Sub. (see above) Map, S.C.C., Nm. Chg., Grant, Q/C, Vac., Condem., Ord., Etc.	Old		New		Change-New Book-Desc.-Etc
	Pg/Sht	Parcel(s)	Pg/Sht	Parcel(s)	
STOCKER ETS LLC	14	27	14	99	014001
Effective Date:					
Sub Owner NOT Assessee (see attached printout)					
___ Del. Pcl. ___ Cleared by "C" ___ Still DEL. per "C" ___ Year DEL. ___					
* Fill in if TR. or P.M. (for CONDO purposes)			___ Sec. 66499.20 1/2 of Sub. Map Act vacates:		
___ Sub. in CO. LA. (Unincorporated Territory)			___ See Mapping Change Notice for dedication by Sub.		
___ Sub. in City of _____			Sub. Dedicates		
Frontage Street(s)			Por. of Lot(s): _____ For: _____		
Registered Engineer or Licensed Surveyor R.E. or L.S.N			Sub. Dedicates		
			All of Lot(s): _____ To _____		
Processed By	Date	Processed By	Date	Batch Numbers	
Engineer <i>MK</i>	<i>11-18-08</i>	Table of Cont.			
Formulator		Index Cards			
Comparer		Typed			
No. of Par. in BK.		To Data Process'g.			
Total Par. in I.D.		To File			
Additional Notes:					

## 2. TRACINGS

- 2.1 Compare the new subdivision boundary with existing parcel lines. If the new boundary disagrees with existing parcels resolve any conflict(s). If the boundary conflicts cannot be readily resolved, consult with the Unit Supervisor. An investigation may be required to solve ownership or boundary problems.
- A. If a subdivision includes only a portion of any existing parcel, check the remainder parcel(s) for possible combination(s) with adjacent parcel(s).
  - B. If all the property on any given page is taken by a new subdivision, the tracing will subsequently be stamped "Superseded" by the checking unit. This page number should be reissued for the new subdivision.
  - C. If a portion of the property on any given page is taken by a new subdivision, and moved to another page, remove the new subdivision area from the tracing.
    1. Show the boundary line of the new subdivision per standards as shown on that page.
    2. Always check the description of the remaining parcels. Be sure that in removing the area for the new subdivision, no information used in any adjoining parcels is deleted. If any information has been deleted for any parcel, it will be necessary to restore the information in the form of a note or using some labeled tie lines. Any adjoining description that needs changing will require a Mapping Revision Notice (MRN) to notify the Description Formulators in Ownership Services to modify that description.
    3. Show all streets, alleys, walks and other public ways which were dedicated by the subdivision and are adjacent to or abutting the remaining parcels. Exception: Future streets will not be shown, See Spade Work VI-3.
  - D. Open all existing Future Street lots adjacent to streets dedicated by the new subdivision. Do not open those portions of these lots still abutting assessed property. This can be accomplished by processing a resolution opening the area. When lacking such a document, use a Mapping Change Notice. Note on the MCN the lot number and tract reference of the lot being opened for street. See Unit Supervisor for unusual future street lots.
  - E. When the new subdivision is to be assessed on the same page it was assessed prior to being subdivided:
    1. Remove or revise the lines that will conflict with the line of the new subdivision.
    2. Show the new subdivision using the standards applicable to the existing page.
    3. Follow through steps C-2 and 3 above.
    4. For all remainder parcels, calculate the areas and preferably assign new parcel numbers before assigning parcel numbers to the lots in the new subdivision.

## 2.2 INTERIM MAPS

Because of the Optimum System (Parcel Change) limitations, interim maps are often needed when a multi-lot subdivision covers multiple parcels.

- A. When streets are abandoned by new subdivisions an interim map is also needed to parcel the vacated areas prior to working the subdivision. In this case, close off streets, assign new parcel number, and calculate area, but:

1. Do not change street line weight of abandoned street within subdivision.
  2. Do not revert portions of lots within abandoned street to original status.
  3. Do not show what underlying tract dedicated street within new subdivision boundary.
  4. Then proceed as usual.
- B. Processing subdivisions that include multiple parcels each having a different owner (Always consult with Unit Supervisor before processing).
1. Verify whether newly created lots overlap the existing ownership boundaries. If not, process each portion of the subdivision within common ownership as one-to-many or one-to-one basis. If overlap exists, combine the parcels into a single one but specify ownership of the newly created lots as such:
    - a) Lots completely within an existing (original) parcel(s) should be assessed to the current assessee only.
    - b) Lots that overlap multiple ownerships should be assessed to all affected owners.
    - c) Place assessment of all new parcels clearly on MCN.

### 2.3 NEW MAPS

- A. All new page maps are to be drawn according to the latest standards.
- B. All new subdivisions worked on an existing tracing will conform to the standards used on that tracing. The Unit Supervisor will approve all exceptions to this rule.
- C. The previous assessment reference for the new subdivision will include all the pages where the property for the new subdivision was previously assessed. When all of the property included in a new subdivision is to be assessed on the same page, there will be no change in the Previous Assessment.
- D. When a multiple part lot in a subdivision must be conveyed as a single unit as noted on the recorded map, show all parts on the same page. These parts will be connected by a standard hook. Assign a single parcel for all the parts. The total area will be placed under the parcel number. Show a boxed note indicating that said lot must be conveyed as a whole unit:

<p>Lot 1 of P.M. 123-45 must be conveyed as a whole unit.</p>
---

- E. Each lot in the new subdivision will be given a separate parcel number. Start with the lowest numbered lot on each page. When a new subdivision is placed on an existing or previously used page, be sure not to duplicate any numbers that have been used before. Lettered lots (A, B, C, etc.) should also be parceled.
- F. Lots identified as being exempt either by dedication on the new subdivision or by prior ownership, will be assigned a 900 series parcel number and show the name of the exempt agency. Lots that are dedicated for street purposes should not be shown. For subdivisions owned by a redevelopment agency, use a boxed note to indicate ownership.
- G. Adjoining lots assessed to the same public body are not to be combined.
- H. Show the area of all lots as shown on the recorded subdivision. If the recorded area(s) appears to be incorrect, calculate it and show the correct area using a  $\pm$  symbol.

- I. Lots with one or more easements will show a "gross assessable" and a "net assessable" area. Many recorded subdivisions have multiple overlapping easements. The AMB pages will show only one such easement for any specific area. These easements will be shown in order of importance by deleting the overlapping less significant easements. See V-6.2 for order of priorities.

## 2.4 GENERAL NOTES

- A. Lots \_\_ to \_\_ of P.M. \_\_\_\_\_ are subject to Flood Hazard.
- B. For Flood Hazard restrictions see M.B.
- C. For dimension(s) (bearing/ etc.) not shown see recorded map.
- D. All property on this page assessed to County.
- E. Street lines per M.R. \_\_\_\_\_ are considered the lot lines in this Tract, although the divisions of some lots are measured from the centerline of the streets.
- F. All areas on this page are net except those tabled.
- G. Construction of commercial and/or residential buildings is restricted within Lot \_\_ P.M. \_\_\_\_\_ for the benefit of Lots \_\_ thru \_\_ of said Parcel Map.
- H. All 900 series parcels on this page are assessed to (City name) Redevelopment Agency, unless otherwise noted.
- I. All 900 series parcels on this page are assessed to Community Development Commission of the County of Los Angeles, unless otherwise noted.
- J. All 900 series parcels on this page are assessed to (City name) Community Development Commission, unless otherwise noted.
- K. All 900 series parcels on this page are assessed to Redevelopment Agency of the City of (City name), unless otherwise noted.
- L. All 900 series parcels on this page are assessed to Community Redevelopment Agency of the (City of/County of), unless otherwise noted.

## 2.5 INDEX AND TRA MAPS - TRACINGS

- A. The new subdivision boundary, streets, public right of ways and their names will be shown on the Index and TRA Maps. Future streets will not be shown unless named.
- B. New Index maps do not show the subdivision number or recording reference. When adding a new subdivision to an Index which shows the subdivision number or name and recording references, show the new subdivision boundary only, do not show tract title or reference.
- C. If the Index and TRA Scale is 1000', 2000', 3000' to 1" etc., and the new tract is difficult to show at this scale, make a new Index and TRA maps. Use the most convenient scale factor, e.g. 600', 400' etc. keeping in mind future expansions. The Unit Supervisor or assistant must approve all new Indexes. For new Indexes and TRA maps, see Chapter I, items 2 and 3.

### 3. SPADE WORK

Spade Work is the updating of surrounding pages due to a new subdivision. Boundary line changes, new streets or street widening may require spade work modifications.

#### 3.1 Within the book:

- A. Show all new streets, street widening, etc., with names and widths on all adjacent pages.
- B. Show the boundary of the new subdivision on all adjacent pages using proper weight line.

#### 3.2 In adjacent AMB's – Order the AMBs and work the tracings as indicated in 3.1

### 4. ASSESSOR'S MAP BOOKS

#### 4.1 Kill Page

- A. All existing assessed property within the boundary of a new subdivision will be enclosed on the inside with a blue pencil border. If interim maps were needed, blue kill will be done on the final three hole copy.
  - B. Freehand with a blue pencil, a "Kill" note across the area enclosed by the blue border.
    - 1. When the subdivision affects only one book and is to be shown in that book.

TRACT NO 00000  
FOR 2000  
SEE PAGES 00 TO 00
    - 2. When the subdivision affects more than one book:

TRACT NO 00000  
FOR 2000  
SEE PAGES 00 TO 00  
& BOOK 0000 PG 00
    - 3. When the subdivision is moved to another AMB:

TRACT NO 00000  
FOR 2000  
SEE BOOK 0000 PG 00
  - C. When the subdivision takes only a portion of an existing parcel, show the boundary of the subdivision and with a blue pencil hook across to indicate the existing parcel prior to the "kill".
- This note will be the same on all pages, within the same AMB, where property was taken for that subdivision. The lettering should be placed so as to not obliterate any information shown on the page. If space is limited show the note outside the boundary and arrow it in.

- D. If a subdivision covers two or more separate areas on the same page, show two separate "kill" notes. Separate "kill" areas may be hooked with one note arrowed into each area, when room is limited.
- E. When any property not included within the boundary of the new subdivision is moved to another page, Ownership Services is notified by using a Mapping Service's Property Relocation Form (PRN). This affects the PA of the page the property is going to.
  - 1. A separate "kill" note is required for these relocations.
  - 2. Use lien date as effective date for relocations unless there is a later date on PDB.
- F. For details on the procedure to be followed for addition on removal of property, see Segregation Procedure, Relocation of Property, Chapter V item No. 11.

## 5. PLANNED DEVELOPMENT (CLUSTER HOUSING)

Planned Unit Development (PUD) is a project in which individuals are granted title to specific buildings and usually to the land beneath and within the perimeter of said buildings, together with an undivided interest in the common area (Sections 11003 and 11003.1, Business and Professions Code).

The common area will be parceled and assessed as specified in Section 2188.5 of the Revenue and Taxation Code and as set out in the covenants, conditions and restrictions of record.

- 5.1 These tracts are processed in the same manner as other new subdivisions with the following additional requirements.
  - A. Check the Planned Dev. box on the MCN.
  - B. Lots designated "Common Area" will show "Common Area PUD" in freehand near the lot and parcel number.
  - C. Common area lots will be parceled in sequence with the other lots in the subdivision.
  - D. Small isolated lots which are tied to street centerlines have the ties eliminated only with the approval of the Chief Engineer. Use the following boxed note.

For lot ties in TR. No. 00000  
see Recorded Map.

## 6. TOWNSHIP PLATS AND MINERAL SURVEYS

Supplemental township plats are forwarded to the Assessor's Office when they are filed by the Bureau of Land Management. They are processed in a manner similar to a new subdivision.

- A. On the AMB page where the Mineral Claims and Mineral Survey will be shown, place the note, "MINERAL CLAIMS LIMITED TO GOVERNMENT OWNERSHIP", outside the top trim line.
- B. For the specifications on showing all Supplemental Plats see Chapter II item 5.



## **7. LEASE SUBDIVISIONS**

- 7.1 Lease Tracts or Parcel Maps will be processed only by a request from Ownership Services.
- 7.2 If the lease subdivision is not to be processed to the AMB, the Tract Number or the Parcel Map recording reference will be shown on the tracing. Show it in ink freehand across the area of the tracing covered by the subdivision with the word "Lease" under the reference.
- 7.3 Streets or Easements that are dedicated by a subdivision not being processed will be shown on the AMB page, Index, and TRA map tracings. Use a MCN with the recording reference of the subdivision to notify Ownership Services Section.
  - A. Show the recording reference of the unworked subdivision in black pencil in the area on the AMB page where the dedication is located.

## **8. RECORD OF SURVEY MAPS**

- 8.1 Since 1965, Record of Survey Maps (RS) generally does not subdivide property and are usually just boundary line surveys. Any Record of Survey processed to the AMB must be approved by the Chief Engineer.
- 8.2 When a Record of Survey is not used as an assessment subdivision, show the recording reference of the RS in ink freehand on the tracing across the area covered by the survey.

## **9. TAX DELINQUENT PARCELS IN NEW SUBDIVISIONS**

- 9.1 If a portion of a new subdivision is delinquent the subdivision could still be processed to the AMB.
  - A. If the subdivision covers a single delinquent parcel work as one-to-one or one-to-many. Delinquency will be carried over to the new parcel(s).
  - B. If the subdivision includes more than a single parcel, combine only tax clear ones then process subdivision. Use the steps in A for the delinquent parcels.
  - C. If processing a subdivision with delinquent parcels would create too many small parcels or slivers, do not process the subdivision but inform the owner and suggest that taxes get paid.

## **10. RESTRICTED USE AREAS**

- 10.1 Los Angeles County Ordinance No. 4478 Section 158 states, "If any portion of a lot or parcel of a division of land is subject to flood hazard, inundation, or geological hazard, such fact and portion shall be clearly shown on the final map or parcel map by a prominent note on each sheet of such map whereon any such portion is shown".

10.2 Restricted use areas are generally created by either recorded deeds or subdivisions. Any restriction that will prevent the erection of buildings will be labeled as "Restricted Use Area" in freehand and bounded by a minor easement line. This area of the easement will be shown in the area table for each parcel. Restriction that will prevent the erection of residential buildings only will not be shown on AMB.

## 11. OPEN SPACE

11.1 Open space land is defined in Government Code 965560. The provisions which pertain to a City or County to approve and acquire the rights to preserving and maintaining an "Open Space" area are in Government Code Chapter 6.6, Sections 51070 through 51097. The purpose of these provisions is to preserve the natural resources, to prevent the development of the land, and to prohibit the erection of buildings.

11.2 These Open Space parcels or portion of parcels will be labeled "Open Space Area" in freehand. If the Open Space takes only a portion of a parcel, show the Open Space, with a minor easement line and deduct the area in the area table.

## 12. OLD PMs

Parcel Maps recorded before 3/1/1977 are processed to AMB when a grant deed uses said (unprocessed) PM as legal description. Process the parcel map (PM) per the following guidelines:

12.1 Analyze the boundaries of the subdivision and each lot by overlaying them on the existing parcels. Do not work any part of the old PM that has been re-subdivided.

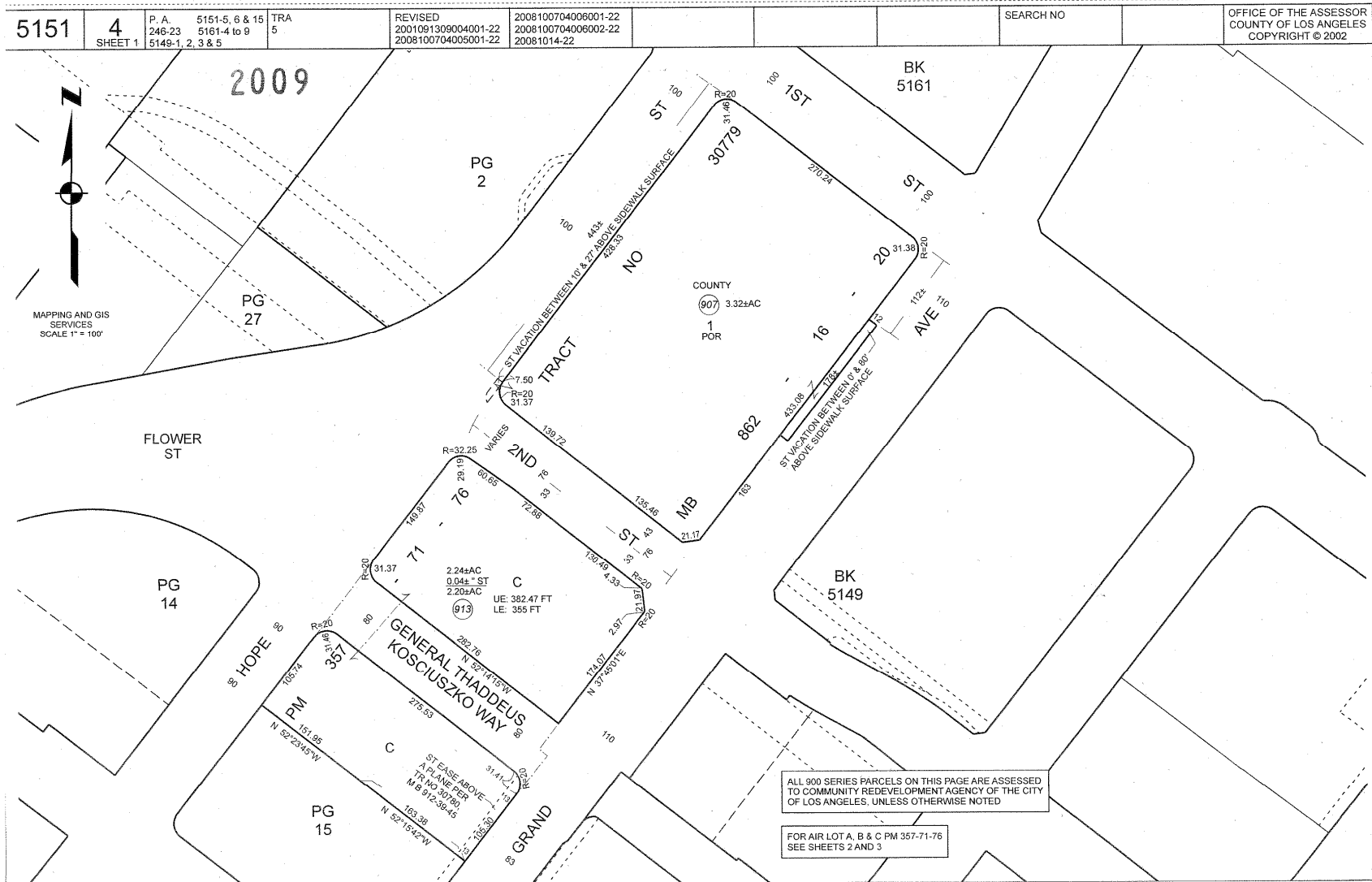
12.2 Process PM without changing the existing parcel numbers unless the grant deed creates a cut in which case change the parcels only to the affected areas. Place a note on MCN for Ownership Services to rewrite the legal description of affected parcels.

## 13. SUBDIVISIONS OF AIR LOTS

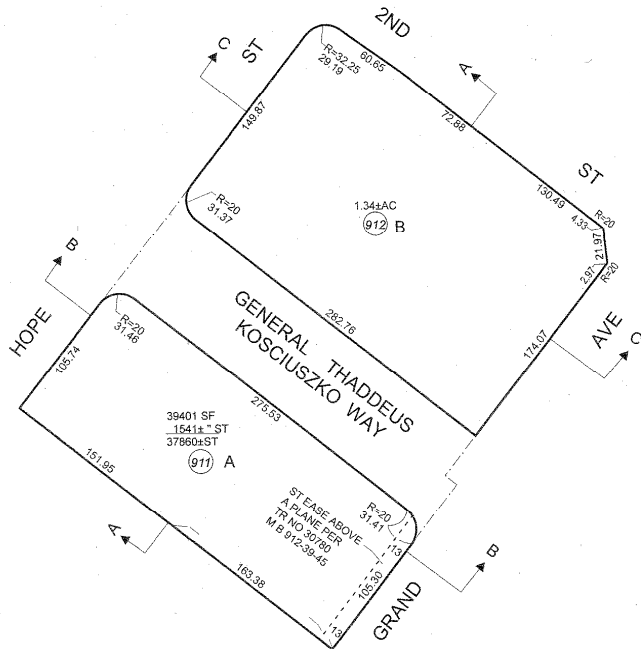
This is a special kind of subdivision where in addition to the land, the airspace above the base lot(s) is also subdivided into several lots covering more than one level. In addition to the standard processing steps for a subdivision, the following should be taken in consideration: Process these subdivisions by displaying all the lots along with their elevation limits. Parcel each lot separately. Some lots may exist in more than one level, sometimes with different horizontal boundary limits. Assign a single parcel for the entire lot but display the area for each corresponding elevation. Show the street level lots on the base map (sheet 1), and the subsequent levels (above or below street level) on additional sheets of the same page.

Cross section details and/or isometric views are recommended for clarity. If the recorded subdivision provides isometric views, those can be scanned and inserted into the AMB pages. See sample below. Consult with Unit Supervisor prior to processing this type of subdivisions.

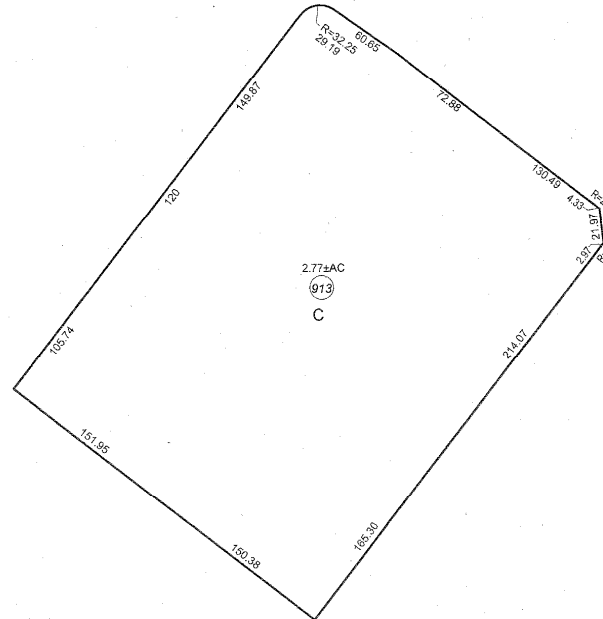
14. AIR LOTS SAMPLES



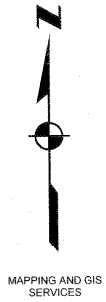
2009



AIR LOT A AND B BELOW ELEVATION 355 FT

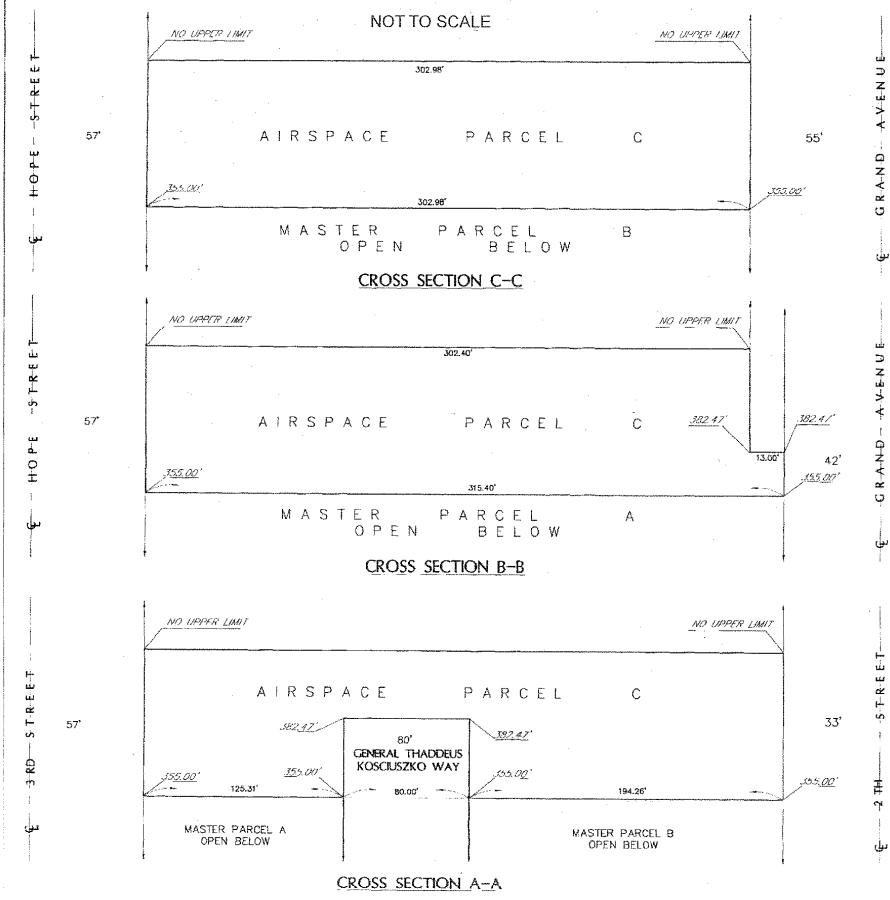


AIR LOT C ABOVE ELEVATION 382.47 FT

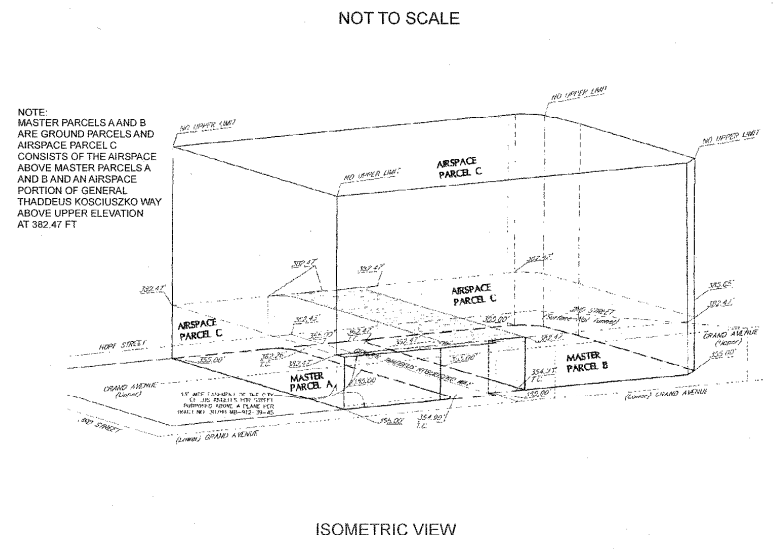


ALL 800 SERIES PARCELS ON THIS PAGE ARE ASSESSED TO COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LOS ANGELES, UNLESS OTHERWISE NOTED

PM 357-71-76  
FOR ELEVATION OF AIR LOT SEE ISOMETRIC VIEW ON SHEET 3



2009



PM 357 - 71 - 76



## CHAPTER VII (AIRSPACES)

1. Airspaces Types and Procedures
2. Preliminary Condominium Procedures
3. Planning
4. Mapping the Units
5. Dimensions
6. Parcel Numbers
7. Checking Procedures for O.Y.O. and Co-op Application and Diagrammatic
8. Airspace Notes
9. Airspace Titles
10. Samples





## 1. AIRSPACE PROJECTS TYPES AND PROCEDURES

There are several types of projects included in Airspace Assessments. These projects show different owners or leasehold interests of different elevation units of the same surface base area. These elevation levels may be above or sub-surface elements.

**Condominium Projects:** On these, the fee title is a specific unit between a lower and upper elevation limit. A unit may be comprised of several elements with different elevation limits. A percentage interest to the land and common improvements is also granted to each unit. These projects are shown in a recorded Condominium Plan. A Covenants, Conditions and Restrictions, (CC&R) is recorded for each condominium project. The CC&R is not required for processing the project for assessment purposes unless the condo plan does not clearly explain the information shown. See sample maps in **VII-10**. In some occasions, the diagrammatic only show the footprints of each unit without showing the outlines of the elements within. In these cases elevations (different levels) are not shown as well. Add note **30**. See sample maps in **VII-10**.

Assembly Bill 1510 authorized the Assessors to separately assess individual condominium units when condominium plans are recorded unless a request by the owner, stating that the property be assessed as an entire parcel, is recorded with said condominium plan. Condominium is defined in Civil Code 783. Diagrammatic requirements are in Civil Code Title 6, 1351. And assessment of units is found in Property Tax Laws Volume 2, 2188.6.

**"In fee to match" Condominium Projects:** Are plans in which the living units and garages are numbered separately. The living units are consecutively parceled. The garage elements that match existing units will be assigned the same parcel. Unmatched garages are grouped into one parcel number which is then shown in note **19**. Once a deed selling any unassigned garage unit is recorded, cut the grouped garages parcel, assign a new parcel to the sold garage unit and another new parcel to the remainder group; then combine the sold garage unit parcel with the matching unit owner if there is one, otherwise do not combine. See sample maps in **VII-10**.

**Airspace Special Projects:** Are commercial or industrial properties which are granted or leased and limited by planes at specific lower and upper elevations. These properties may be located over public streets or other exempt properties. See **6.6**.

**A Phase Condominium:** Is a condominium plan in which a number of units may be built and sold on portion of a lot, or many lots, but the common area may include the common area portions of the other base lots in the tract and possible other tracts. Assign a parcel number to the recorded phase and another parcel for the remainder phase. Another acceptable practice is to parcel the units in the first phase directly, and another parcel for the remainder area. If all phases are received at the same time (but with different recording dates) first assign a parcel for each phase using the earliest recording date as the effective date, then process each phase as one to many basis using the recording date of each phase as the effective date for each group of units. In the geodatabase, remember that the value entered in the total number of units field (used to calculate the percentage of interest) must correspond to the number of units within each phase. See sample maps in **VII-10**.

Some condominium plans use the term "module" instead of "phase", others use "modules" and "phases" in the same plan as an additional dividing level. In the last case, a "module" could represent a base area for a group of units with or without its own common/association area, and other "module" could be completely designated as common/association area. Show and label the boundary of each module, but do not parcel

association properties or common use areas. It is recommended to see the Unit Supervisor before processing this type of projects. See sample maps in **VII-10**.

Own-Your-Own Plan (OYO) is also known as a "Community Apartment Project". In this plan, the purchasers, via a grant deed, acquire an undivided interest in the described whole project with the exclusive right to occupy a particular apartment unit with or without a garage. See R & T Code 2188.7

A Stock Cooperative Plan (CO-OP): is a plan, by which title to the project is vested in a corporation or trust where each investor receives shares of stock or a certificate of beneficial interest in the trust, with the right to occupy a particular apartment or unit and possible garage. See R & T code 2188.7

Own-Your-Own and Co-Operative Plans require specific requests and approval procedures for assessment purposes. See **VII-7** for these procedures. Once the new diagrammatic are recorded, they are treated just like regular airspace projects. See sample maps in **VII-10**.

## **2. PRELIMINARY CONDOMINIUM PROCEDURES**

- 2.1 One copy of each recorded diagrammatic plan is received from the Registrar-Recorder's Office or via the **TITAN System**. Each plan is indexed to the AMB. Recorded OYO and CO-OP's diagrammatic which require individual parceling are brought directly to Mapping Services by tax payers/subdividers after their approval from Chief Engineer. See **VII-8**.
- 2.2 If the Condo Plans do not clearly define the units, elements, ownership, etc., order the CC&R to resolve the problem. It may be necessary to call the Title Company or the engineers who either approved or made the plans, to resolve these problems.
- 2.3 Upon receiving condominium plan an MCN will be prepared indicating the tract number, its reference or parcel map reference and recording date; the AMB and page, common area lot(s), the number of units and the document number and date of the condominium plan. Attach a copy of the CC&R if required.

## **3. PLANNING**

- 3.1 Preparing the work assignment.
  - A. The diagrammatic should be drawn at the largest scale that would permit the largest number of units to be shown on a page and still be legible.
  - B. Use the best possible page orientation to draw the condo units.
  - C. All elements of a unit should be shown on the same sheet.

- D. On projects with a large number of units, where many units have the same configuration, the typical detail layout concept where applicable to eliminate the dimensioning of all units may be used. Do not use this method if there is no substantial savings in the number of needed map sheets. Check with Unit Supervisor before proceeding.
- E. See that there are sufficient ties, and that overall dimensions within each unit are balanced.
- F. The units should be shown on the same page as the base lot if enough parcels are available. If not enough parcels are available leave the base lot on the original page and move the condo units to another page. Show modules/phases on a new page only if there is not enough room on the original page.
- G. Units in multi-level projects will be shown by arranging each ascending level either from left to right or from bottom to top.
- H. Typical Details will be shown at the left or the bottom of a sheet when shown on the same sheet as the units. The orientation of details should be parallel to the bottom of the page. The direction of the details will be determined by the orientation of the majority of the units. If it appears that typical details must be used see Unit Supervisor before moving ahead.
- I. When the base lot is divided by a TRA line, the cut line adjacent to the TRA line and the respective parcel numbers will be removed when processing the diagrammatic. The TRA line will be plotted on the diagrammatic to determine the TRA of the units. Combine parcels within the same unit per SB 1184. See **Chapter V-14**.

#### 4. MAPPING THE UNITS

- 4.1 The base lot lines are shown on all levels. Label the base lot line on the first level as: Boundary line of Lot \_\_\_ of Tract \_\_\_\_\_. If the base parcel is a phase or module, show phase line as cut line and label it as Phase \_\_\_ of Lot \_\_\_ of Tract \_\_\_\_\_.
- 4.2 All elements of a unit will be designated as recorded, see Unit Supervisor for any changes. The unit number will only be shown in the dwelling element and dropped only from those elements hooked to it. When using the location plan and detail concept, the element designations will only appear in the details. Hooks will not be shown on details.
- 4.3 In a diagrammatic with multi-levels, label the levels as shown on the condo plan. If no designation is shown, label them 1st level, 2nd level, etc., with a 120 Wrico and #0 pen.
- 4.4 An elevation note is only shown for projects with the following conditions:
  - A. When buildings with multi-levels have different owners on each level.
  - B. If there is any vertical overlap between different units.
  - C. When a single level diagrammatic plan shows elevation breaks and the difference in the maximum and minimum elevations is 16 feet or more.
- 4.5 If the tract name of an OYO or CO-OP extends more than one line in the tract title, then use only the recording reference.

## 5. DIMENSIONS

- 5.1 Dimensions will be shown as recorded. Those shown in inches will be converted to their decimal equivalent. Do not show decimals on whole number dimensions. Dittos could be used to substitute repeated dimensions.
- 5.2 Units will show sufficient tie dimensions to locate the ground or first level units in the base lot. Tie dimensions may be used to locate upper level units to show their relationship with units on other levels. When dimensioning tie lines that are not at right angles, two bearings or an angle of deflection will be shown.
- 5.3 Rectangular units will show a dimension on only one side of the width and length. If projects show all the dimensions, let them be.
- 5.4 Elevation breaks will be dimensioned.
- 5.5 When utilizing the "Typical Detail" concept, the unit dimensions will only be shown on the details. Exceptions to this rule are those patio, balcony or garage elements in a project that are not typical. In this case, elements can be dimensioned in the location plan view.
- 5.6 The area of each element of a unit will always be shown rounded off.

## 6. PARCEL NUMBERS

- 6.1 Remove the parcel number from the base lot or possible lots in a phase condominium. Show "Sheet(s) (Wrico 120 – Pen #0) relating base lot to airspace sheets.
- 6.2 Parcel the units in numerical or alphabetical order. Separated elements of the same unit will show the same parcel number. The parcel number will be placed in the dwelling element when possible.
- 6.3 The separate unsold garage units in a "Fee to Match" condominium will be given the next highest parcel number after parceling the living units. The parcel number will be shown in condominium note **19**.
- 6.4 When the dwelling unit number differs from the garage or parking space number(s), a typed legend (Assignment of Garages) relating these units may be used instead of parceling each garage or parking space.
- 6.5 On grid condominiums, (office and commercial projects), the units are created and parceled bounded by the X and Y information recited in the deeds. The unsold remainder area on each floor or level is given the next highest parcel number on that specific floor.

## 7. CHECKING PROCEDURES FOR O.Y.O. and CO-OP APPLICATION AND DIAGRAMMATICS

- 7.1 The following items will be required upon submission of a preliminary O.Y.O. or CO-OP project to the Mapping' Services Section for checking,
- A. A copy of the application for separate assessment completed with the following information shown:
    - 1. Statement from the local jurisdiction authorizing the separation of assessment for each unit.
    - 2. Project name and Address.
    - 3. Assessor Identification Number.
    - 4. Signature of person and their Title within the owner's or shareholders organization that is authorizing the application.
  - B. Two copies of an ownership worksheet that indicates:
    - 1. Assessor Identification Number.
    - 2. Name of Project and Address.
    - 3. The person to be contacted for information about the project and their telephone number,
    - 4. A table by apartment number in numerical order with the following information:
      - a. Garage or other type of a parking area that is part of the apartment.
      - b. Name of Owner.
      - c. Method of holding title, i.e.: Sole, Joint.
      - d. Percentage of floor space or % maintenance charge.
      - e. Recording date or stock transfer date.
      - f. Recorded Document Number.
      - g. Most recent purchase price.
  - C. Copies of recorded deeds of acquisition or stock certificates (Co-ops) of all units for comparing with the diagrammatic.
  - D. A copy of the plot plan and diagrammatic.
- 7.2 The diagrammatic and plot plan will be examined and checked for conformity with Government Code Section 66425 as required by the Revenue and Taxation Code Section 2188.7. This will be compared on a Mapping Services Section - O.Y.O. and CO-OP Check List/Date, See Sample map at the end of this chapter.
- 7.3 After checking is completed, Mapping and Ownership Services will sign the final approved diagrammatic for recording at the Office of the Registrar-Recorder by the owner or agent thereof.
- 7.4 A certified recorded print of the diagrammatic will be returned by the owner/agent to the Mapping Services Section for processing.
- 7.5 Diagrammatic is processed as of its recording date.

## 8. AIRSPACE NOTES

When the airspace delineation is complete, if sheet 2 is new automated page, insert the boxed note template and complete the information as needed. If sheet 2 exists as a manually drawn page, make a new sheet 2 and move the existing one to another available sheet number, or manually add the new project information to the existing box by hand (Wrico) and complete the project using the automated system. See standard boxed note below:

THE ASSESSMENT OF UNITS IN THE FOLLOWING AIRSPACE PLANS INCLUDES ALL RIGHTS AND INTERESTS IN THE COMMON AREAS AS SET FORTH IN DEEDS OF RECORD. EACH PLAN DEPICTS APPROXIMATE DIMENSIONS FROM WHICH AREAS ARE COMPUTED. AREAS ARE FOR CORRESPONDING ELEMENTS ONLY.

### *CONDOMINIUM NOTES*

- 1) For common area see sheet 1. (Show as footnote for all projects, it is now part of the map template)
- 2) Diagrammatic reflects unrecorded amended plan.
- 3) \*Represents dimensions for units with asterisks.
- 4) \*Represents those units that have reversed plans.
- 5) \*Represents an element open to floor above. (Applicable to an inclined plane having 16 ft difference in elevation on both sides)
- 6) \*Represents a portion of a unit open to floor below or above.
- 7) \*Represents a portion of unit (element) or having an elevation of 16 ft or more.
- 8) \*Units ----- have an elevation difference of 16 ft or more.
- 9) \*Represents dimensions measured along exterior walls.
- 10) \*Represents a portion of an element open to floor above or below.
- 11) See Recorded Condominium Plan for elevations of units. (For different owner)

- 12) See Recorded Condominium Plan for dimensions and elevations of units (See 8608-28 sheet 2)
- 13) Some dimensions do not balance in the recorded Condominium plan.
- 14) Some dimensions are missing in the recorded Condominium plan.
- 15) Some tie dimensions are missing in the recorded Condominium plan.
- 16) See Recorded O.Y.O. Plan for elevations of units.
- 17) See Recorded Co-op Plan for elevations of units.
- 18) For assignment of garage units see sheet \_\_\_\_.
- 19) Parcel No. \_\_ includes all unassigned garage or parking units.
- 20) Parcel numbers (Show No.'s) Air Rights (Unit No.'s) includes all interests  
Lying above the elevations shown and defined in Document No. \_\_\_\_\_.
- 21) Parcel numbers \_\_, \_\_ & \_\_ includes all interests lying (below/above)  
the elevations shown and defined in Document No. \_\_/\_\_\_/\_\_\_/\_\_\_.
- 22) For Typical Building details see sheet \_\_ or see page \_\_ sheet\_\_
- 23) All building ties are to the exterior surface of the respective building.
- 24) Some recorded dimensions do not balance or agree with adjoining units.
- 25) Element -- of some units encroaches upon \_\_\_\_.
- 26) \*Represents portion of unit \_\_ that encroaches private driveway.
- 27) \*Represents portion of units \_\_ to \_\_ that over-hang on private driveway.
- 28) Units \_\_ thru \_\_ inclusive are parking stalls.
- 29) Vertical boundaries of units extend indefinitely upwards and downwards.

- 30) Diagrammatic depict the land footprints of each parcel and do not show all elevations and appurtenances.
- 31) The recorded plan does not reflect vertical limits for each of the units and all dimensions shown extend to exterior walls and/or to the center of common walls between units.
- 32) Some dimensions are illegible in the recorded Condominium plan.

**9. AIRSPACE TITLES**

A. Airspace on Base Lot(s)

- 1. Show on all sheets showing units except those titles mentioned in items 2, 3 & 4 below

SUBDIVISION OF AIRSPACE  
CONDOMINIUM TRACT NO 00000

SUBDIVISION OF AIRSPACE  
CONDOMINIUM P M 000- 00-00

- 2. Show on all sheets showing units whose base lot(s) is not recorded as a condominium Tract

ORANGE GROVE ESTATES (OYO)  
SUBDIVISION OF AIRSPACE LOCKE-HAVEN

THE O'LINDA INC (CO-OP)  
SUBDIVISION OF AIRSPACE TRACT NO 22683

- a. If subdivision name is too long - use recorded reference only

CAMEO APARTMENTS (OYO)  
SUBDIVISION OF AIRSPACE MR 19-91-96

- 3. Show on all sheets showing units whose base lot(s) are within two tracts

SUBDIVISION OF AIRSPACE  
CONDOMINIUM TRACT NO 00000 & TRACT NO 00000

- 4. Official Records:

SUBDIVISION OF AIRSPACE O. R.-M4489 950  
CONDOMINIUM TRACT NO. 24599



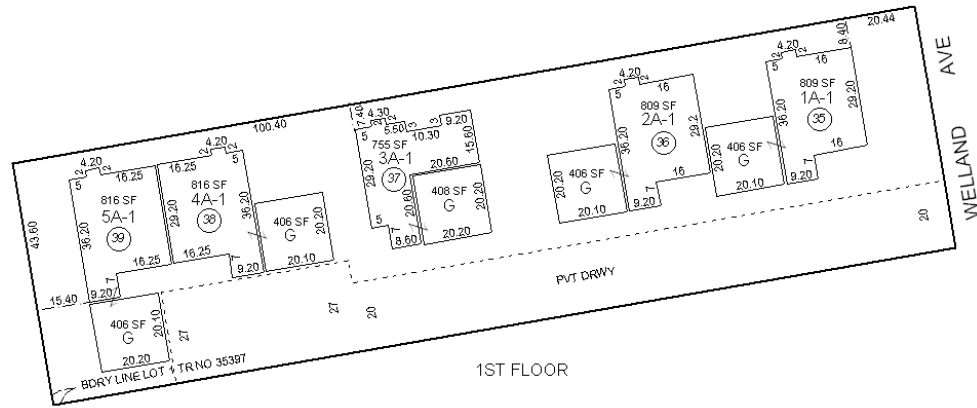
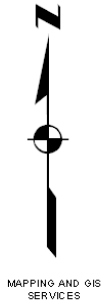
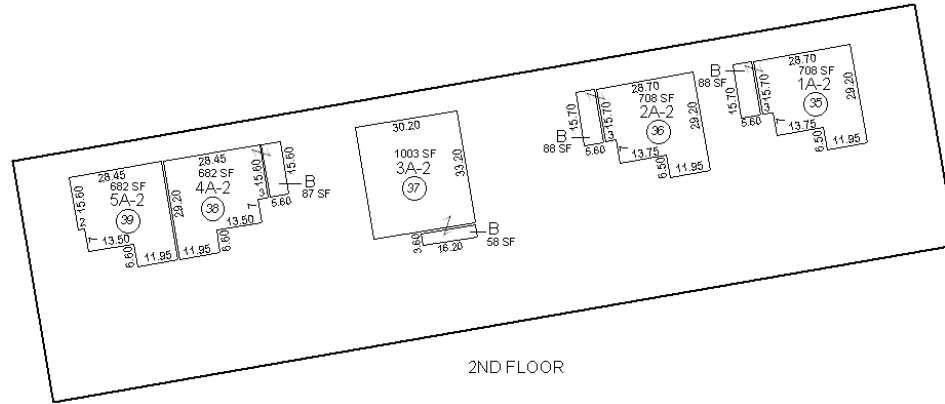


Standard Airspace Project – Boxed notes, location plan, and condominium units shown on sheet 2 of the same page.

OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002	REVISED: 19800918603 20031118902	2004082407 2008050507						SCALE 1" = 30'	8573	15
								SHEET 2		

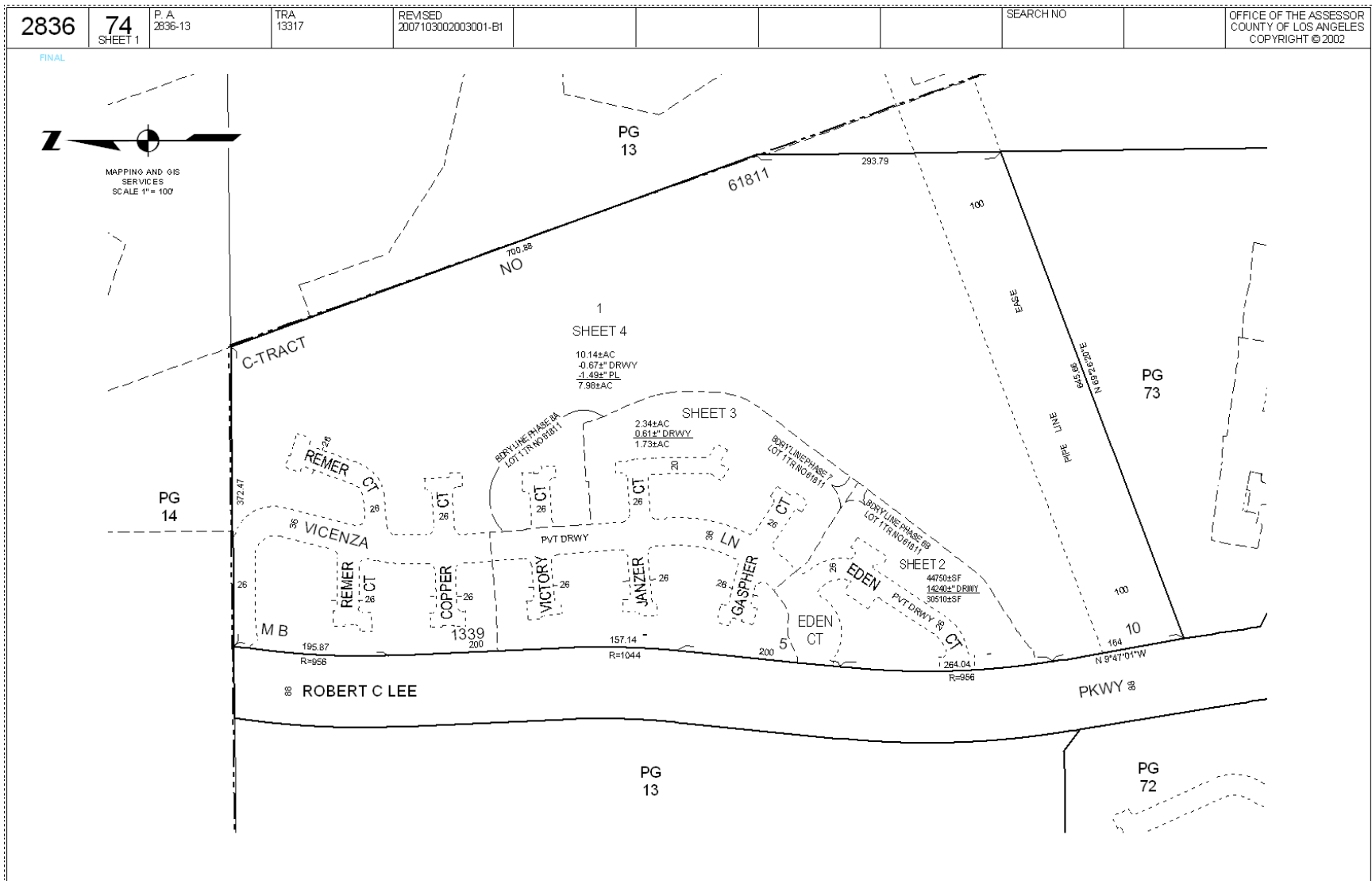
THE ASSESSMENT OF UNITS IN THE FOLLOWING AIRSPACE PLANS, INCLUDES ALL RIGHTS AND INTERESTS IN THE COMMON AREAS AS SET FORTH IN DEEDS OF RECORD. EACH PLAN DEPICTS APPROXIMATE DIMENSIONS FROM WHICH AREAS ARE COMPUTED. AREAS ARE FOR CORRESPONDING ELEMENTS ONLY.

AIRSPACE PLAN REFERENCE	COMMON AREA				SUBDIVISION OF AIRSPACE SHEET(S)
	TRACT NO	BLK	LOTS	TYPE	
#317148 3-28-80	35397	-	1	CONDO	2
#1163928 5-10-04	PM 318-91-92	-	1	CONDO	3
#337831 2-27-08	61594	-	1	CONDO	4
#699957 4-22-08	61506	-	1	CONDO	5

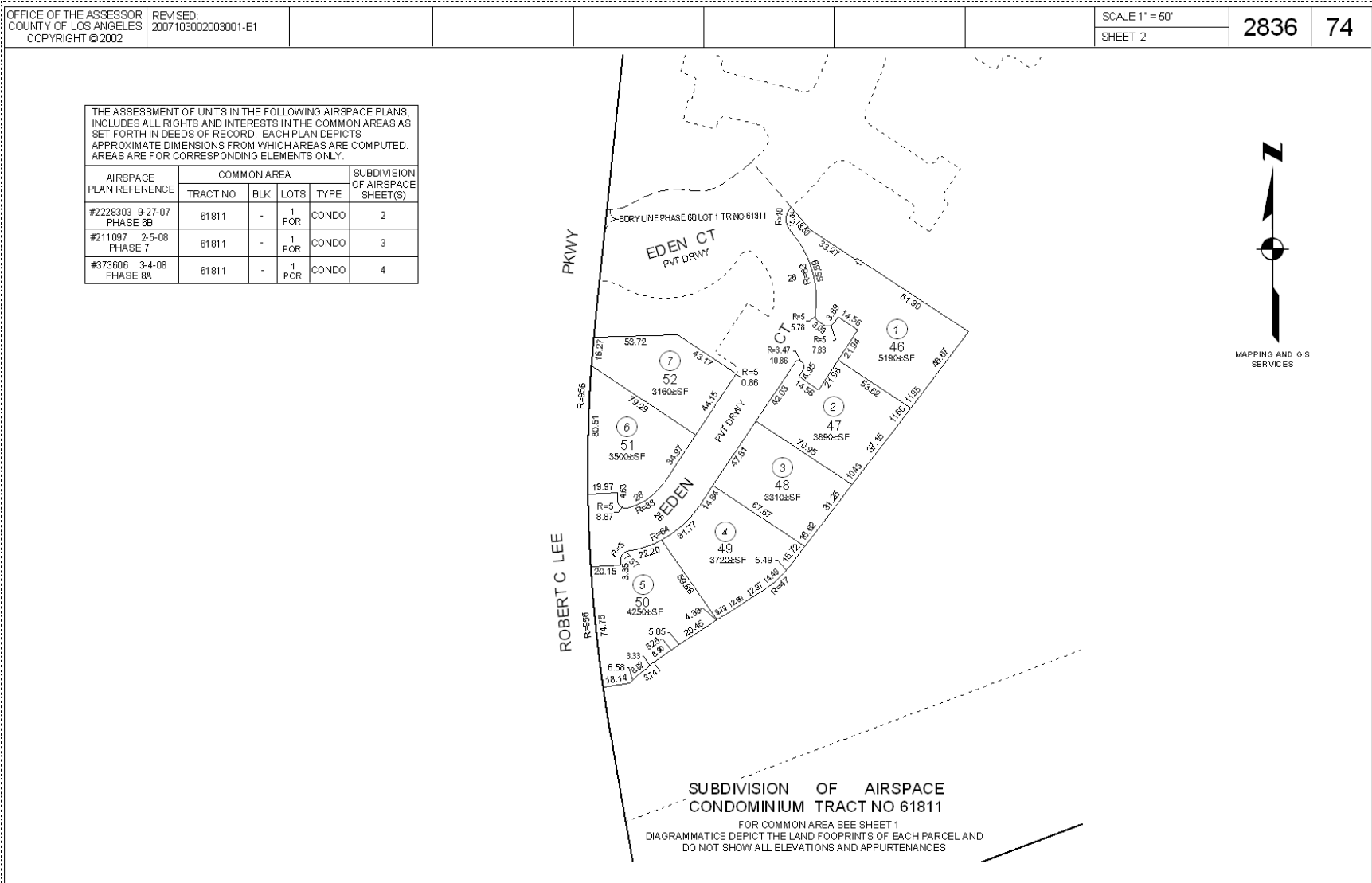


SUBDIVISION OF AIRSPACE  
CONDOMINIUM TRACT NO 35397  
FOR COMMON AREA SEE SHEET 1

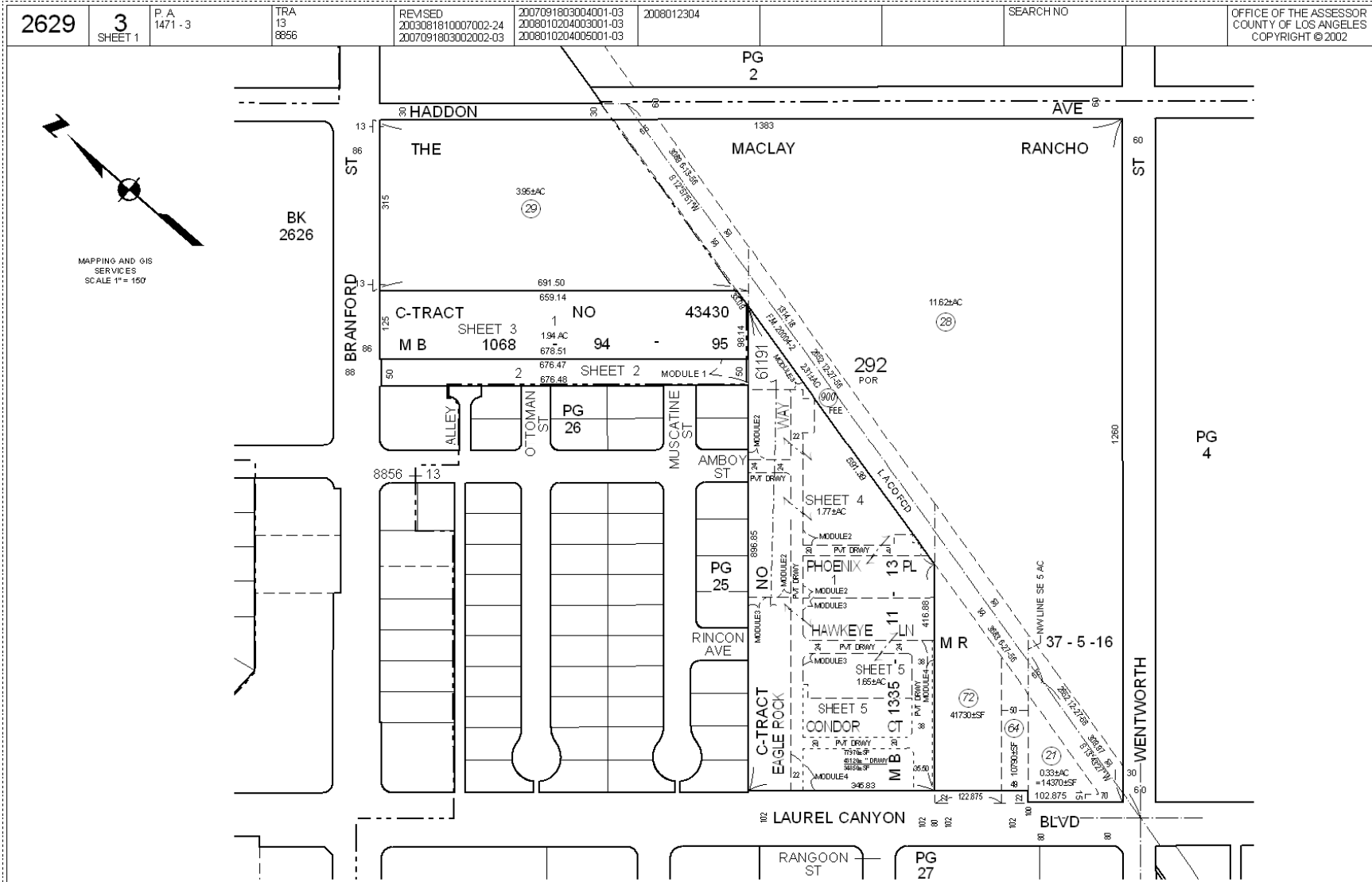
Phased Airspace Project – Base lot showing phase boundaries on sheet 1 of a regular page



Phased Airspace Project – Boxed notes, location plan of one phase (Phase 6B), and condominium units shown on sheet 2 of the same page.



**Module Airspace Project – Boxed Base lot on sheet 1 of a regular page.**

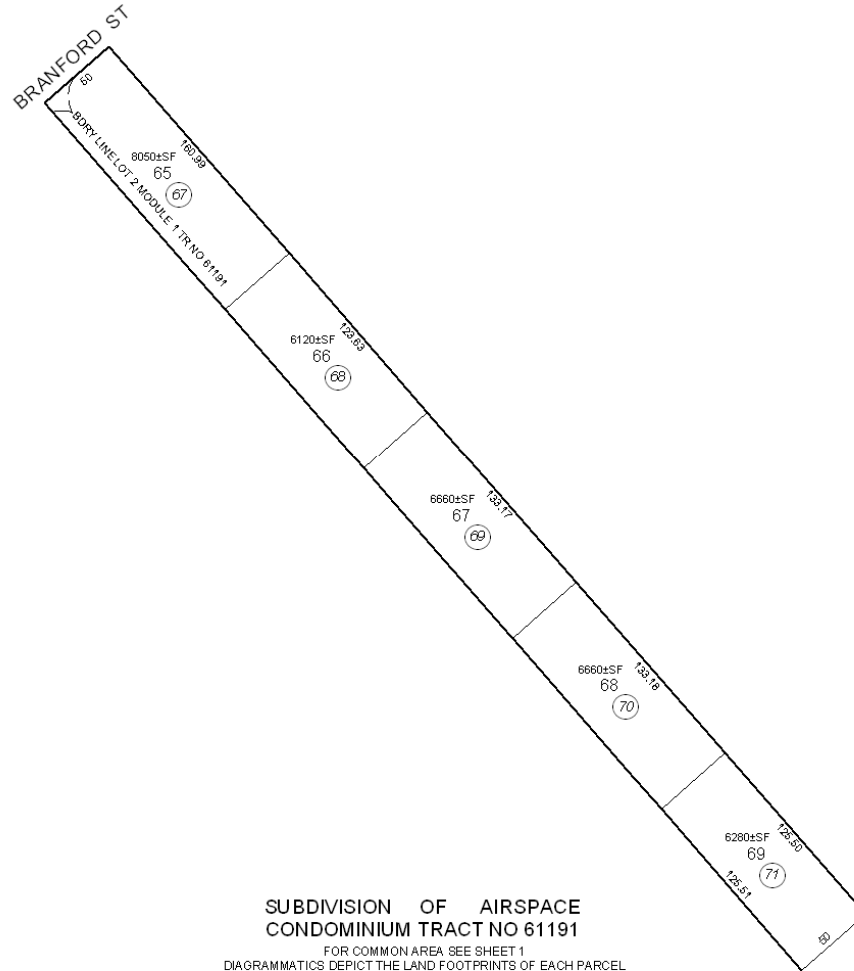


**Module Airspace Project – Boxed notes and location plan of module 1 shown on sheet 2 of the same page.  
Note also that units are shown as footprints only**

OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002	REVISED: 19861003404-87 2007091803003001-03	2008010204					SCALE 1" = 60' SHEET 2	2629	3
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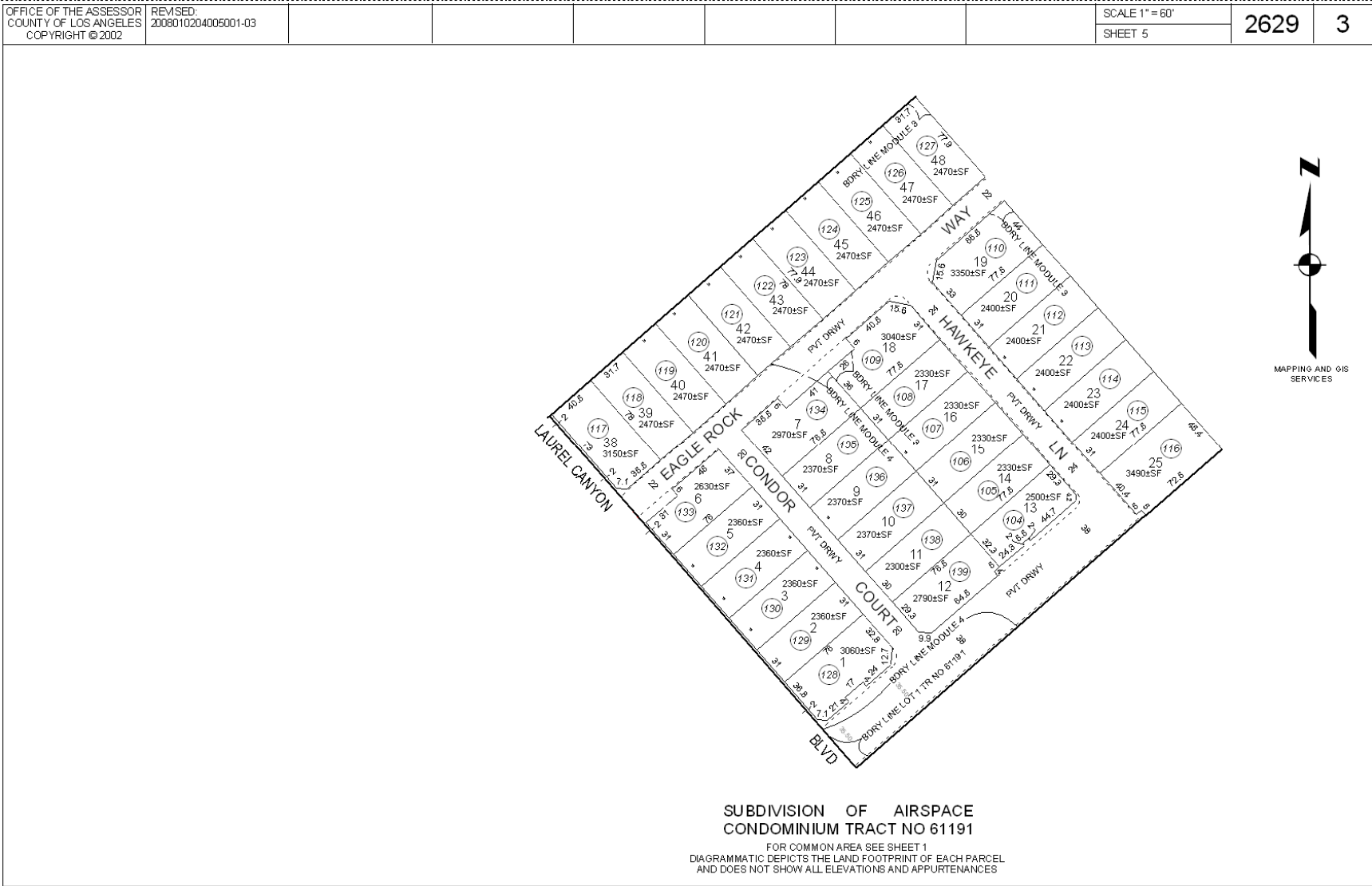
THE ASSESSMENT OF UNITS IN THE FOLLOWING AIRSPACE PLANS, INCLUDES ALL RIGHTS AND INTERESTS IN THE COMMON AREAS AS SET FORTH IN DEEDS OF RECORD. EACH PLAN DEPICTS APPROXIMATE DIMENSIONS FROM WHICH AREAS ARE COMPUTED. AREAS ARE FOR CORRESPONDING ELEMENTS ONLY.

AIRSPACE PLAN REFERENCE	COMMON AREA				SUBDIVISION OF AIRSPACE SHEET(S)
	TRACT NO	BLK	LOTS	TYPE	
#712871 6-9-86	43430	-	1	CONDO	3
#1504807 6-22-07 MODULE 1	61191	-	2	CONDO	2
#1853478 7-12-07 MODULE 2	61191	-	1 POR	CONDO	4
#2850526 12-4-07 MODULE 3	61191	-	1 POR	CONDO	5
#31215 1-7-08 MODULE 4	61191	-	1 POR	CONDO	5



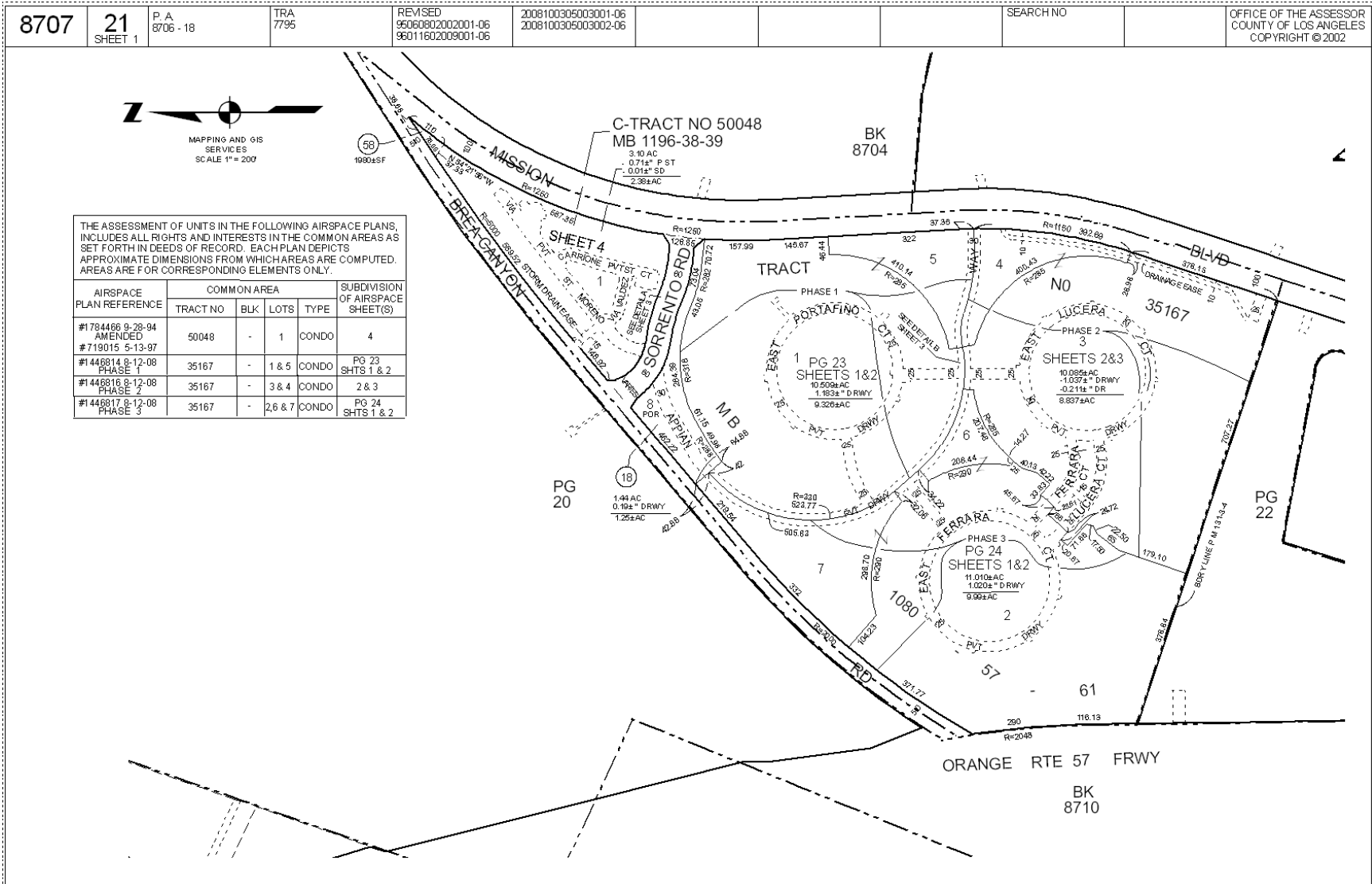


Module Airspace Project – Location plan of module 3 shown on sheet 5 of the same page.

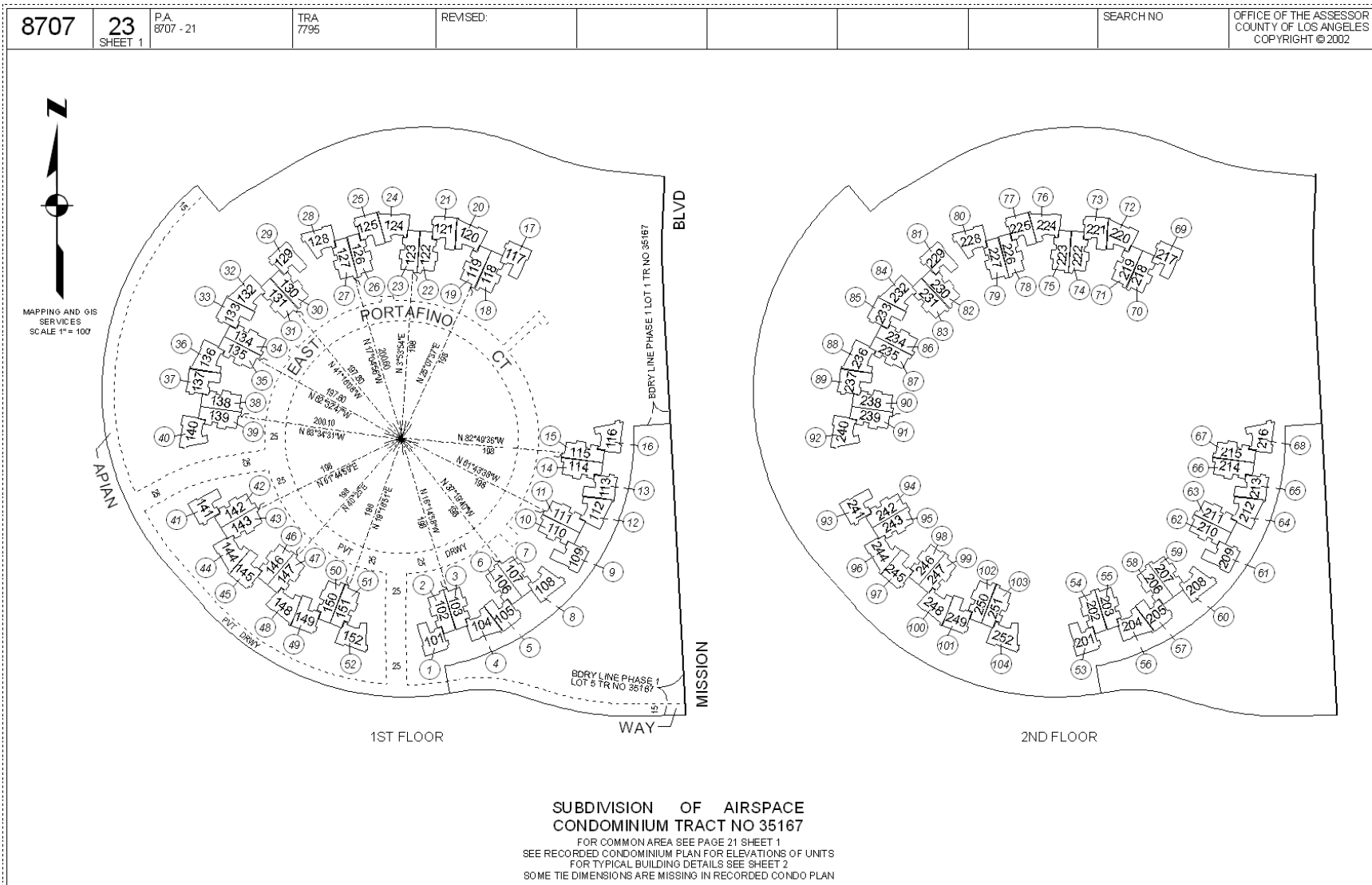




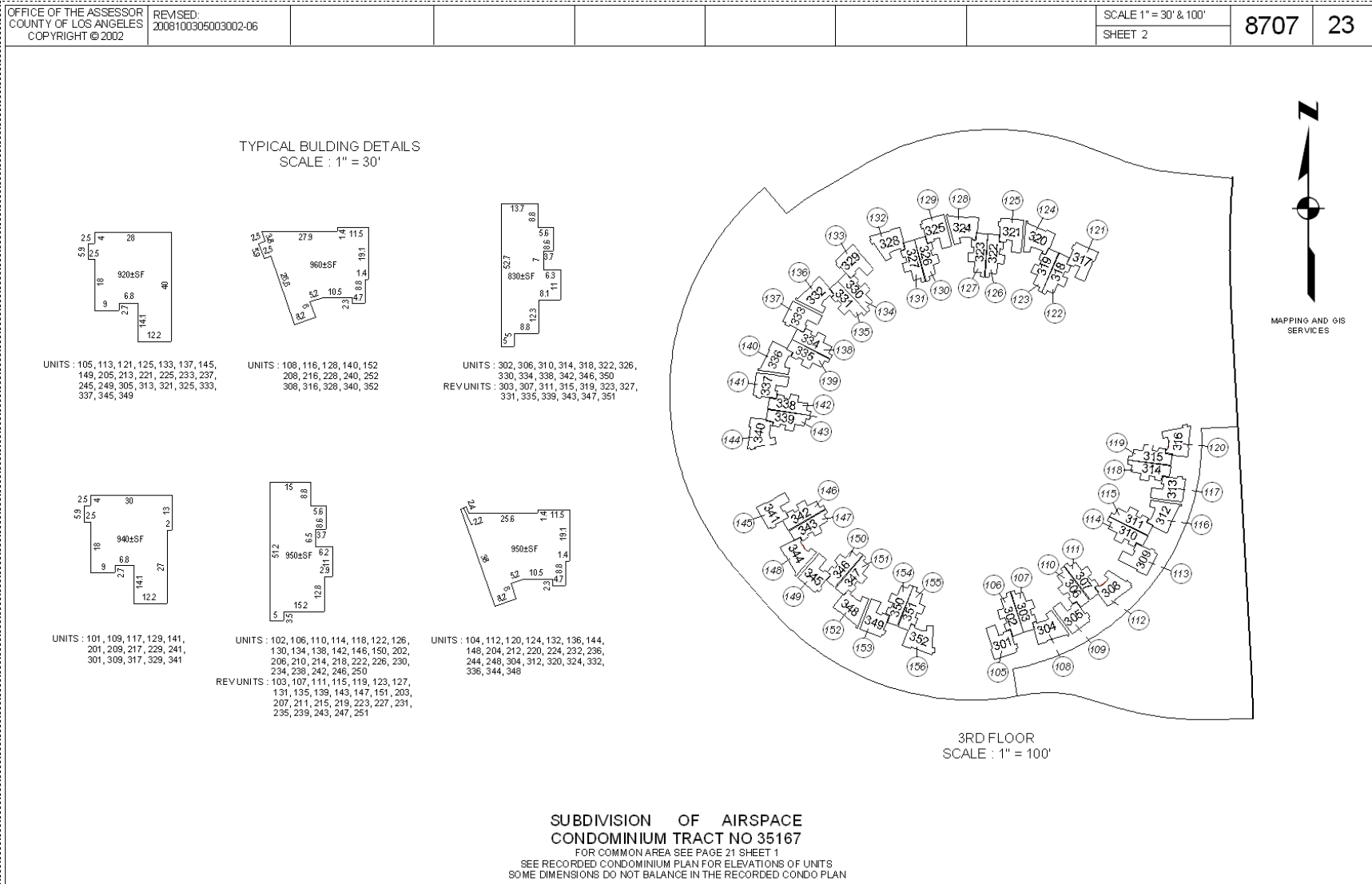
**Phased Airspace Project – Boxed note, base lot on sheet 1 of a regular page.  
 Note that units within Phase 1 are shown on page 23 and the units for Phase 3 are on page 24.**



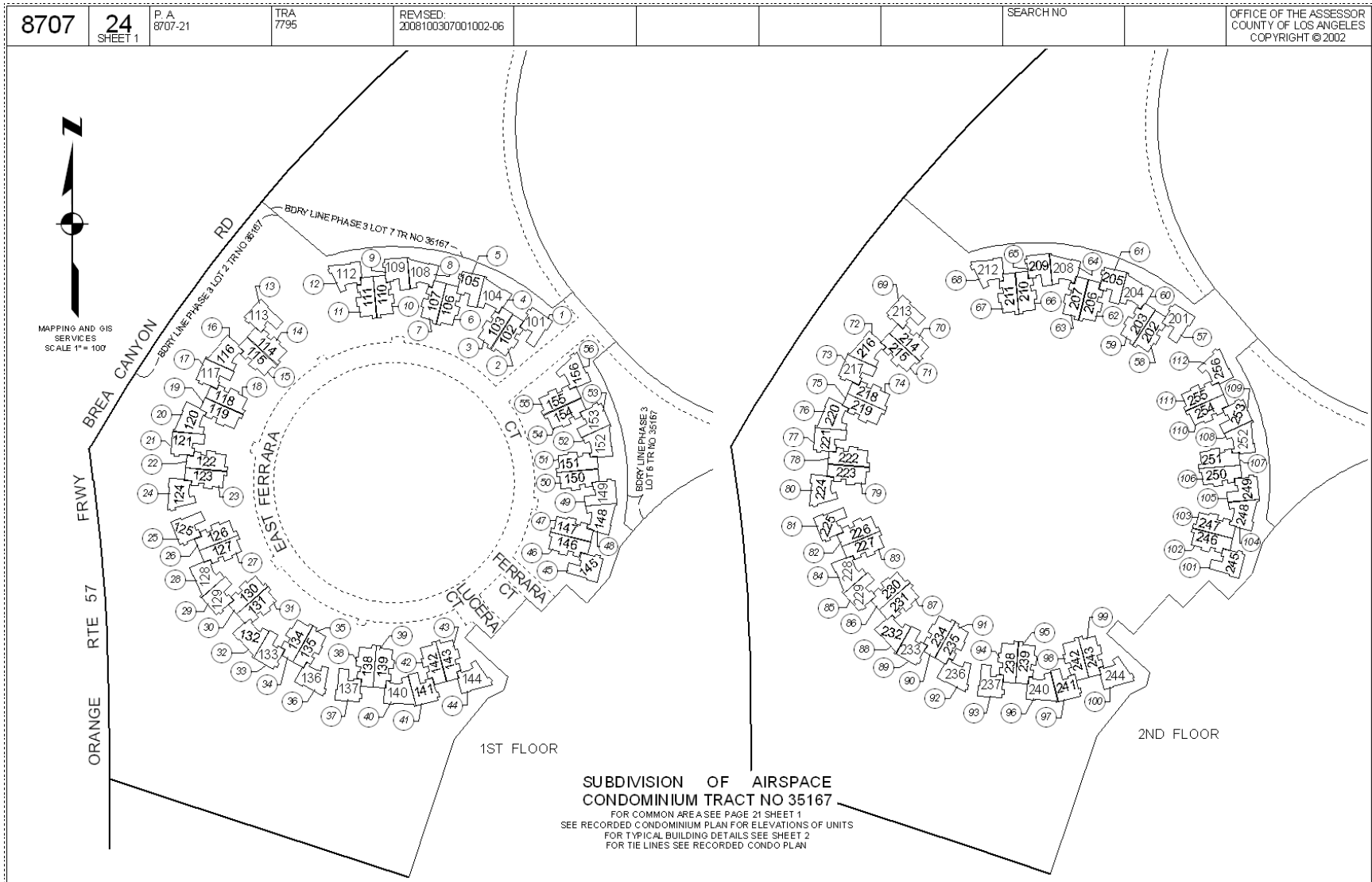
Phased Airspace Project –Location plan of Phase 1 and condominium units shown on sheet 1 of page 23.



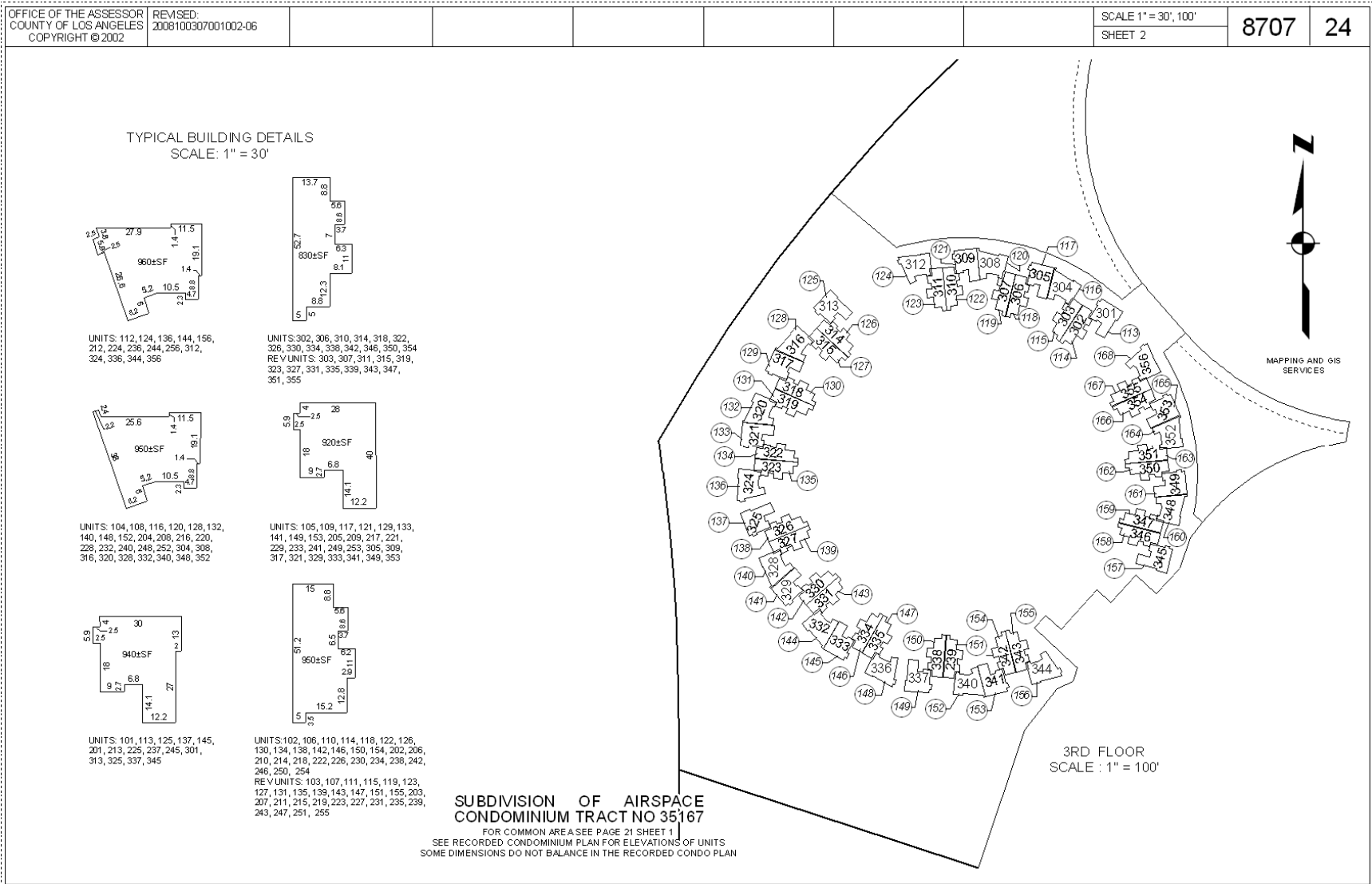
Phased Airspace Project –Location plan of Phase 1, condominium units, and typical building details shown on sheet 2 of page 23.



Phased Airspace Project –Location plan of Phase 3 and condominium units shown on sheet 1 of page 24.



Phased Airspace Project –Location plan of Phase 1, condominium units, and typical building details shown on sheet 2 of page 24.





## CHAPTER VIII (TAX RATE AREAS)

1. Processing District Changes (TRA "A" work)
2. Revenue District Change Notices
3. Processing the "B" Notice to the AMB and the tracings (Known as "B" work)
4. Processing the ARB map with the "B" Notice
5. Checking the "B" Notice Work
6. TRA Line Placement and Parcel Numbers.
7. Extracting parcel values from AS400
8. TRA Consolidation
9. TRA Samples
10. Tax Rate Area (TRA) Processing Flow Charts





## TAX RATE AREA

Area in which property is located determines the taxation districts for which Bond and Special District ad valorem taxes are levied, and for identification purposes the area is known as Tax Rate Area (TRA). The TRA number signifies a unique group of districts and a uniform tax rate for that specific group.

The formation of cities and districts, the annexations into existing cities or districts, and the withdrawals and dissolutions of districts create changes in the TRA numbers for affected areas. These formations, dissolutions, consolidations and boundary changes of cities and districts are approved by the Local Agency Formation Commission (LAFCO), and/or the Board of Supervisors (BOS) and filed with the State Board of Equalization (SBE) and the Assessor's Office.

### 1. PROCESSING DISTRICT CHANGES

- 1.1 One copy of each District change is received from the filing agency like school districts, cities, CRAs or from the filing agent such as DPW for LA Co Waterworks, County Sanitation, Consolidated Sewer, CCMD, etc, or their consulting engineers. This copy includes a legal description and a map for the subject area. An SBE acknowledgement, which is directly sent by SBE, is required to initiate the processing and this acknowledgement states whether the project was approved or rejected (**See 7.3.3, 7.3.4, and 7.3.5**).
- 1.2 List the name of each District Change in file date order it was received in the yearly log. This listing establishes an arbitrary number for identification purposes which is known as the ARB number. This ARB number, which format is 00-000, is preceded by the effective assessment year of the District Change followed by the order of its assigned arbitrary number. The map of the District Change is known as the ARB map.
- 1.3 Stamp the ARB number on the upper right hand corner of the District Change letter, the legal description and the ARB map.
- 1.4 Enter the District change by name, ARB number and filing date on the TRA A and B work log for each type of district (**See 7.1**). The number of AMB's of each ARB will be noted on this log.
- 1.5 On the ARB map, show the Assessor Map Book boundaries and their page numbers with a colored pencil; purple for AMBs and brown for its pages. List all the Assessor Map Books in numerical order on the ARB map's the lower right hand corner of the cover page of the District Change letter.
- 1.6 Compare the legal description of the district change with the ARB map.
  - A. If there is a discrepancy between the legal description and the ARB map, the description may take precedence over the map.
    1. Where the description does not agree with the map, the description will be plotted in red pencil on the ARB map, and the discrepancy noted at the same spot on the description. The filing agency or their agents are also notified of the discrepancies to resolve present and future assessment problems that may arise from it.

2. If the map has been verified to reflect the correct boundary, note the source of information.

- 1.7 Make a set (all of the AMB's code pages and its affected individual pages) of TRA A map work prints for each AMB affected listed on the ARB map.
- 1.8 The boundary of the ARB will be delineated in colored pencil on the TRA map work prints. These prints are known as TRA "A" Work and will be used as a work sheet by the TRA unit in the Ownership Services Section to generate tax rate area changes and assignments. Each ARB will be shown in a different colored pencil (e.g. blue, orange, green, purple, brown, violet, red, etc.) on a TRA map print.
- 1.9 Send the ARB, (description and map) and the TRA "A" work prints to the TRA Unit in Ownership Services. When returned, the ARB and work prints will be re-filed in numerical order; AMB number for the TRA A map and ARB for the revenue notices.

## **2. REVENUE DISTRICT CHANGE NOTICES**

- 2.1 The Revenue District Change Notice (B Notice, **see 9.2 and 9.3.1**) is prepared by the TRA Unit in Ownership Services after receiving the TRA "A" work. B Notice is made for each AMB which lists the district and the affected TRA numbers. B notices and the ARBs are sent to Mapping Services for processing to the AMB. The ARB will be filed in the "Current to Be Worked" ARB file.
- 2.2 Record the number of B Notices for each ARB (equal to the number of AMBs) on the general list in the yearly log.
- 2.3 Record the Notice No. and date received in the Revenue Notice Number Log.
- 2.4 File the Notice in AMB order in the "To Be Worked File" and order the AMB.
- 2.5 Compile the AMB, AMB Tracings, B Notice, and the ARB to be processed and available for assignment.

## **3. PROCESSING THE "B" NOTICE TO THE AMB, TRACINGS, AND GEODATABASE (known as "B" work.)**

- 3.1 The TRA map standards will be followed as described on **I-2 and I-3**.
- 3.2 The geodatabase's TRA polygons and lines must be updated with all the new TRA lines described by any type of project.
- 3.3 Processing the B work on the AMB TRA Map.
  - A. When the B work is an "add to" all the existing TRA number(s) in an AMB, add the new district to the ALL IN districts on the TRA map legend with the designated colored pencil.
  - B. When the B work changes only a portion of an AMB, use the following procedures.

1. Show the change of the district's boundary using the ARB map and description in a colored pencil. Use a different colored pencil for each ARB.
  2. Place the next available letter designator(s) for the new or existing districts in their proper places using the same colored pencil as in Item (1).
  3. For new districts or annexations to districts which will require a different TRA number, list the district name and letter designator in the district legend list. If the legend is already on sheet 2 of the TRA map page then add the district name following the standard order of districts arrangement (**See I-3.7**). If the legend is on sheet 1, create sheet 2, move the legends from sheet 1 to sheet 2 and add the new district(s) as previously indicated.
  4. Properly rearrange letter designators for adjacent district(s) to follow the new or modified boundaries affected by the new TRA lines.
  5. Show the new TRA number(s) on the map and in the list of TRA numbers in the AMB in the same colored pencil as in Item (1). Cross out any TRA number to be deleted.
- C. Stamp the TRA map "Superseded".
- D. Show the assessment year and ARB number(s) in the Superseded box using the originally assigned colored pencil for that particular ARB.
- E. Show the processing date under the Superseded box. This date will be used on the tracings as the revised date and on the B Notice as the date after the "Prepared By" item.

3.4 Processing the "B" work on the AMB map pages.

- A. When the whole page is affected by the B work and every TRA number on the page is changed, this is known as an ALL IN page.
1. Stamp out the deleted TRA numbers with a black stamp. The numbers should not be obscured and still be legible.
  2. Stamp the new TRA number(s) to the right of the old number wherever possible.
- B. When only a portion of a page is affected by the B work and that portion changes the TRA number(s), this is known as a PART page. When an existing TRA boundary line remains the same as the new TRA boundary:
1. Stamp out the deleted TRA number on the TRA line.
  2. Stamp the new TRA number above the deleted number on the TRA line wherever possible.
  3. In the TRA number column, stamp out the deleted TRA number and add the new TRA number at the bottom of the column.
- C. When adding or removing TRA lines
1. Stamp the map page Superseded, show the assessment year, ARB number and processing date using the designated colored pencil for that ARB. A new print will be ordered for this page.

3.5 Processing the B work on the TRA (Code) tracing.

- A. When the B work covers the entire AMB, affecting all the existing TRA number(s), the district will be typed in the ALL IN group of the TRA map legend. Exceptions: City annexations and Redevelopment Agencies will be listed under their respective cities.
- B. When the TRA B work changes only a portion of an AMB, use the following procedures:

1. If the boundary of the district does not follow an existing TRA line, show the new TRA line using the standard line symbol on **Chapter I-6**. In some cases, a change notice may eliminate a TRA line.
2. Rearrange the letter designators required to identify each district. When adding new TRA lines, check existing letter designators which might require alteration or redirection of its arrows to indicate district boundary continuation.
3. Erase the deleted TRA numbers and add the new TRA numbers to their respective areas.
4. Erase the deleted TRA numbers and add the new TRA numbers, in the TRA numbers list column, in numerical order for automated maps only. For manual maps use the next available space.
5. The completed TRA map tracing should be compared with AMB TRA map for verification.
6. If the district is a new district for this AMB, have the proper district name typed on the TRA map in the legend column and the TRA number typed in the TRA number column.
7. Show the processing or revision date followed by the ARB number in the revised column.

3.6 Processing the B work on the page tracings.

- A. Erase the TRA numbers and lines to be deleted.
- B. Show the new TRA numbers and lines as prescribed by the B Notice and the TRA map. In some old tracings TRA lines are shown on the reverse side of the tracings. Update TRA lines in the geodatabase.
- C. Assign new consecutive parcel numbers to those parcels created when a new TRA line divides an existing parcel. See sample on item 7.4. These parcels are known as "in and out" parcels with common ownership. The number of parcels created will be shown in brackets on the terminal printout for each parcel. In this case, the TRA line will be considered the parcel line and a property cut line will not be shown along these particular TRA lines.
  1. These parcels will be described as that portion in TRA 00000, and the other portion as that portion in TRA 00000.
  2. Look for possible SB 1184 combines; when applicable do not split the old parcel (hook over the new TRA line).
  3. TRA lines created by City annexations, Redevelopment projects and School Districts must not have any hooked parcels across its line. If the TRA line created by the mentioned cases divides a parcel, the parcel should be split regardless of its area size.
- D. When the TRA line that created the "in and out" parcels is removed, these parcels should be combined. If these parcels do not have the same assessee, investigate if a deed was not processed correctly to both parcels. Also, if one of these parcels is delinquent due to an incorrect processing of a deed, do not combine and inform Ownership Services to resolve the problem.
- E. When a TRA line is removed, check the descriptions of adjacent parcels which are bounded by the former TRA line. If a description uses the TRA line, label the line as the district boundary as existed in the prior year.
- F. Show the processing date in the revised column.
- G. Items C and D will require an I.D. number which will be listed on the PCDL (**See 9.3.2**). These parcel changes will be noted on the B notice as:

<b>Page</b>	<b>Parcel</b>	<b>New</b>
3	10 Split	21 & 22
<b>Page</b>	<b>Parcel</b>	<b>New</b>
7	11 & 12 Combined	30

### 3.7 Completing the B Notice

- A. PAGES AFFECTED are the total number of pages where the TRA number has been changed by this notice. (Total of items 3.7 B & C below).
- B. PART PAGES are pages where the TRA number was changed on only a portion of the parcels. List the pages in numerical order.
- C. ALL PAGES are pages where the TRA number was changed on all of the parcels on that page. List the pages in numerical order.
- D. An asterisk is placed after each page number where a parcel has been divided or combined. Parcel changes require listing on the PCDL and the assignment of an I.D. number by the TRA checker.
- E. A line under a page number indicates a TRA line has been added or removed on that page. This will require superseding the current page and sending the tracing to Reproduction Services (Repro) for new AMB page prints.
- F. The worker signs his name in the PREPARED BY space and writes the processing date on the B Notice in the DATE space.

## 4. PROCESSING THE ARB MAP WITH THE B NOTICE.

- 4.1 Show the AMB page numbers and boundaries with a brown pencil on the ARB map.
- 4.2 When only a portion of a page is affected by the ARB map show brown hash lines on the area outside the district boundary.
- 4.3 When all of the pages and the TRA map have been completed, highlight in yellow the AMB number.
- 4.4 The worker, performing the B Notice work, will attach a check print of the revised TRA map with the B Notice, ARB, AMB, and tracings and deliver as a unit to the TRA checker.

## 5. CHECKING THE "B" WORK.

### 5.1 The TRA checker will verify the ARB description and map and the AMB boundaries.

- A. Verify the AMB TRA map and pages.
- B. Verify the AMB tracings and date.
- C. Check the B Notice for pages affected and total pages worked.
  - 1. The AMB and all pages noted with an asterisk (\*), will require an I.D. and an entry on the checker's PCDL Application (See Chapter XII-6). These pages will go to Repro to create hard copies for the map book.
  - 2. Pages which are underlined will be placed on "For Run" stack for Repro processing.
  - 3. All other pages noted on the B Notice will be placed on "Distribution Copy Only" stack for Repro processing.
  - 4. After completion and review of the PCDL for its accuracy, click the Submit button on the PCDL Application for the QC for its final spot checking and release and routing to Parcel Change Unit.

5.2 Review the B Notice for completeness and accuracy, then sign and date as checker.

5.3 Count the B Notices and log them out in the yearly log (General list and the subject list).

**6. TRA LINE PLACEMENT AND PARCEL NUMBERS**

6.1 For old tracings of AMB code and individual pages, where TRA line blocks out the tract symbols, show another set of symbols along the outside of the TRA line on the reverse side of the tracing and retain the original symbols on the front. Although the original symbols on the front will not show when printed, they will show when the TRA line is removed.

6.2 For latest style maps item 6.1 does not apply since tract symbols are not used.

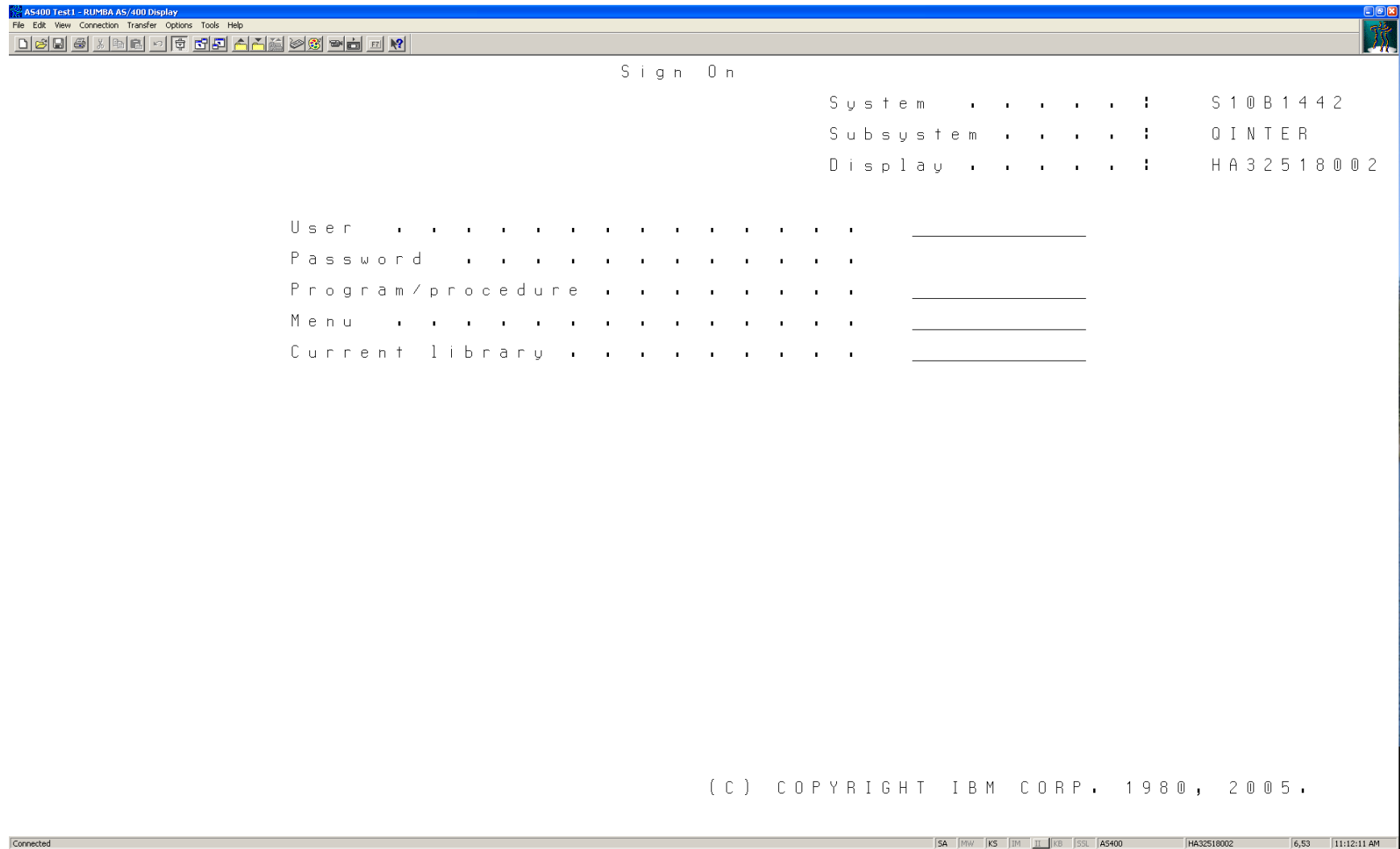
6.3 An island TRA number is shown inside the TRA area arrowed to any two adjacent interior sides of the enclosed TRA line. If TRA line is to be shown outside the area, TRA number is shown boxed with a dashed line and arrowed inside the TRA area.

6.4 When a TRA line is located along an identical line, show the TRA numbers only on the side applicable to the assessed property (**See item 9.4**).

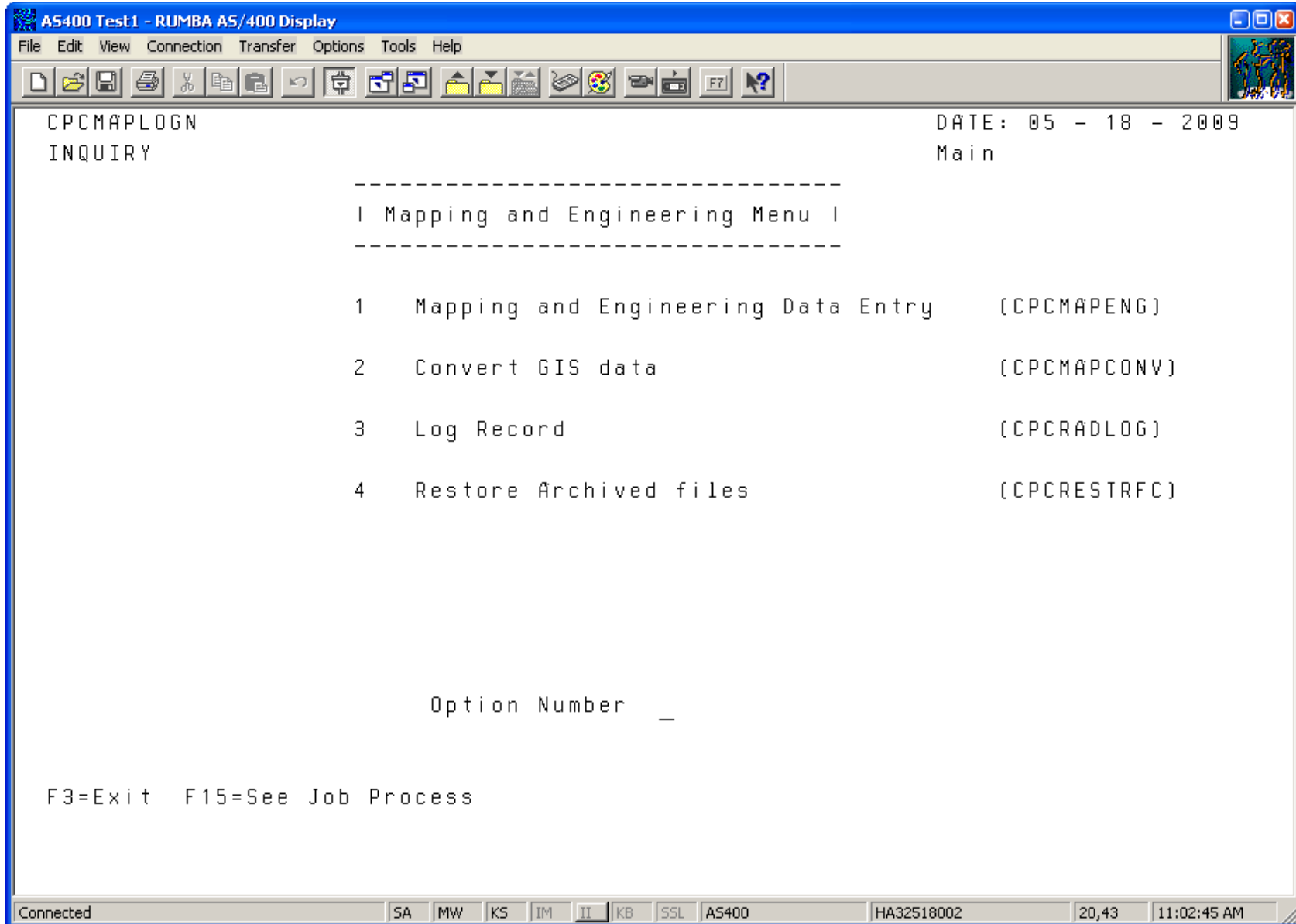
## 7. Extracting parcel values from AS400

Sign On Screen:

Enter user name and password to begin.



Select task to perform from the “Mapping and Engineering Menu” and enter that number on the “Option Number” field

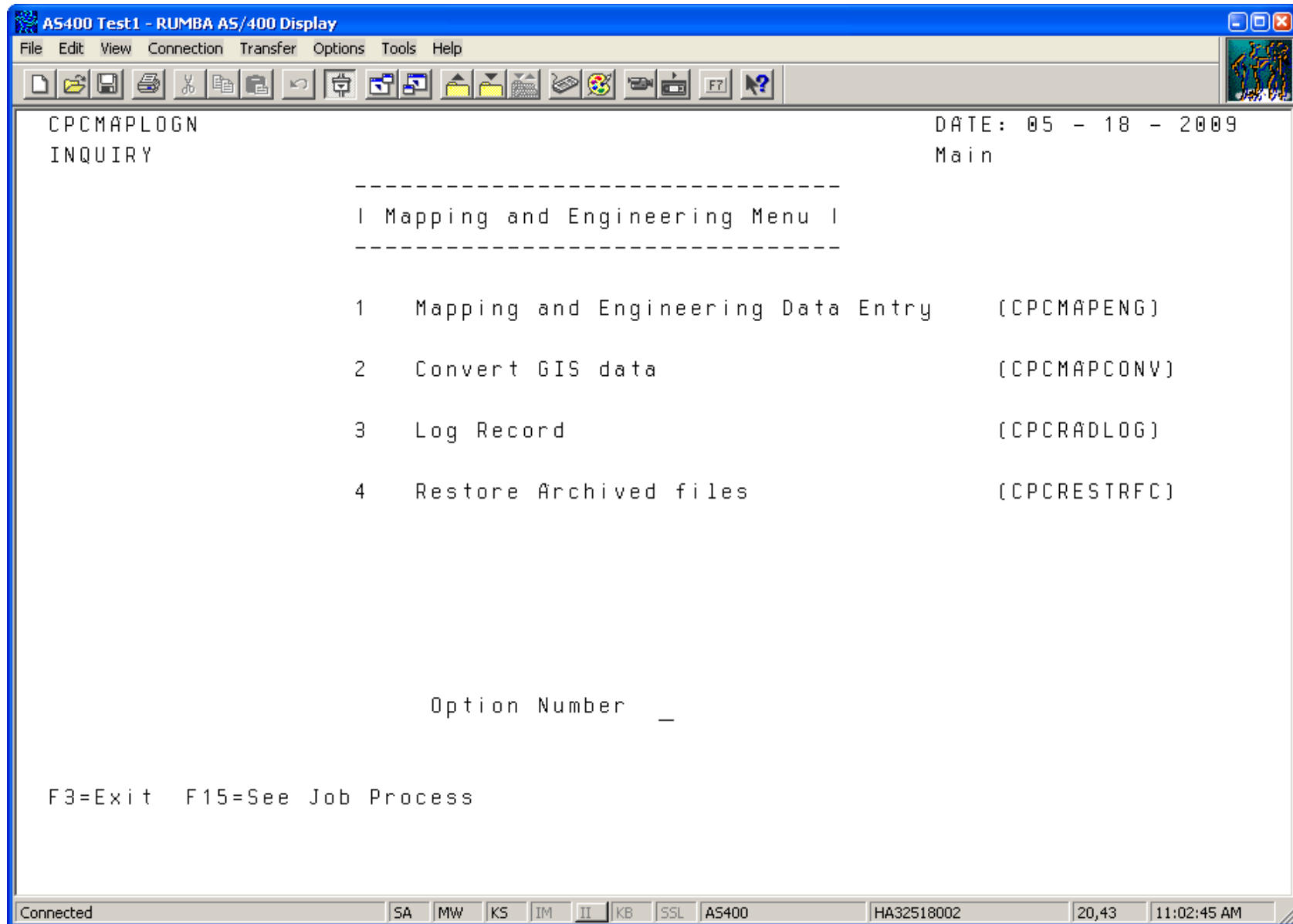








From here press <SHIFT>+F3 simultaneously to get to next screen.



Keep pressing the "Enter" key until the screen shows the Bottom of the file, then under the "Opt" column type "5".

```
AS400 Test1 - RUMBA AS/400 Display
File Edit View Connection Transfer Options Tools Help

Work with Submitted Jobs S10B1442
05/18/09 11:24:45

Submitted from . . . . . : *USER

Type options, press Enter.
 2=Change   3=Hold   4=End   5=Work with   6=Release   7=Display message
 8=Work with spooled files

Opt  Job          User          Type          Status          Function
--  ---          -
_   CPCSECURCL    JBAUTIS      BATCH         OUTO
_   CPCSECURCL    JBAUTIS      BATCH         OUTO
_   CPCSECURCL    JBAUTIS      BATCH         OUTO
_   CPCSECURCL    JBAUTIS      BATCH         OUTO
_   CPCSECURCL    JBAUTIS      BATCH         OUTO
5  CPCSECURCL    JBAUTIS      BATCH         OUTO

Bottom

Parameters or command
==>
F3=Exit      F4=Prompt     F5=Refresh    F9=Retrieve    F11=Display schedule data
F12=Cancel   F17=Top       F18=Bottom
```

Now enter "4" to access all the report files.

```
AS400 Test1 - RUMBA AS/400 Display
File Edit View Connection Transfer Options Tools Help
Work with Job
System: S10B1442
Job: CPCSECURCL User: JBAUTIS Number: 056255
Select one of the following:
1. Display job status attributes
2. Display job definition attributes
3. Display job run attributes, if active
4. Work with spooled files
10. Display job log, if active, on job queue, or pending
11. Display call stack, if active
12. Work with locks, if active
13. Display library list, if active
14. Display open files, if active
15. Display file overrides, if active
16. Display commitment control status, if active
More...
Selection or command
===> 4
F3=Exit F4=Prompt F9=Retrieve F12=Cancel
SA MW KS JM KB SSL AS400 HA32518002 21,8 11:21:36 AM
```

Enter "5" on the "Opt" column for each of the reports listed under "File" and press "Enter"

AS400 Test1 - RUMBA AS/400 Display

File Edit View Connection Transfer Options Tools Help

Work with Job Spooled Files

Job : CPCSECURCL User : JBAUTIS Number : 334424

Type options, press Enter.

1 = Send 2 = Change 3 = Hold 4 = Delete 5 = Display 6 = Release 7 = Messages  
 8 = Attributes 9 = Work with printing status

Opt	File	Device or Queue	User Data	Status	Total Pages	Current Page	Copies
<u>5</u>	CPC900RPT	CRAPROD	CPCSECURED	RDY	1		1
<u>5</u>	CPCSHLRPT	CRAPROD	CPCSECURED	RDY	1		1
<u>5</u>	CPC22RPT	CRAPROD	CPCSECURED	RDY	1		1
<u>5</u>	CPCREGNRPT	CRAPROD	CPCSECURED	RDY	1		1
<u>5</u>	CPC900RPT E	CRAPROD	CPCSECURED	RDY	1		1
<u>5</u>	CPCDISCREP	CRAPROD	CPCSECURED	RDY	1		1
<u>5</u>	CPCTRASUM1	CRAPROD	CPCTRASUMA	RDY	1		1
<u>5</u>	CPCTRASUM2	CRAPROD	CPCTRASUMB	RDY	1		1

Bottom

Parameters for options 1, 2, 3 or command  
 == > █

F3 = Exit F10 = View 3 F11 = View 2 F12 = Cancel 1 F22 = Printers F24 = More keys

SA MW KS IM JL KB SSL AS400 HA32518002 22,7 11:30:22 AM

Click "File/Print" icon to print reports.

Display Spooled File

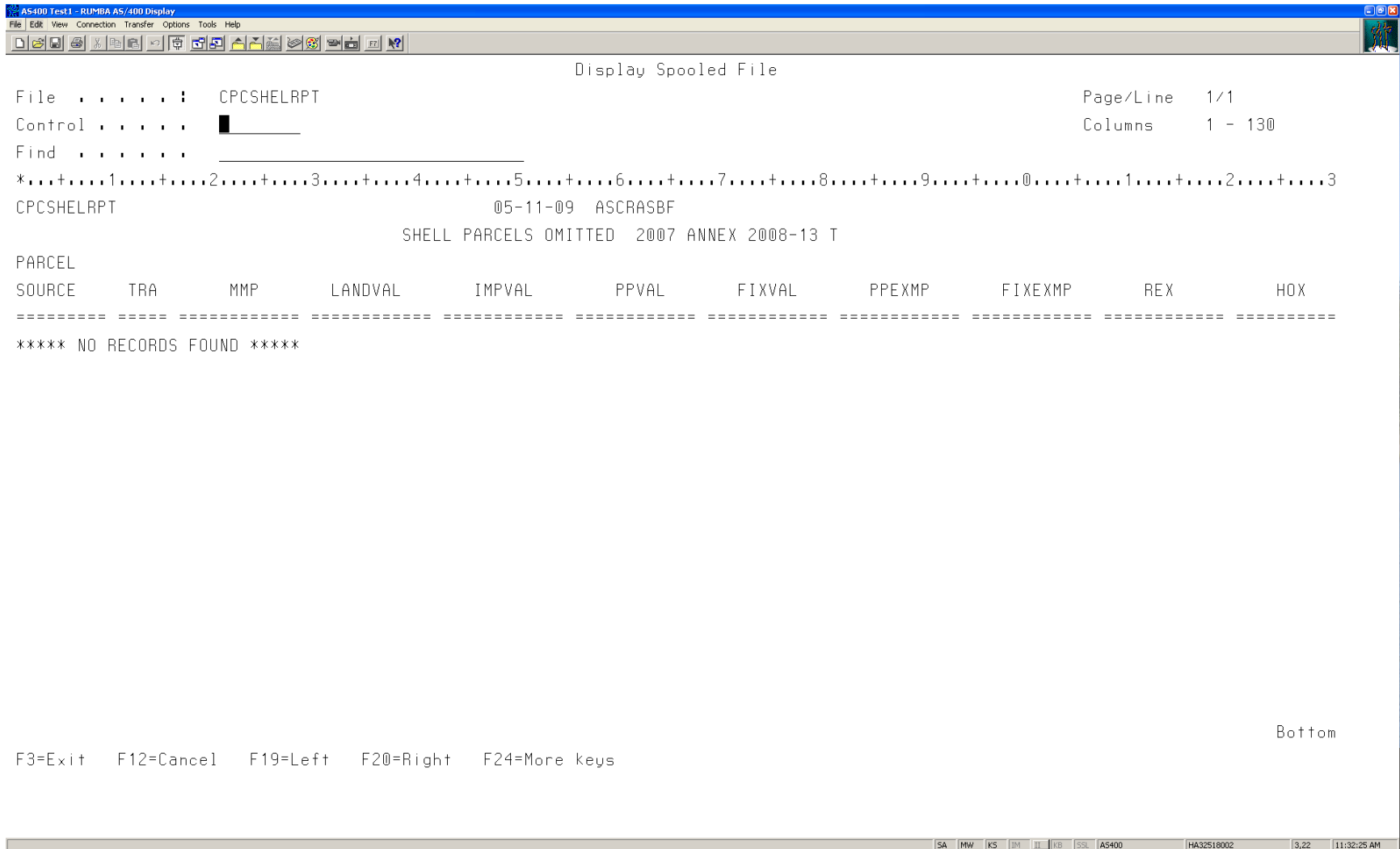
File . . . . . : CPC900RPT Page/Line 1/1  
Control . . . . . █ Columns 1 - 130  
Find . . . . . \_\_\_\_\_  
\*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3  
CPC900RPT 05-11-09 ASCRASBF  
900 SERIES PARCELS EXCLUDING REGION 22  
2007 ANNEX 2008-13 TO L A CO WATERWORKS DIST 40

TRA	MMP	LANDVAL	IMPVAL	PPVAL	FIXVAL	PPEXMP	FIXEXMP	REX	HOX
10218	3105-017-900	233784	0	0	0	0	0	0	0

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys

Bottom

As soon as one report has been printed, the next will show on the display, continue clicking the "File/Print" icon until all the reports are printed. Then you are ready to send the project documentation to Ownership.





## 8. TRA Consolidation

Consolidation is the process of combining two or more Tax Rate Areas which have the same unique combination of revenue districts into a single Tax Rate Area. The process of consolidation may occur as long as does not conflict with Section 99 of the R & T Code.

### 8.1 Initial or Proposed Stage:

The County should contact Tax Area Services Section (TASS) at the State Board of Equalization (SBE) in Sacramento to schedule preliminary discussions about exchange of data. TASS will come over and meet with the agencies involved in the consolidation process. These agencies are: TASS, Auditor-Controller, Assessor, LAFCO, and DPW.

### 8.2 Actual Processing:

- a) SBE sends a list of proposed candidates of look-alike TRA numbers for consolidation to Mapping.
- b) Mapping determines how much of the proposed area will be consolidated. This determination is dependent on Mapping and Ownership's overall work load.
- c) The considered list is sent to Ownership's TRA unit.
- d) Ownership's TRA unit groups the proposed consolidation of look-alike TRA numbers and submits the list to the Auditor-Controller for approval.
- e) The Auditor-Controller studies and approves which group of look-alike TRA numbers could be consolidated and sends back the approved list to Ownership.
- f) Ownership's TRA unit routes the approved list to Mapping to select a parent TRA number for each group of look-alike TRA numbers.
- g) The parent TRA number is selected on the basis of which group of look-alike TRA numbers contains the most number of parcels.
- h) Mapping sends the chosen parent TRA numbers list to Ownership who will group the TRA numbers according to AMB order, generate revenue notices, and submits them to Mapping for final processing.

### 8.3 Processing TRA consolidation to the AMB, Tracings, and Geodatabase.

Each AMB with its revenue notice is assigned to a worker who will:

- a) Make a set-up copy of all the TRA pages in said AMB.
- b) Locate and shade the TRA number areas according to its grouping. Each TRA number group is assigned different color to indicate the different parent TRA number which will be used.
- c) Adjacent TRA number areas are consolidated by removing the dividing TRA lines. Similar special districts' legends (letter designators) are reassigned into a new single legend on both TRA pages and Legend sheets. The combined areas are assigned with the parent TRA number.
- d) Other areas that are subject to consolidation but not abutting any TRA numbers of its group are assigned with the parent TRA number.
- e) Apply regular TRA "B" procedure and standard guidelines as shown in **Sections 3-6** of this Chapter. The only exception is that the consolidated legend for map is shown as:

**N       DISTRICT OR SPECIAL DISTRICT NAME – XX CONS  
          XX ANNEX NO; XX ANNEX NO**

Notes:

**N**       : Any available letter designator

**XX**     : Two digits annexation or consolidation assessment year

**NO**     : Annexation number of the district in a given assessment year

**CONS** : Consolidation

9. TRA SAMPLES

9.1 Sample of TRA A & B Work log

TRA "A" & "B" WORK LOG														CURRENT T-SHEET IN					CURRENT T-SHEET OUT										
ROLL YEAR: 2009														03/12/09	12/11/08	12/16/08	03/18/09	02/12/09	12/17/08	01/13/08	1/14/08	03/16/2009	12/18/2008	12/17/2007	03/23/2008	02/27/2008			
TRA	CRHT "01" III	CRHT "01" OUT	CRHT "01" BLOG	CRHT "99" BLOG	RUNNING COUNT																								
"A"	0	0	0	0	144																								
"B"	0	0	0	0	161																								
DATE LG III	TRA "A"			DATE	TRA "B"			DATE																					
W/SB ACK	A#1	A#1	A#9	LST SEHT	RCVD	B#1	B#1	B#9	LST SEHT																				
ARB HO	AMB	DESCRIPTION OF PROJECTS/SPECIAL DISTRICTS												W/SB ACK	A#1	A#1	A#9	LST SEHT	RCVD	B#1	B#1	B#9	LST SEHT						
001	2827	Annex 1001 to Santa Clara Valley Sanitation Dist												07/10/08	1	1	1	07/17/08	07/29/08	1	1	1	10/21/08						
002	3-AMB	Annex 1002 to Santa Clara Valley Sanitation Dist												07/10/08	2	2	2	07/17/08	07/29/08	3	3	3	08/15/08						
003	2827	Annex 1003 to Santa Clara Valley Sanitation Dist												07/10/08	1	1	1	07/17/08	07/29/08	1	1	1	10/21/08						
004	2833	Annex 1004 to Santa Clara Valley Sanitation Dist												07/10/08	1	1	1	07/17/08	07/29/08	1	1	1	10/09/08						
005	3063	Annex 2004-10 to L A Co Waterworks Dist No 40												07/10/08	1	1	1	07/17/08	07/29/08	1	1	1	10/09/08						
006	4-AMB	Civic-Recreational-Industrial Releev Project No 3-City of Industry												07/10/08	4	4	4	07/17/08	10/20/08	4	4	4	11/18/08						
007	8717	Co Lighting Maint Dist No 1686, Project No 8-973-806												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
008	3050	Co Lighting Maint Dist No 1616, Pet Ho 61-53												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	08/15/08						
009	7326	Co Lighting Maint Dist No 1687, Pet Ho 266-89												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	10/02/08						
010	8219	Co Lighting Maint Dist No 1687, Pet Ho 242-109												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
011	7344	Co Lighting Maint Dist No 1687, Project No 158-1103												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
012	8432	Co Lighting Maint Dist No 1687, Project No 164-1103												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	10/02/08						
013	8268	Co Lighting Maint Dist No 1687, Project No 115-803												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
014	5388	Co Lighting Maint Dist No 1687, Project No 94-804												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	08/15/08						
015	2812	Co Lighting Maint Dist No 1687, Project No 121-806												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	10/09/08						
016	5388	Co Lighting Maint Dist No 1687, Project No 76-806												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	08/15/08						
017	8026	Co Lighting Maint Dist No 1687, Project No 82-596												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	10/02/08						
018	8110	Co Lighting Maint Dist No 1687, Project No 68-406												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
019	8272	Co Lighting Maint Dist No 1687, Project No 145-1106												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
020	8031	Co Lighting Maint Dist No 1687, Project No 82-607												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
021	8227	Co Lighting Maint Dist No 1687, Project No 55-407												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
022	8262	Co Lighting Maint Dist No 1687, Project No 3-106												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
023	2865	Co Lighting Maint Dist No 1687, Project No 83-607												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
024	2741	Co Lighting Maint Dist No 1687, Project No 94-805												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/11/08						
025	8760	Co Lighting Maint Dist No 1687, Project No 138-1006												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
026	8628	Co Lighting Maint Dist No 1687, Pet Ho 149-1106												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	10/02/08						
027	2865	Co Lighting Maint Dist No 1687, Project No 191-39												07/15/08	1	1	1	07/17/08	07/29/08	1	1	1	09/25/08						
028	2865	Annex 275 to Santa Clara Valley Sanitation Dist												07/29/08	1	1	1	07/31/08	08/12/08	1	1	1	09/25/08						
029	2854	Annex 281 to Santa Clara Valley Sanitation Dist												07/29/08	1	1	1	07/31/08	08/12/08	1	1	1	10/09/08						
030	3268	Annex 317 to Co Sanitation Dist Ho 14												07/29/08	1	1	1	07/31/08	08/12/08	1	1	1	10/02/08						
031	3219	Annex 318 to Co Sanitation Dist Ho 14												07/29/08	1	1	1	07/31/08	08/12/08	1	1	1	10/02/08						
032	3161	Annex 320 to Co Sanitation Dist Ho 14												07/29/08	1	1	1	07/31/08	08/12/08	1	1	1	09/11/08						
033	4-AMB	Merged Central Business and West End R/P: City of Azusa												08/04/08	4	4	4	08/11/08	10/20/08	4	4	4	11/18/08						
034	2826	Annex 262 to Santa Clara Valley Sanitation Dist												08/28/08	1	1	1	09/04/08	10/01/08	1	1	1	10/09/08						
035	3264	Annex 312 to Co Sanitation Dist Ho 14												10/20/08	1	1	1	10/23/08	10/30/08	1	1	1	11/04/08						
036	3264	Annex 314 to Co Sanitation Dist Ho 14												10/20/08	1	1	1	10/23/08	10/30/08	1	1	1	11/04/08						
037	3133	Annex 328 to Co Sanitation Dist Ho 14												11/12/08	1	1	1	11/12/08	11/18/08	1	1	1	01/30/09						
038	5843	Annex 19 to Co Sanitation Dist Ho 17												11/12/08	1	1	1	11/12/08	11/18/08	1	1	1	02/27/09						
039	7366 7318	Consolidated Sewer Maint Dist, Parcel 109-06												11/18/08	2	2	2	12/02/08	12/16/08	2	2	2	03/13/09						
040	4261	Consolidated Sewer Maint Dist, Parcel 110-06												11/18/08	1	1	1	12/02/08	12/18/08	1	1	1	03/13/09						
041	4261	Consolidated Sewer Maint Dist, Parcel 111-06												11/18/08	1	1	1	12/02/08	12/18/08	1	1	1	03/13/09						
042	2055	Consolidated Sewer Maint Dist, Parcel 112-06												11/18/08	1	1	1	12/02/08	12/16/08	1	1	1	01/30/09						
043	2063	Consolidated Sewer Maint Dist, Parcel 113-06												11/18/08	1	1	1	12/02/08	12/16/08	1	1	1	01/30/09						
044	2069	Consolidated Sewer Maint Dist, Parcel 114-06												11/18/08	1	1	1	12/02/08	12/16/08	1	1	1	03/13/09						
045	2049	Consolidated Sewer Maint Dist, Parcel 115-06												11/18/08	1	1	1	12/02/08	12/16/08	1	1	1	03/13/09						
046	2049	Consolidated Sewer Maint Dist, Parcel 116-06												11/18/08	1	1	1	12/02/08	12/16/08	1	1	1	03/13/09						
047	2071	Consolidated Sewer Maint Dist, Parcel 117-06												11/18/08	1	1	1	12/02/08	12/16/08	1	1	1	01/30/09						
048	4464	Consolidated Sewer Maint Dist, Parcel 118-06												11/18/08	1	1	1	12/02/08	12/16/08	1	1	1	03/13/09						
049	4457 4458	Consolidated Sewer Maint Dist, Parcel 119-06												11/18/08	2	2	2	12/02/08	12/16/08	2	2	2	03/13/09						



9.3 TRA B – With Parcel Split

9.3.1 TRA B Notice

# 2009 REVENUE DISTRICT CHANGE

FOR  
**ASSESSOR'S MAPBOOKS** No. of AMB 1 ARB # 109

MAP BOOK NO: 8125 DATE OF ORIGINAL NOTICE: 6/22/2004  
CODE AREA CHANGE NO: 058

REASON FOR CHANGE: PROJECT NO. 101-703 ANNEX TO COUNTY LIGHTING MAINT DIST 1687

CODE CHANGE TO CODE REVENUE DIST. in CODE NO.  
12011 14824 NEW  
12012 14855 NEW

PG	O/P	O/TRA	N/P	N/TRA	I.D.#
15	11	12011	13	12011	2009031050001001
			14	14824	
	12	12011	15	12011	002001
			16	14824	
17	802	12012	805	12012	003001
			806	14855	

PREPARED by: A. GADSDEN / mc  
DATE: 01/16/09

SURVEYOR'S NAME

PAGES AFFECTED: 4

PART PAGES: OI(SHTS. 1 & 2), 15\*, 17\*

ALL of PAGES

Prepared by CA Date: 3-4-09 Checked by: JB Date: 3/09/09

### MAP DIVISION RECORD

M.B.	_____	Date Received: _____
M.B. COMPARED	_____	NO CHANGE _____
NO. of PARCELS	_____	CODE CHANGE TYPED _____
PART IN	_____	CODE CHANGE WRITTEN _____
ALL IN	_____	SENT TO ROLL SECTION _____



### Parcel Change Detail List

PCHG DATE: 20090310 ENG ID: 50 ASS'MT YR: 2009

SEQ.	SER.	EFFECTIVE DATE	TYP	SRC	FMT	OLD PARCEL				NEW PARCEL				
						MB	PG	PCL	CK	MB	PG	PCL	TRA	LEGAL DESCRIPTION
001	001	20081224	L		1M	8125	015	011	8	8125	015	013	12011	LOT Q
													014	14824
002	001	20081224	L		1M	8125	015	012	7	8125	015	015	12011	LOT 34
													016	14824
003	001	20080102	L		1M	8125	017	802	7	8125	017	805	12012	
													806	14855

Total: 3 SEQ. and SER.

9.3.3 Legal Description

MC

Yr  
09 109  
JB  
Wks #058

ANNEXATION TO  
COUNTY LIGHTING MAINTENANCE DISTRICT NO. 1687 AND  
COUNTY LIGHTING DISTRICT LLA-1  
(PROJECT NO. 101-703)

All that certain real property, situate in a portion of Rancho Paso de Bartolo, in the County of Los Angeles, State of California described as follows:

15

Beginning at the intersection of the centerline of Workman Mill Road, as said centerline is shown on map filed in Book 147, pages 54, 55 and 56, of Record of Surveys, in the office of the Registrar-Recorder/County Clerk of said county, and the centerline of Mission Mill Road, as said last-mentioned centerline is shown on said map, said intersection having California State Plane Coordinates, NAD 83, of N 1827955, E 6548355; thence along said last-mentioned centerline, (L1) North 50°55'46" West 1102.89 feet to the southeasterly boundary of the City of Industry, as same existed on June 5, 2008; thence along said boundary the following described courses: (L2) North 50°42'29" East 665.61 feet, (L3) South 50°56'41" East 3.06 feet, (L4) North 50°42'29" East 550.89 feet, (L5) South 39°17'31" East 1.60 feet, (L6) North 50°48'40" East 1890.00 feet, (L7) South 39°17'31" East 12.00 feet,

17

(L8) North 50°42'29" East 200.77 feet, and (L9) North 50°31'40" East 387.77 feet to the generally easterly sideline of Peck Road, variable width, as shown on map filed in Book 83, pages 89, 90 and 91, of said Record of Surveys; thence along said generally easterly sideline, (L10) South 13°10'02" East 369.70 feet and (L11) South 0°29'06" East 103.89 feet to the northeasterly line of Parcel 1, Parcel Map No. 14935, as shown on map filed in Book 163, pages 61, 62 and 63, of Parcel Maps, in the office of said Registrar-Recorder/County Clerk; thence along the boundary of County Lighting Maintenance District No. 1687, as same existed on said date, (L12) North 60°30'54" West 70.84 feet to its intersection with said centerline of Workman Mill Road, said last-mentioned intersection being the northerly terminus of that certain curve concave to the west and having a radius of 1500.00 feet, a radial of said curve to said terminus bears North 83°22'31" East; thence along said last-mentioned centerline, the following described courses and curves: (C1) southerly along said curve through a central angle of 54°14'40", an arc distance of 1420.12 feet, (L13) South 47°37'11" West 290.03 feet to

the beginning of a tangent curve concave to the southeast and having a radius of 10000.00 feet, (C2) southwesterly along said last-mentioned curve through a central angle of 1°20'51", an arc distance of 235.18 feet, (L14) South 46°16'20" West 915.50 feet to the beginning of a tangent curve concave to northwest and having a radius of 1490.00 feet, (C3) southwesterly along said last-mentioned curve through a central angle of 16°50'22", an arc distance of 437.92 feet, and (L15) South 63°06'42" West 163.68 feet to the point of beginning.

Containing: 77.45± Acres

*For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

C:\LPICLMD\Pr 101-703.doc

8125  
01, 15, 17



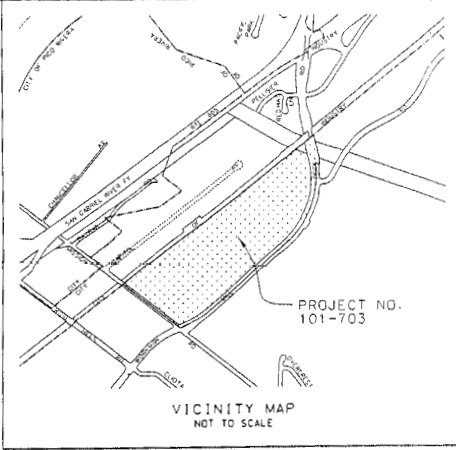
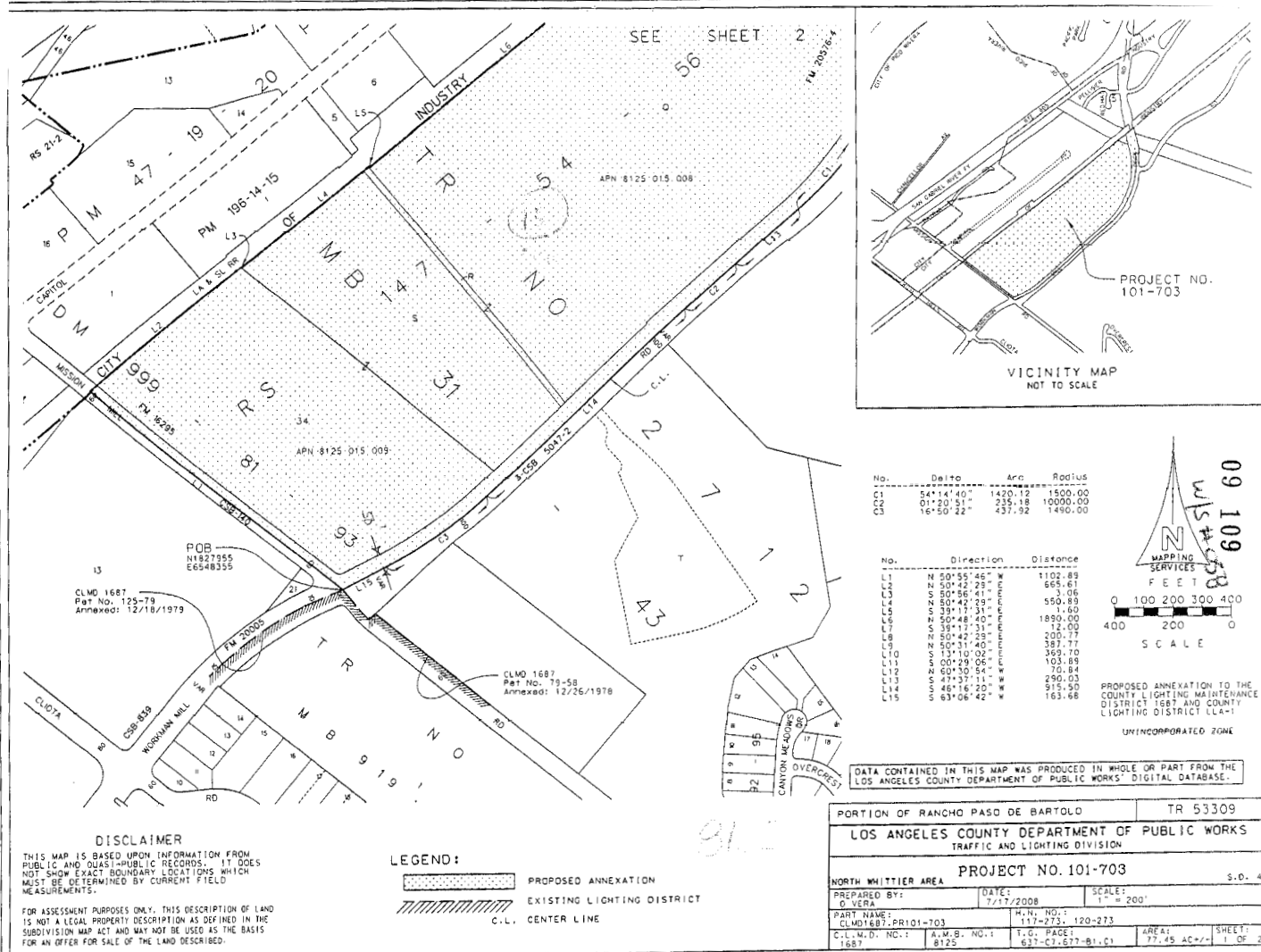
Description Approved

DEAN D. EFSTATHIOU  
Acting Director of Public Works

By Stephen C. Gillson 7/30/2008  
Licensed Land Surveyor

C:\LPICLMD\Pr 101-703.doc

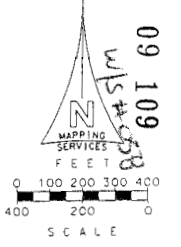
9.3.4 Special District Maps



No.	Bearing	Distance	Arc	Radius
C1	S 54° 14' 40" W	1420.12		1500.00
C2	O 1° 20' 51" E	235.18		10000.00
C3	S 16° 50' 22" W	437.92		1490.00

No.	Direction	Distance
L1	N 50° 58' 46" W	1102.88
L2	N 50° 45' 28" W	865.61
L3	S 50° 56' 41" W	550.06
L4	N 50° 42' 29" W	550.89
L5	S 39° 11' 31" W	1.60
L6	N 50° 48' 40" W	1890.00
L7	S 38° 11' 31" W	12.00
L8	N 50° 42' 23" W	200.77
L9	N 50° 31' 40" W	387.71
L10	S 13° 10' 02" W	369.70
L11	S 00° 29' 06" W	103.88
L12	N 50° 50' 54" W	70.84
L13	S 47° 37' 11" W	290.03
L14	S 46° 16' 20" W	915.59
L15	S 63° 06' 42" W	163.68



PROPOSED ANNEXATION TO THE COUNTY LIGHTING MAINTENANCE DISTRICT 1687 AND COUNTY LIGHTING DISTRICT LLA-1 UNINCORPORATED ZONE

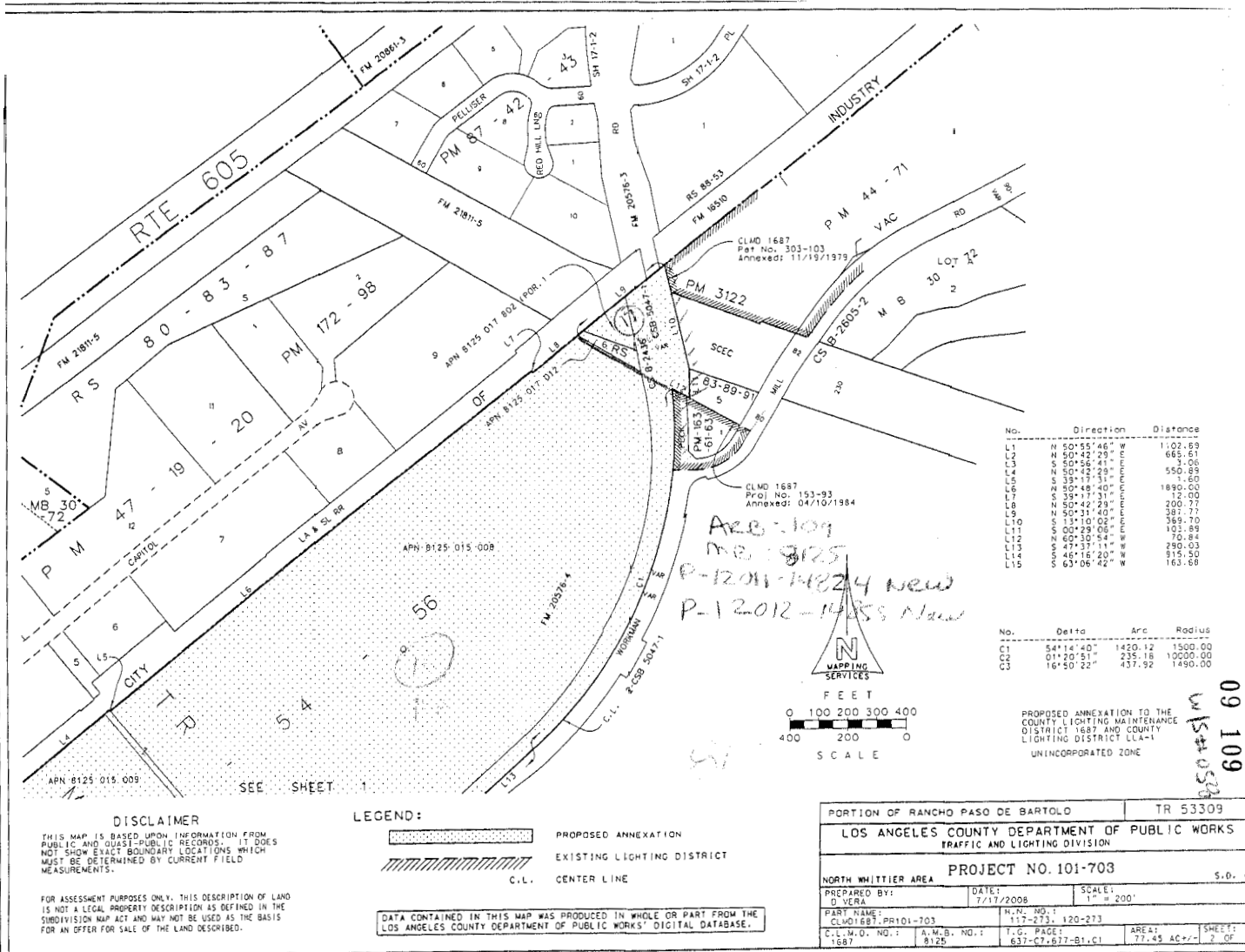
DATA CONTAINED IN THIS MAP WAS PRODUCED IN WHOLE OR PART FROM THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS' DIGITAL DATABASE.

**DISCLAIMER**  
THIS MAP IS BASED UPON INFORMATION FROM PUBLIC AND QUASI-PUBLIC RECORDS. IT DOES NOT SHOW EXACT BOUNDARY LOCATIONS WHICH MUST BE DETERMINED BY CURRENT FIELD MEASUREMENTS.  
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

**LEGEND:**  
 PROPOSED ANNEXATION  
 EXISTING LIGHTING DISTRICT  
 C.L. CENTER LINE

PORTION OF RANCHO PASO DE BARTOLO		TR 53309
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS TRAFFIC AND LIGHTING DIVISION		
PROJECT NO. 101-703		
NORTH WHITTIER AREA		S.D. 4
PREPARED BY:	DATE:	SCALE:
G. VERA	7/17/2008	1" = 200'
PART NAME:	M.N. NO.:	
CLMD1687-PR101-703	117-273, 120-273	
C.L.W.D. NO.:	A.W.B. NO.:	T.O. NO.:
1687	8125	637-C7-677-81.C1
AREA:	SHEET:	
77.45 AC±	1 OF 2	





No.	Direction	Distance
L1	N 50°55'46"	1102.89
L2	N 50°42'29"	466.61
L3	S 50°56'41"	3.06
L4	S 39°17'31"	550.83
L5	S 38°17'31"	1.60
L6	N 50°48'40"	1890.00
L7	S 38°17'31"	12.00
L8	N 50°42'29"	200.77
L9	N 50°31'40"	381.71
L10	S 1°10'02"	369.70
L11	S 00°29'06"	101.89
L12	N 60°30'34"	70.84
L13	S 47°37'11"	290.03
L14	S 45°16'20"	915.50
L15	S 63°08'42"	163.68

No.	Delta	Arc	Radius
C1	54°14'40"	1420.12	1500.00
C2	01°20'51"	235.18	10000.00
C3	16°50'22"	437.92	1490.00

PORTION OF RANCHO PASO DE BARTOLO		TR 53309
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS TRAFFIC AND LIGHTING DIVISION		
PROJECT NO. 101-703		
NORTH WHITTIER AREA		S.D. 4
PREPARED BY: D. VERA	DATE: 7/17/2008	SCALE: 1" = 200'
PART NAME: CLMD1687.PR101-703	H.N. NO.1 117-273, 120-273	
C.L.W.O. NO.: 1687	A.M.B. NO.: 8125	T.G. PAGE: 637-C7-677-B1.C1
AREA: 77.45 AC +/-		SHEET: 2 OF 2

09 109  
WLS#0526

9.3.5 SBE Acknowledgement



STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION  
PROPERTY AND SPECIAL TAXES DEPARTMENT  
450 N STREET, MC: 59, SACRAMENTO, CALIFORNIA  
PO BOX 942879, SACRAMENTO CALIFORNIA, 94279-0059  
TELEPHONE (916) 322-7189  
FAX (916) 327-4251  
<http://www.boe.ca.gov/>

BETTY T. YEE  
First District, San Francisco  
  
BILL LEONARD  
Second District, Ontario  
  
MICHELLE STEEL  
Third District, Santa Ana  
  
JUDY CHU  
Fourth District, Los Angeles  
  
JOHN CHAING  
Controller, Sacramento  
  
RAMON J. HIRSIG  
Executive Director

Mr. Jaime Hernandez, Sup Cadastral Engineer II  
L.A. County Dept. of Public Works  
900 S. Fremont Ave.  
Alhambra, CA 91803

This is to acknowledge receipt of the statement(s) required by Section 54900, et seq., of the Government Code for the action described below. Copies of your documents will be forwarded by us to other agencies. You are required by Section 54902 of the Government Code to file a complete set of documents, except for the processing fee, with the County Assessor and Auditor affected by this action.

Tax rate area boundaries and property tax allocations will become effective for the assessment roll indicated below.

Assessment Roll: **2009/10**  
County: **19 Los Angeles**

**BOE File No.: 2009-126**  
Received at BOE: **11/26/2008**  
Date of Acknowledgement: **12/02/2008**  
Distribution: **4**

District: **43 MUN LIGHT MAINT - CO-NO. 1687 [0344]**  
Conducting Authority: **BOARD OF SUPERVISORS**  
Short Title: **CLMD 1687, PROJECT NO. 101-703**  
Type of Action: **01 District - Annexation**

Resolution/Ord. No.:  
LAFCo No.:  
Effective Date: **06/22/2004**  
Fee: **\$1,500.00**  
Acreage: **77.45**

Ralph Davis  
Research Manager (GIS)  
Tax Area Services Section

cc: County Assessor, County Auditor

acknowledge1.113

9.3.6 SBE Rejection Notice



STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION  
PROPERTY AND SPECIAL TAXES DEPARTMENT  
450 N STREET, MIC: 59, SACRAMENTO, CALIFORNIA  
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0059  
TELEPHONE (916) 322-7189  
FAX (916) 327-4251  
www.boe.ca.gov

May 29, 2009

BETTY T. YEE  
First District, San Francisco

BILL LEONARD  
Second District,  
Ontario/Sacramento

MICHELLE STEEL  
Third District, Rolling Hills Estates

JUDY CHU, Ph.D.  
Fourth District, Los Angeles

JOHN CHIANG  
State Controller

RAMON J. HIRSIG  
Executive Director

Mr. Sandor L. Winger  
Executive Officer  
Los Angeles LAFCO  
700 N Central Avenue, Suite 445  
Glendale, CA 91203

Dear Mr. Winger:

The statement filed with Tax Area Services as described below is not complete:

**Annexation 2004-27, Resolution No. 2009-17 RMD**

To satisfy the requirements of Sections 54901 and 54902 of the Government Code, you must file the items below with us. Your statement cannot be processed for the 2010/11 Assessment Roll unless the items are received on or before **December 1, 2009**.

Map(s) do not meet requirements as detailed in "Change of Jurisdictional Boundary." To view our requirements, please visit our website at <http://www.boe.ca.gov/proptaxes/pdf/jurboundaryreq.pdf>.

- Project maps(s) shall state the township and range, section numbers or rancho of the annexation area.

Geographic description does not meet requirements as detailed in "Change of Jurisdictional Boundary." To view our requirements, please visit our website at <http://www.boe.ca.gov/proptaxes/sprdcont.htm>

- The description shall state the township and range, section numbers or rancho of the annexation area.

Please contact Nikkole Thorn at (916) 323-2898 if you have any questions.

Sincerely,

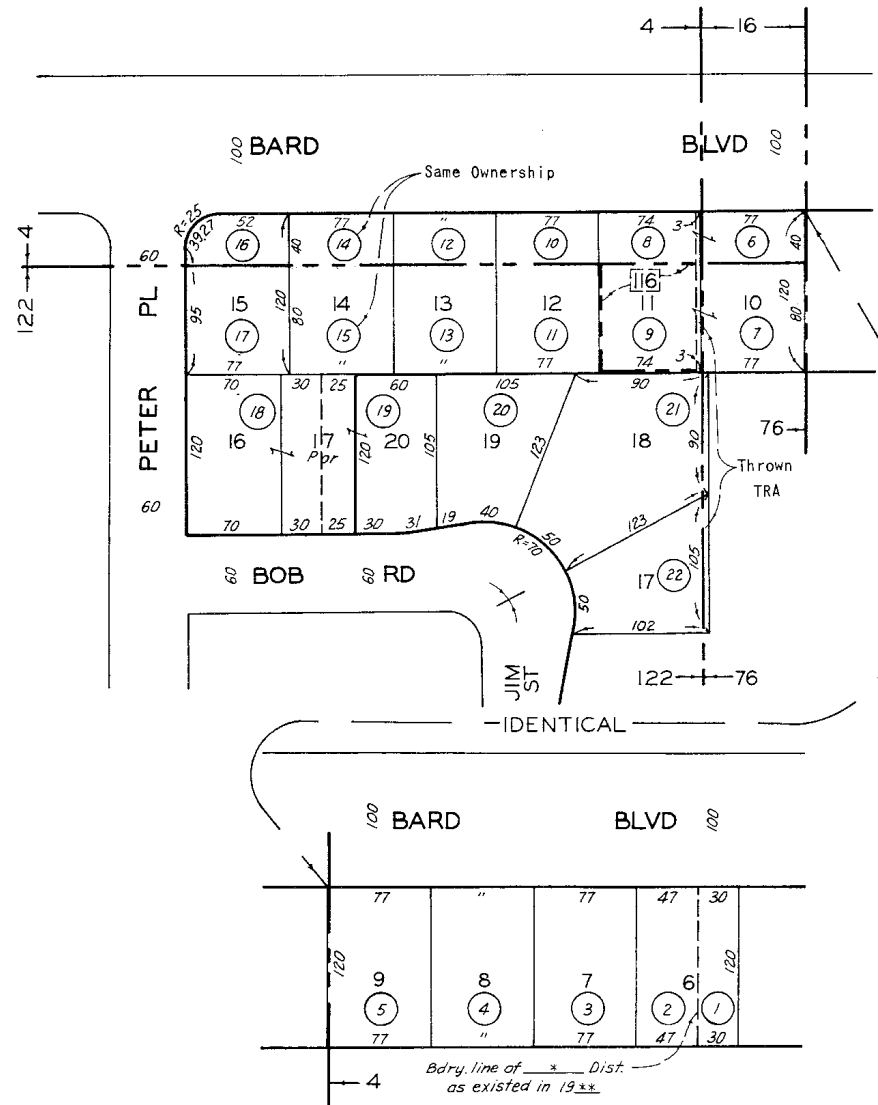
Ralph L. Davis, Research Manager  
Tax Area Services Section

cc: Los Angeles County Assessor  
Los Angeles County Auditor

Note: If you have not already done so, you must file a complete set of documents, except for the processing fee, with the county assessor and county auditor.

9.4 Sample Map Showing TRA Standards

SAMPLE MAP SHOWING STANDARDS  
FOR TRA BOUNDARY LINES

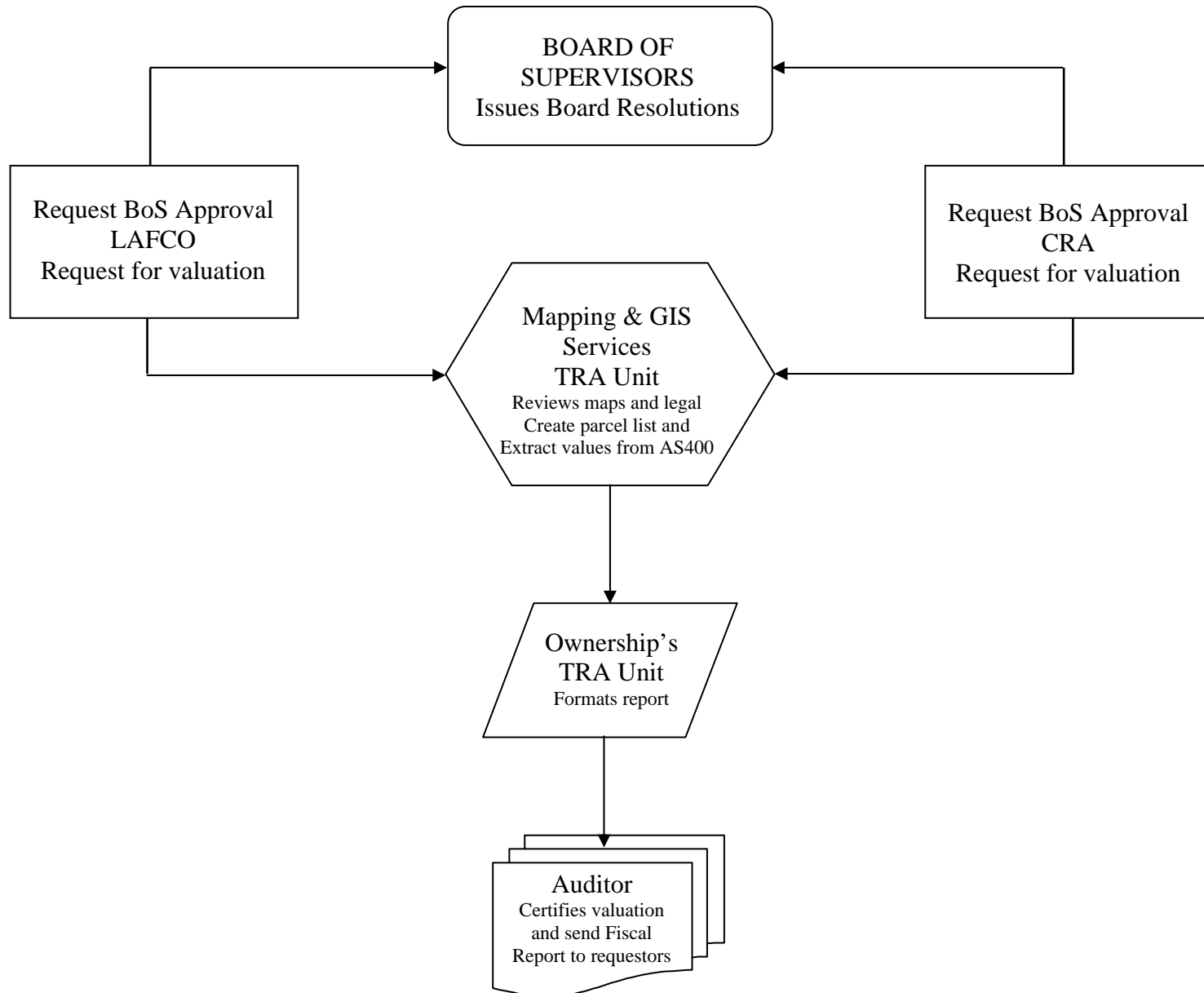


\*Name of District being withdrawn or annexed  
\*\*One year prior to current assessment year

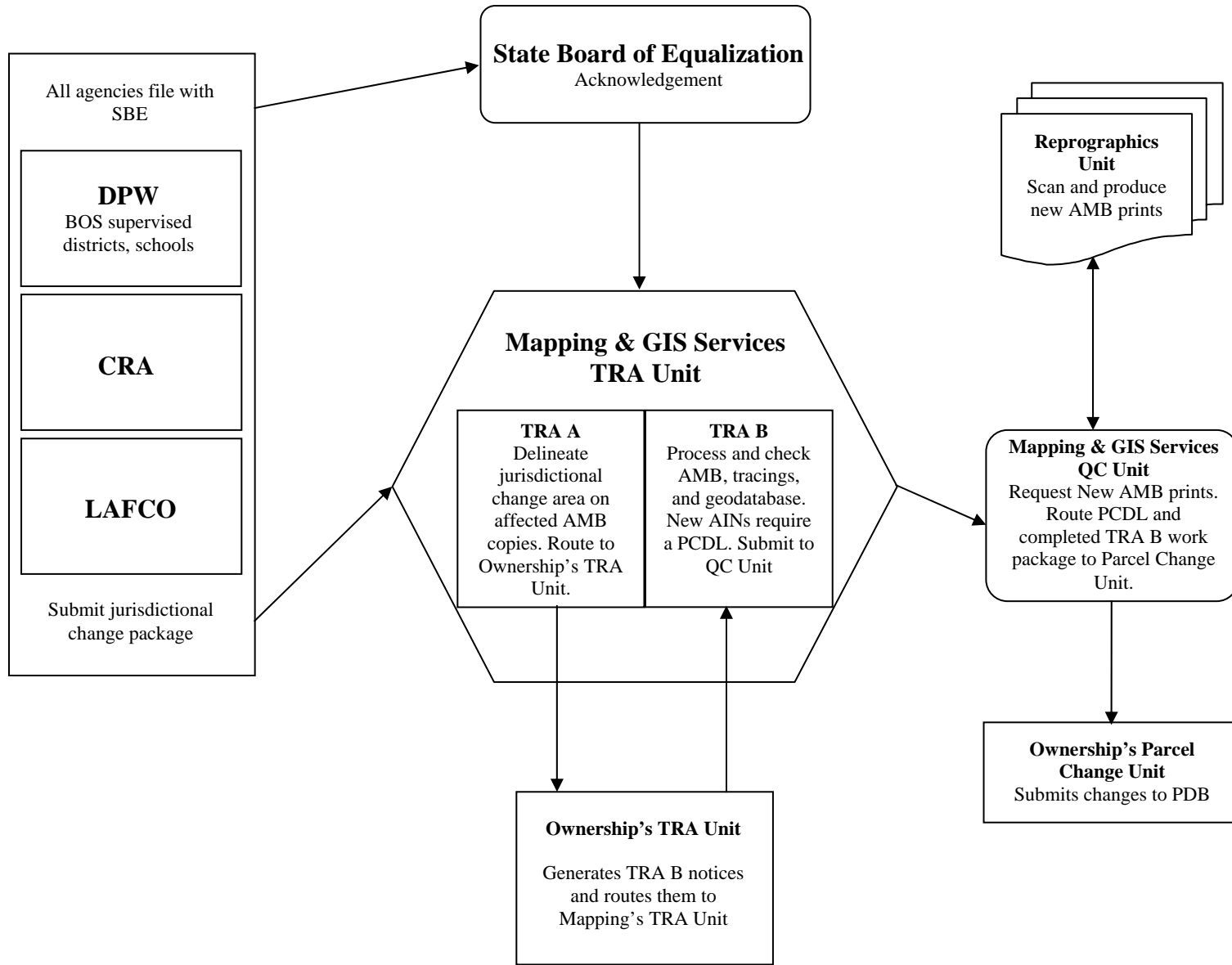
TRA 116 is an Island TRA

10. TRA Processing Flow Charts

10.1 Proposed TRA Stage



10.2 TRA A & B Flowchart



## CHAPTER IX (INVESTIGATIONS)

1. Preliminary procedures
2. Findings
3. Investigation and Search Files





## INVESTIGATIONS

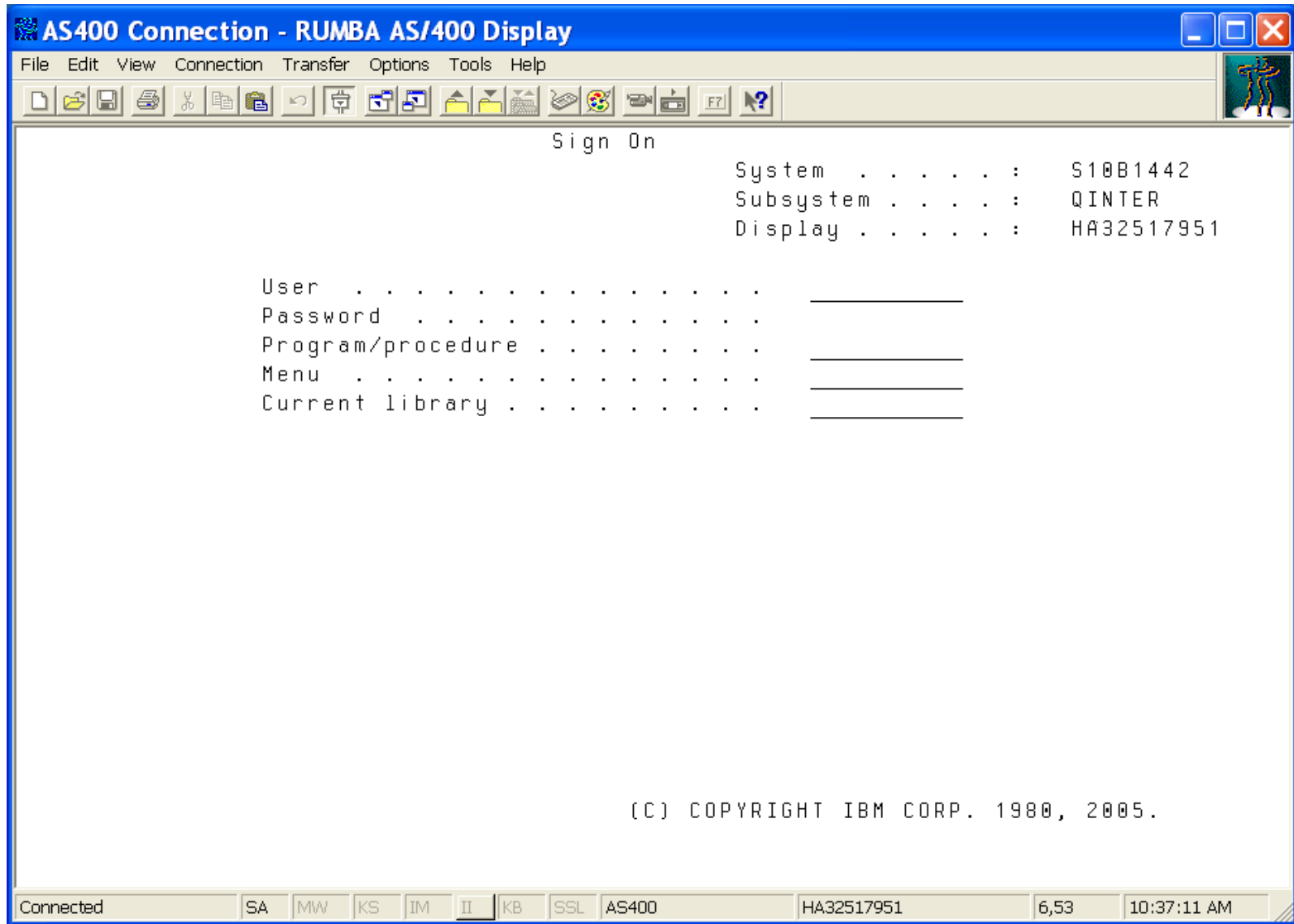
Investigations are initiated when deeds, subdivisions or other sources of information are found to be in conflict with the Assessor's maps or policies.

### 1. PRELIMINARY PROCEDURES

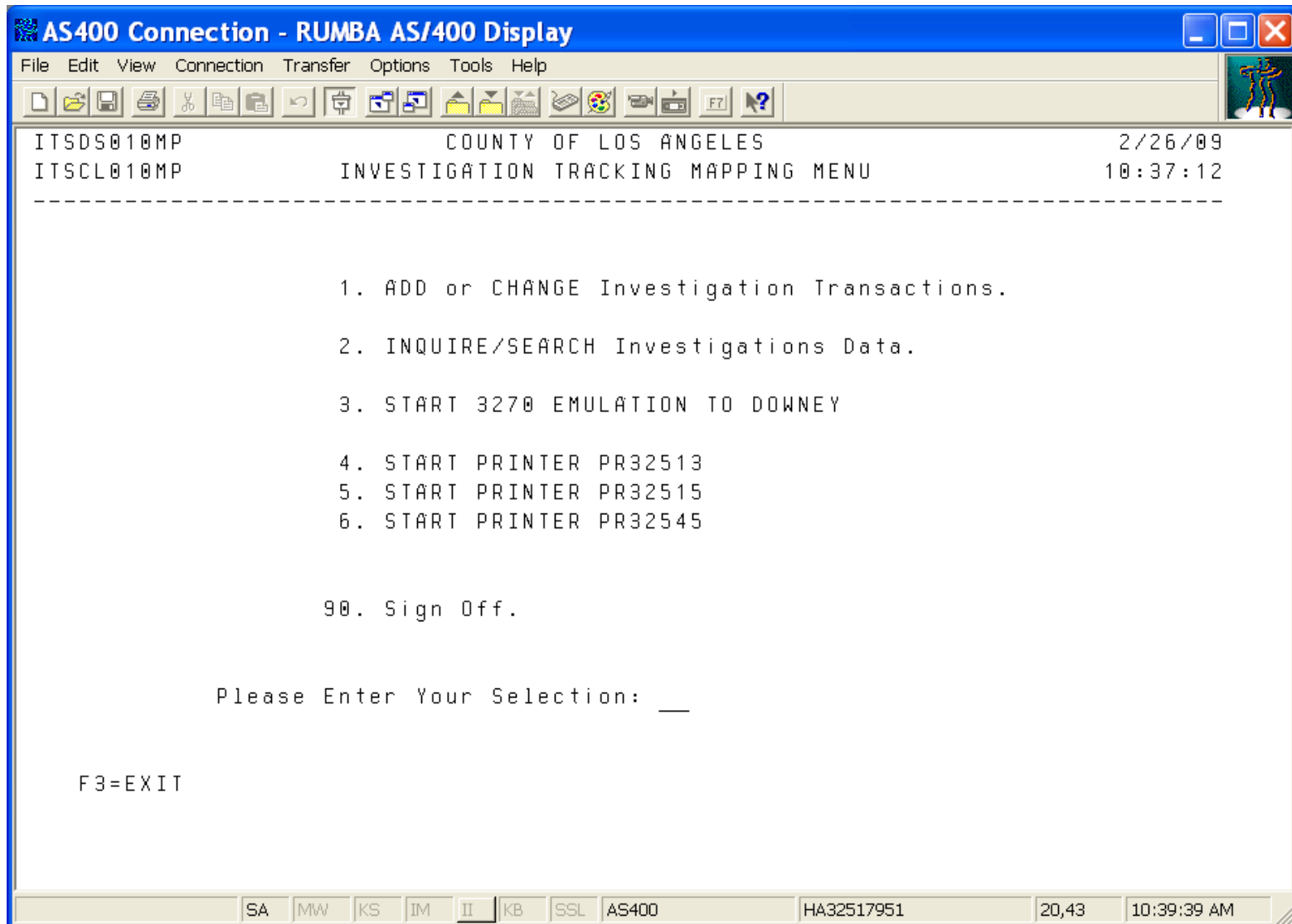
- 1.1 Verify assessee(s).
- 1.2 Look at the maps for an investigation number/letter (S), and then check the investigation files in the Checking Unit and AS400 for the indicated investigations on the same parcel or area. For AS400 see 2.1.
- 1.3 Obtain a copy of the current assessee's acquisition deed and if needed, prior acquisition deeds to verify the current ownership and description. This could be done by utilizing the (ON) screen on PDB, Data Trace, and document numbers on current or archived AMB's.
- 1.4 Contact title companies/engineers.
- 1.5 If problem remains unresolved see Unit Supervisor.
- 1.6 Document all findings as shown in **Section 2**.

2. FINDINGS

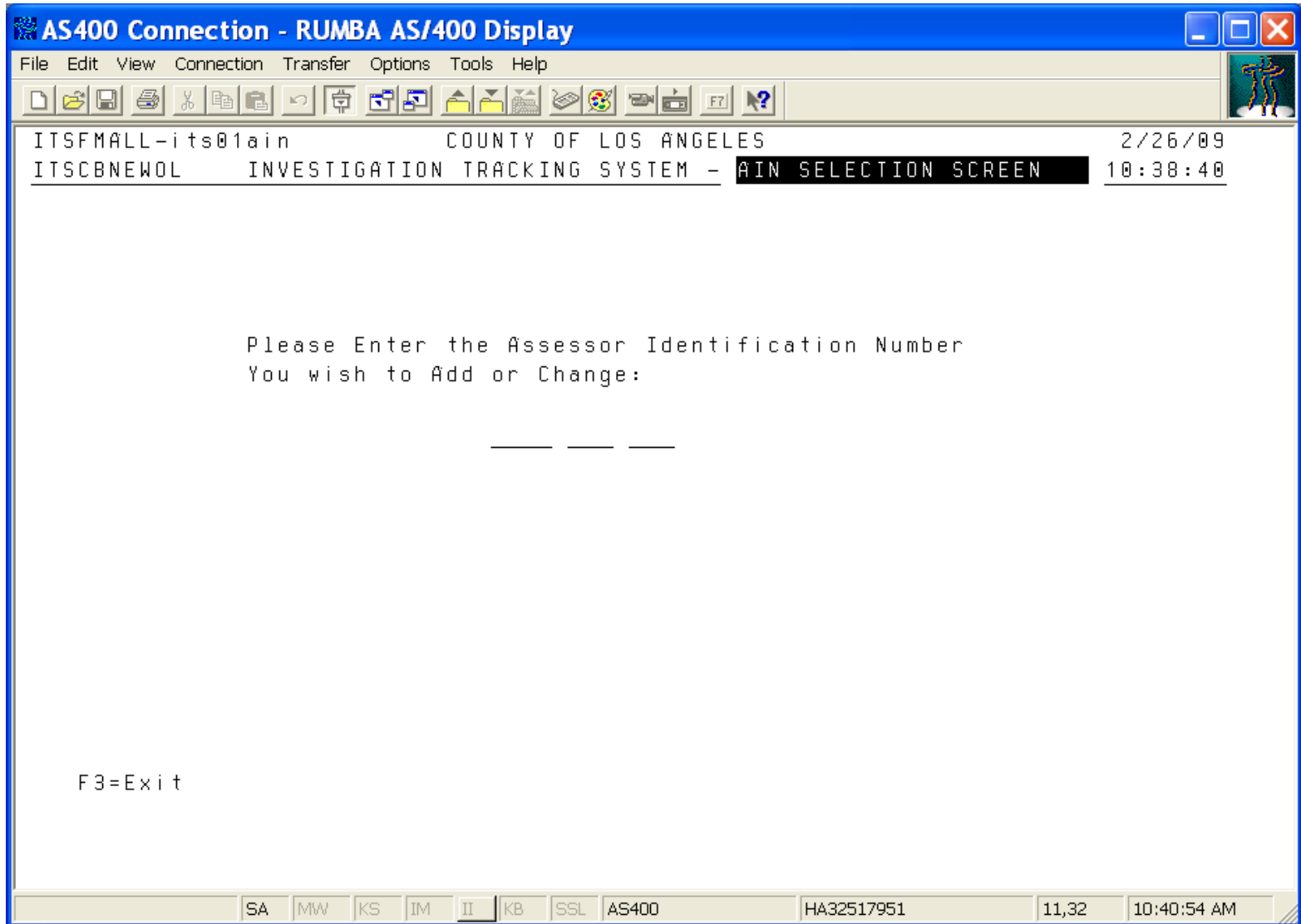
- 2.1 Create an investigation record in AS400 using the following steps: present the problem, and fill out the solution.
  - A. Login into AS400 using Mapping's login and password (see Unit Supervisor):



B. Type selection 1 if you need to add or edit a prior search, or 2 just to look for an existing search, then press Enter:



C. Enter the AIN and press Enter. If you are looking for an existing search try looking for all the involved AINs if the search comes empty:



D. If you are creating a new search enter all pertinent data on this screen and press Enter:

**AS400 Connection - RUMBA AS/400 Display**

File Edit View Connection Transfer Options Tools Help

ITSFMAIL-its01map COUNTY OF LOS ANGELES 2/26/09  
 ITSCBNEWOL INVESTIGATION TRACKING SYSTEM - MAPPING SERVICES SCREEN 10:41:55

AIN: 1234 567 890 INV NO.: ASR OWNMAP 0101  
 REQUESTED BY: \_\_\_\_\_ INVESTIGATED BY: \_\_\_\_\_  
 DATE RECEIVED: 2009/01/14 DATE COMPLETED: \_\_\_\_\_

-----

PROPERTY DATA BASE SHOWS

AIN	LAST NAME (assessee)	FIRST NAME	DOCUMENT NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

-----

F3=Return ENTER - Update

SA MW KS IM II KB SSL AS400 HA32517951 5,20 10:44:20 AM

- E. Write what the problem is, your findings, and the course of action needed to rectify the situation. Press Enter to save or your findings will be LOST. It is strongly recommended that you consult with your Unit Supervisor before finalizing the search.

**AS400 Connection - RUMBA AS/400 Display**

File Edit View Connection Transfer Options Tools Help

ITSFMALL-its01rmks COUNTY OF LOS ANGELES 2/26/09  
ITSCBNEWOL INVESTIGATION TRACKING SYSTEM - REMARKS SCREEN 10:43:12  
PROPERTY AIN: 1234 567 890 INV NO: ASR OWNMAP 0101  
INFORMATION LAST NAME: FIRST NAME:  
TELEPHONE HOME: 000 000 0000 WORK: 000 000 0000 EXT: 0000

-----

REMARKS SEQ NO: 01 DATE ENTERED: 2009/02/26

----- INVESTIGATION SHOWS -----

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

F3=Exit ENTER - Update  
NO REMARKS ON FILE

SA MW KS IM II KB SSL AS400 HA32517951 11,6 10:45:31 AM

- 2.2 Make a copy of the form and attach it to all supporting documents.
- 2.3 Get Unit Supervisor's approval and proceed with the assigned work.
- 2.4 Once investigation is completed, add letter S into the Search No. box or use guide #140 and pen 1 on manually drawn maps.

**3. INVESTIGATION AND SEARCH FILES**

- 3.1 Investigations and Searches will be kept in AS400 application and a complete hard copy in Checking Unit.





## CHAPTER X (AREA CALCULATIONS)

1. Areas Requiring Calculation
2. Proper Methods of Showing Areas Calculated



## GENERAL PROCEDURES FOR AREA CALCULATIONS

### 1. AREAS REQUIRING CALCULATION:

- 1.0 All parcels except for:
- 1.1 Square and rectangular when dimensions are sufficient to calculate the areas.
- 1.2 If areas are displayed for item 1.1 leave as is.
- 1.3 Sectional properties regardless of the parcel shape.

### 2. PROPER METHODS OF SHOWING CALCULATED AREAS

- 2.1 All net areas less than 1 acre (43,560 SF) should be shown in square feet. Areas 1 acre or over should be shown in acres.
- 2.2 All calculated areas shown in acres should be rounded off to the hundreds (i.e. 32.19 ±AC)
- 2.3 Square feet should be shown as follows:
  - A. For manually drawn maps: Use symbol "□" (for square feet) or "± □" (for plus or minus square feet), DO NOT USE "square feet".
  - B. For automated maps: Use "SF" or "±SF"
  - C. Use AC or ±AC for all parcels showing acreage.
- 2.4 Areas to be shown "Flat":
  - A. Parcels with a recorded area on subdivisions and Certificates of Compliance.
  - B. Parcels with a flat area control (i.e. East 2 AC).
- 2.5 All others to be rounded off to ten's digit (i.e. 5,923 would round off to 5,920± sq ft)
- 2.6 Parcels showing Easements, Private or Future Streets:
  - A. Calculate both Gross Assessable Area (includes portion within Easements or Private Streets but not area within Public Street) and Net Assessable Area (excludes area(s) in Easement, Private or Future streets.)
  - B. Table Areas according to Priority List of Easements **See Chapter V Section 6.2**

- 2.7 Location of calculated area on map:
- A. Should follow the existing standards of the current map.
  - B. Should be BELOW parcel number if possible except in condominium units, where areas are placed next to the element designator.
  - C. If it interferes with lot number, parcel ring etc. see your Unit Supervisor for proper location.
- 2.8 Orientation on map:
- A. Same orientation as lot and parcel numbers
  - B. Try to show same orientation throughout page.

## CHAPTER XI (NEW AND REPRINT PROGRAM)

1. Initial Planning
2. New Book Page and Work Set Up
3. New Book Program
4. Checking the New Book by the Conformity Control Unit

**To be modified later**

**To be modified later**

## NEW AND REPRINT BOOK PROGRAM

There are four basic reasons to remake an Assessor Map Book (AMB).

- 1) The AMB has too many pages and/or parcels. This creates a problem for the clerical work, book availability and the filing and storage of the books. These oversized books should be split into new books which meet the standards for number of pages and parcels. Two causes of these oversized books are rural acreage areas have changed to one family urban development and the one family development is converting to high density condominium projects.
- 2) An AMB with a substandard number of pages and parcels should be combined or redesigned to meet the standards. These books have been the results of public agencies acquiring large areas and changing the land usage. Freeways remove many parcels from the tax roll. Redevelopment agencies change residential areas to commercial or industrial areas. Public agencies may acquire large areas for parks, schools, airports, etc., where many pages should be combined into one page.
- 3) Other books which meet the page, parcel and boundary standards but may be old (in excess of 10 years) and due to many superseded pages have grown to a cumbersome size. These books could be reprinted, with minor up-grading.
- 4) Any lost AMB will have to be replaced and treated as a reprint book with additional notations pertaining to the previous assessment.

### 1. INITIAL PLANNING

- 1.1 When a new book program is requested by the Assessor's staff, the following procedures are required.
  - A. All current work on affected AMBs should be stopped pending completion of new books. Place a note in the tracing's pouch to indicate that the AMB is being reprinted.
  - B. Establish a tentative list of books that should be made over utilizing the information on the current AMB inventory list. The number of books must consider available personnel, budget restrictions and the approval of other sections, and divisions in the Assessor's department.
  - C. After the tentative list has been approved, a map is prepared showing the old and new book boundaries and numbers. This map is called a "Cluster Map". A New Book Program list is compiled, listing all the AMB in the program, their status D, N or C and the cluster number of each book.

D means discontinued book, N is a new book and C is a changed book. A book may be discontinued but the number is reissued as a new book, (D-N). A changed book is a current book where only a portion of the book is affected by removing or adding a small area to the book. The new books should be designed for their ultimate capacity as described in Chapter I-1. New Book boundaries should coincide with the Real Estate Division's Cluster book boundaries. The new book numbers are obtained from the Book Number Maps showing each thousand's AMB number series on file in the front office. Previously discontinued book numbers should not be reissued until 10 years after their discontinued date.

To be modified later

- D. A copy of each Cluster Map is sent to Real Estate Division for approval by the Principal Appraiser in their respective regions. After their approval, the Clusters are entered on the "New Book Progress Chart". See sample [XI-7](#).

## 2. NEW BOOK PAGE DESIGN AND WORK SET UP

- 2.1 A separate work copy of the current AMB index is made for delineating each new book boundary and the new page boundaries. These new pages should coincide with the standards as described in Chapter [I-33](#).
- 2.2 Delineate the AMB boundary with a heavy red line and the page boundaries with a light red line. After the new book is completely broken down into separate pages, show the new page number in red with a red circle. (Near the page number show one of the following symbols which indicates the method of creating the new page.)
  - A. "U.O." means USE OLD existing page.
  - B. "T." means TRACE the existing page map to the new standards.
  - C. "D.T." means make a DUPLICATE TRACING of the old page.
  - D. "D. 100" means DRAW over at 100' scale.
- 2.3 For Map Page Design, see [1-32](#).
- 2.4 A 13" x 20" file room pouch is labeled for each new book and each change book. The label will show the book number, designation and cluster number. These pouches will contain the new tracings created during the new book program.

To be modified later

## 3. NEW BOOK PROGRAM

- 3.1 New Book Clusters which contain the most stable areas should be worked first. The areas which have a high rate of new subdivision or condominium recordings should be worked at a later time.
- 3.2 The indexes for the new books should be drawn first in order of production scheduling.
- 3.3 All pages should be compared with the Thomas Bros. Atlas, City or County maps to verify the location of streets, street names, freeway alignments and other pertinent data. New information should be added to the new pages and the source should be noted on the MRN.
- 3.4 Current map pages showing a Research No. shall be reviewed to determine if the investigation is still valid or can be discarded. See [IX-2](#) for this procedure.



3.5 Each new book will be spot-checked and corrected. The necessary MRN and PRN will be completed and inserted into the Cluster envelope. Deliver the completed project to the Conformity Control Unit for checking.

#### **4. CHECKING THE NEW BOOK BY THE CONFORMITY CONTROL UNIT**

4.1 Check prints will be made and held in file until the cluster is assigned to a checker.

4.2 All corrections will be noted on the check prints. See the checking Chapter (XII-00) for checking procedures.

4.3 When the new book cluster has been checked, it will be returned for corrections.

4.4 After the new book has been activated, complete all the current assessment work.

4.5 Map book prints are obtained from the final corrected maps and delivered to Ownership Services with the PRN, MRN and all necessary parcel changes. The new maps are send for reproduction.

4.6 Changing Revenue and Taxation Laws may affect a new book program and the dates such a program can be processed.

**To be modified later**



## CHAPTER XII (CONFORMITY CONTROL)

1. Processing Subdivisions, Deeds and Other Instruments to the Parcel Change Detail List (PCDL)
2. Superseding existing AMB Map
3. Placing the ID on the Tracing
4. Special Handling for "Dead Pages" in AMB
5. Completion of Processing Procedures and Adding ID
6. The Parcel Change System (Parcel Change List)
7. Quality Control (QC) Procedures



## 1. PROCESSING SUBDIVISIONS, DEEDS AND OTHER INSTRUMENTS TO THE PARCEL CHANGE DETAIL LIST (PCDL)

### 1.1 Verify all work.

- A. Note all corrections needed on check print(s).
  - 1. Make sure all documents worked are properly indexed. Documents with multi-parcel descriptions should be indexed on each parcel.
  - 2. Make sure all documents list old and new parcel numbers along with N/P (new parcel assigned to Grantee) and R/P (remainder parcel retained by Grantor) noted.
  - 3. Make sure all related documents are cross referenced.
  - 4. Make sure that Effective Date is displayed (only if different than the recording date).
  - 5. Make sure all document numbers and dates resulting in a map change are entered in AMB in lead pencil.
  - 6. Make sure any discrepancies as to form or procedure on all documents is property approved, initialed and dated.
- B. Return to Unit Supervisor of originating group for corrections.
- C. Verify all corrections when work is returned.

### 1.2 Sort documents into work groups for listing on PCDL.

- A. All related documents will be worked together.
  - 1. All work affecting same parcels must be worked and ID together.
  - 2. Related documents, affecting different parcels, are processed concurrently but with separate IDs in sequential order, whenever possible.
  - 3. One single "source document", affecting multiple parcels in one book, could be worked in one ID (ID as family).
  - 4. Multiple documents to same agency on same page should be worked under separate IDs.
- B. Work should be grouped in the order it will be shown on PCDL and should generally be processed in book and page order.
  - 1. Work processing with a new subdivision, but involving different parcels or new subdivisions working with related jobs should always be listed last, in any ID series when possible.

### 1.3 ID Assignment

- A. Assign a separate ID for each related group of parcel changes (i.e. "changes affecting same parcel, or parcels").
  - 1. Parcel numbers can only be killed once, so the same parcel number cannot be killed in two IDs.
- B. Assign a separate ID for each relocated parcel.
  - 1. Do not use Family concept in relocations.
  - 2. New parcel order generally determines order of ID assignment and listing on PCDL.
- C. Assign a separate ID for each TRA boundary change affecting an existing AMB parcel (use type L).
  - 1. Each division of an existing parcel takes a separate ID.
  - 2. Each combine of existing parcels takes a separate ID. See **Chapter V-14** regarding SB 1184 Combines.

- D. Assign two separate IDs to a single source document which conveys all of one parcel and part of another, for street purposes:
  - 1. Assign one ID to a "Partial Taking" (type F)
  - 2. Assign second ID to "All Taking" (type I)
- E. Work which does not take an ID and is not listed on a PCDL (No parcel change actually takes place). These include:
  - 1. Public Deeds - deeds conveying minor easements to Public Agencies or a Public Agency relinquishing established easements: On the modified map place an ID date, checker number, and affected region only (yyyymmddChk#-Rg) i.e.: 2008050307-11
  - 2. Public to Public - conveyances covering all of an existing parcel (called Public Name Changes):
    - a. Modify map (Agency Name Changes) but no parcel number changes.
    - b. Pencil in document number on AMB.
    - c. Place note on document: Public Name Change Only
    - d. Stamp on document an ID date and checker number, i.e.: 2008070605
    - e. Place on modified maps an ID date, checker number, and affected region only, i.e.: 2008070605-14
  - 3. Private to Public to Private combinations covering all of an existing parcel that are recorded on the same day:
    - a. Taken as a whole, comprise a Private Name Change.
    - b. Are processed together with a snag slip.
    - c. Are dated and initialed, but have no effect on map.
    - d. Be sure all documents are cross-referenced, so status as a whole is clearly defined.
    - e. Place the appropriate notes on the TITAN System for each document.
  - 4. Mapping Change Notices (MCN) not involving a parcel change but modifying information shown on Assessor's map. These include:
    - a. Street Name changes
    - b. Dedication of minor easements outside a subdivision's boundary, called an "off-site easement".
    - c. City or County Letters
    - d. Stamp on MCN an ID date and checker number, i.e.: 2008070605
    - e. Place on modified maps an ID date, checker number, and affected region only i.e.: 2008091305-14
  - 5. Mapping Revision Notices (MRN) where modification made does not require a parcel change
    - a. Area change. When area is used in description, place note on MRN to inform Ownership of said change.
    - b. Bearing and/or dimension changes not affecting description. Place note on MRN to inform Ownership of said change if it affects description.
    - d. Stamp on MRN an ID date and checker number, i.e.: 2008070605
    - e. Place on modified maps an ID date, checker number, and affected region only i.e.: 2008091305-14
  - 6. Partial Cancellations (PC's) affecting only the "Roll" and not making a change in the current AIN do not affect the tracing itself and no date is shown unless they also change a current parcel. See PCs in **Chapter V-13**

## 1.4 Explaining the ID Number

### A. Current standards

1. On index and TRA page when revised YYYYmmdd :  
20081015
2. On TRA page when revised by TRA unit YYYYmmdd-ARB:  
Arbitrary Number (ARB) is a number assigned by TRA unit to indicate job in order received:  
20080519-123
3. When there is no parcel change YYYYmmddChk#-Rg:  
2008091205-12
4. Full ID used when a parcel number changes  
YYYYmmddChk#seqSER-Rg:  
2008051903006001-09



(6th Job ID by checker number 3 on 5-19-08 and Region 9)

### B. Standards for 1983 and Prior Years

1. Date only - 6 digits i.e. 820701
2. Date/Chk# - 9 Digits i.e. 820701305
3. Date/Arb. No. - 7 to 9 Digits i.e. 820501-3, 820512-27 or 820923-123

### C. Standards for 1984 to 1987 (adding Assm't. Yr.)

1. Date/Assm't. Year - 8 Digits i.e. 830923-84
2. Date/Chk#/Assm't. Yr. - 11 Digits (Standard ID) i.e. 830923406-84
3. Date/Assm't. Yr./Arb. No. - 9 to 11 Digits i.e. 830417-84-5 or 830920-84-211

### D. Standards for 1988 to 1998

1. Date only - 6 digits i.e. 970612
2. Full ID Date/Chk#/SeqSer-Reg i.e. 97051903006001-09
3. Date/Arb. No. i.e. 970612-345

### E. Standards for 1999 to Date

1. Date only-Reg i.e. 20030612-07
2. Full ID Date/Chk#/SeqSer-Reg i.e. 2004051903006001-09
3. Date/Arb. No. i.e. 20040612-345

## 1.5 Parcel Change Types

**A – Relocation:** Used only when entire parcel is being relocated on 1 to 1 basis.

**B – New MB:** This type is also relocation for an entire parcel used when creating new map books.

**C – Fee to Pub or Fee to Fee:** Could be used in 1 1, M 1, or 1 M formats.

**D – Pub to Fee or Pub to Pub:** Could be used in 1 1, M 1, and 1 M formats.

**NOTE:** Types C and D can not be used to combine public and fee parcels into a new parcel.

**E – Eng Revision:** Only used with MRN. Could be used in 1 1, M 1, and 1 M formats. When killing or resurrecting parcels by MRN use types I and H; Type E is also used for SB1184 combines.

**F – Por Taken:** Used when a portion of a parcel is being opened for street. Use only on 1 to 1 basis. Do not use when portion of a parcel is being dedicated/opened by a new subdivision.

**G – Por Added:** Used when vacating the street/alley and adding it to the adjacent parcel in one step (No interim map). Use 1 to 1 format only.

**H – No Old:** Used when vacating street/alley on a 0 1 basis. Also used in resurrecting parcels.

**I – No New:** Used when killing an entire parcel. Mostly used for streets or freeway dedications (All taken). Also used to kill parcels for Ownership correction purposes.

**J – SBE to Other:** Used on 1 1, M 1, and 1 M basis. Used to convert 800 series to any other series. When an SBE parcel is being opened for street use F or I types.

**K – Other to SBE:** Used to convert existing parcels to 800 series. Use on 1 to 1, M to 1, and 1 to M basis. When vacation of street is needed use G or H types.

**L – TRA:** Used in conjunction with TRA cuts or combines associated with the creation or deletion of TRA districts. Not to be used with SB1184 combines.

## 1.4 Source Codes Used in PCDL

<b>A</b>	Airspace
<b>T</b>	Tracts
<b>P</b>	Parcel Maps
<b>(Blank)</b>	Others



1.5 Formats Used To Process PCDL

FORMATS	11	M1	1M	01	10
<b>TYPES</b>					
A - Relocation	✓				
B - New MB	✓				
C - Fee to Pub Fee to Fee	✓	✓	✓		
D - Pub to Fee Pub to Pub	✓	✓	✓		
E - Eng Rev	✓	✓	✓		
F - Por Taken	✓				
G - Por Added	✓				
H - No Old				✓	
I - No New					✓
J - SBE to Other	✓	✓	✓		
K - Other to SBE	✓	✓	✓		
L - TRA		✓	✓		

## 2. SUPERSEDING EXISTING AMB MAP

- A. Stamp should be clear.
  - 1. Should be parallel to top of side of map when possible.
  - 2. Avoid impinging on or obliterating any map data
- B. Stamp ID # inside the SUPERSEDED stamp box. It is allowed to place the stamped ID outside the box in case of ID corrections /resubmittals under a different ID.
  - 1. If Date ID: YYYYmmddChk#
    - a. Add pencil note alongside superseded stamp, identifying what kind of job was worked ("St. Nm. Chg.", "Ease Dd", etc.)
  - 2. If Full ID stamp: YYYYmmddChk#seqSER
  - 3. Only HIGHEST ID used on that date will show on page
  - 4. Some changes do not require an ID, but still modify the maps in the AMB:
    - a. Minor corrections, etc., may be done on existing AMB print and may not require superseding map in book.
    - b. Freehand 8 digit date and ID in ink on map (under latest revision date)
- C. In case of interim maps, make a three-hole copy of each interim map and stamp accordingly.
- D. Put AMB on Daily Run cart and cross out circle on heel. This indicates book has a new page to be inserted.

## 3. PLACING THE ID ON THE TRACING

- A. Freehand the ID on the tracing in ink including automated pages. Do not send back to engineer to add ID. It will be added to the digital map when a new job on the same page is processed.
  - 1. Should be parallel to top of page and under latest prior revision date.
  - 2. Should be outside (to left of) right hand trim line.
  - 3. Should not impinge on or interfere with any map data.
- B. Show only highest ID number for that day, affecting that page, no exception to this rule.
- C. Show ID on each interim map. Each subsequent map should show the previous map's ID in addition to the current one.
- D. If modifications were made on AMB map but map page was not superseded (**See 2. B-4** above) be sure tracing goes through limited "Distro-Run" (See Conformity Control Unit Supervisor).

## 4. SPECIAL HANDLING FOR "DEAD PAGES" IN AMB

- A. Number of copies of Dead Page Form
  - 1. Three copies under most circumstances:
    - a. Mapping Services copy (kept with tracings)
    - b. Real Property (2 copies)
    - c. No copy for AMB unless the last parcel on page is being opened for freeway; this 4th copy will be inserted in AMB.

- B. Full ID Number
  1. Stamp in upper right hand corner of Dead Page Form
  2. Will show on all Dead Page Form prints
- C. AMB Book, Page, and if last sheet of a page is being killed
  1. Use Dead Page/Sheet template
- D. Highest parcel used in each parcel number series
  1. Fill in box for each parcel series used
  2. Show on copy 1 (Map Services) and copy 4 (AMB) only
  3. If Dead Page is the last page of the book show High Parcel Used data on Discontinued Page List in Checking Unit.

**5. COMPLETION OF PROCESSING PROCEDURES AND ADDING ID**

- A. All instruments must be properly indexed to AMB and page.
- B. All instruments working together (affecting same parcels) must be cross referenced to each other.
- C. Show old parcel (old PAR), New Parcel (N/P) and Remainder parcel (REM/PAR) on all instruments.
- D. All Mapping Change Notices (MCN's) must show document number and date.
  1. If based on letter, label and show date of letter i.e. County Letter, Sale 164B, 2-22-83.
  2. If Street Name Change, the limits of change must be shown on MCN i.e. "Broadway changed to Alphaway, from Jones Ave. South to City boundary".
- E. ID all documents as listed on Parcel Change Detail List.
  1. Stamp ID in appropriate location (see samples).
  2. All "For Information Only" work should be clearly labeled as such.
- F. File all tracings with either an ID or a date in allotted checker's file in job sequence order.
  1. Tracings will be compared with PCDL and work at QC (see XII-7).
  2. Superseded and Dead Pages (Engineer's Copy) will be placed on Daily Run cart to be delivered to File Room Clerk's Desk.
  3. Return condominium plans and a copy of all MCNs to tracking clerk for filing.
- G. Return all MBs, PMs, and other reference maps to File Room.

**6. PARCEL CHANGE SYSTEM**

**6.1 History**

The Parcel Change System first became effective May 1, 1971. It provided for the initiation and orderly notation of all parcel number changes, on a Parcel Change List (PCL). It furnished a method for securing all such changes to specific documents and for the identification of each such document processed, by the assignment of an identification number (ID). The PCL and its associated ID were used in the preparation of the documents for batching, keypunching and eventually for input to the Parcel Change File and Secured Basic

File. The system supplied printed forms for Ownership Services,(Form 4951s) and for Real Property (Property Data Reports). Showing transactions and parcels affected. It allowed for error notification and correction (File Activity Reports) and made it possible to add information (i.e. value, exemptions, etc.) by utilizing on interim file and a shell parcel. When all work was processed, necessary information provided and data fully updated, the old parcels were deleted and the new parcels were added to the Secured Basic File.

6.2 PCDL was implemented with the creation of the Optimum System in 1987.

6.3 An automated PCDL Application was implemented as of 4/2/07 to replace prior manual processing.

6.4 Using the PCDL Application (See sample Screen Views after instructions)

- A. Click on the PCDL application shortcut on your PC. The PCDL Checker Main Page will open. The left side of the screen is to Search for Jobs. At the right side of the screen is the Create/View Jobs. On that screen enter the desired ID date in Parcel Change Date **(1)** as 8 digits: YYYYmmdd and click GO. If date has not been used a pop-up note will ask you to create a new ID. Click OK. The Engineer ID number and name is automatically filled in. If you open or start your PCDL application and there is a job in your queue, an ID list will be shown. In that case click on the ID date and in the new screen that will be displayed, either click on Send to QC **(13)** or Add New SEQ/SER **(14)** to continue.
- B. Now the Sequence Entry Form is displayed. On this screen you will enter the following information: Assessment Year as 4 digits **(2)**. This is derived from the Effective date of the transaction. Then, enter Sequence **(3)** as 3 digits representing the number of the ID'ed project for one specific date. The first job will be assigned Sequence 001, the second 002, and so forth. Next, enter the Series **(4)** as 3 digit number which is a sub-part of each sequence. Mainly used when series of cuts and combines affect related parcels (Family). Next, enter the Effective date **(5)** of the transaction as 8 digits, or use the popup calendar icon to select the date. The earliest date allowed by the Optimum System is 1983-07-01. Next choose the appropriate transaction type **(6)** from the dropdown list. **See XII-1.5**. Choose the Source **(7)** from the dropdown list. **See XII-1.6**. Choose the proper Format **(8)** from the dropdown list. **See XII-1.7**. Notice that you will be limited to the only available formats depending on your Type entry. Enter Old Parcel number as book, page and parcel **(9)**. Enter New Parcel number or numbers **(10)** as book, page, and parcel(s), you may use the Span command. Note that when using Types H or I, the Old or New Parcel will be ghosted respectively. Click on Add New SEQ/SER **(11)**. Make sure that legal description fields are populated if there is a source. If legal not found notify engineer to update parcel data then click **Refresh from GEO** when engineer is done.
- C. Repeat steps described in **6.4-B** for all following IDs for the same date. After completing all IDs for a single date, click on Home **(12)** and you will be sent back to the Checker Main Page, then click on the existing ID date and a new screen displaying your completed ID will be presented to you. Now click on Send to QC **(13)** to submit to Quality Control.
- D. Once a checker receives an error from QC, open the PCDL Application, and will notice the Supervisor's Notes indicating the sequence and series and the type of error.
- E. Note that the problematic sequence and series is highlighted. Make the necessary corrections, and send back to QC. Note that if ID already has been sent to QC you will not be able to reuse it.

Parcel Change - Checker - Windows Internet Explorer

http://webpc/PCDL/Mapping/Checker.aspx

File Edit View Favorites Tools Help

Links

Parcel Change - Checker

ASSESSOR Los Angeles County

### Parcel Change Detail List

Checker Main Page

Mapping  
BERNABE, CENON  
3/18/2009 8:48 AM

#### Search Jobs

Pchg Date: 20090318

Eng ID: 01 - CHIAROMONTE, NATALIO

SEQ: SER: GO

By Parcel Number

MB PG PCL GO

#### Create / View Jobs

Parcel Change Date : 1

Engineer ID : 08 - BERNABE, CENON GO

Contact Site Administrator [Johnny Del Rosario](#) , [Sergio Guitron](#)

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Parcel Change - Checker - Windows Internet Explorer

http://webpc/PCDL/Mapping/Checker.aspx

File Edit View Favorites Tools Help

Links

Parcel Change - Checker

Mapping  
BERNABE, CENON  
3/18/2009 8:48 AM

## Parcel Change Detail List

Checker Main Page

### Search Jobs

Pchg Date: 20090318

Eng ID: 01 - CHIAROMONTE, NATALIO

SEQ:  SER:

---

**By Parcel Number**

MB PG PCL

### Create / View Jobs

Parcel Change Date : 20090319

Engineer ID : 08 - BERNABE, CENON

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Parcel Change - Checker

ASSESSOR Los Angeles County

## Parcel Change Detail List

Checker Main Page

Mapping  
BERNABE, CENON  
3/18/2009 7:57 AM

**Search Jobs**

Pchg Date: 20090318

Eng ID: 01 - CHIAROMONTE, NATALIO

SEQ:  SER:

---

**By Parcel Number**

MB PG PCL

**Create / View Jobs**

Parcel Change Date : 20090319

Engineer ID : 08 - BERNABE, CENON

**Windows Internet Explorer**

? This job does not exist. Do you want to create a new job?

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PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/Mapping/ParcelChangeHeader.aspx?pchg=20090319&eng=08&name=%20BERNABE,%20CENON

File Edit View Favorites Tools Help

Links

PARCEL CHANGE

ASSESSOR Los Angeles County

### Parcel Change Detail List

Sequence Entry Form

Mapping  
BERNABE, CENON  
3/18/2009 8:56 AM

Home View as Report

Pchg Date : 20090319 Eng ID : 08 - BERNABE, CENON

ASSMT YR:  SEQ. :  SER. :

EFFECTIVE DATE :

TYPE : C - FEE TO PUB/FEE

SOURCE : - OTHER

FORMAT : 11 - ONE OLD PARCEL, ONE NEW PARCEL

OLD PARCEL			NEW PARCEL		
MB	PG	PCL	MB	PG	PCL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Done Local intranet 100%



PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/Mapping/ParcelChangeHeader.aspx?pchg=20090319&eng=08&name=+BERNABE%2c+CENON

File Edit View Favorites Tools Help

Links

PARCEL CHANGE

Home View as Report

ASSESSOR Los Angeles County

**Parcel Change Detail List**  
Sequence Entry Form

Mapping  
BERNABE, CENON  
3/18/2009 8:56 AM

Pchg Date : 20090319 Eng ID : 08 - BERNABE, CENON

ASS'MT YR: 2010 SEQ. : 001 SER. : 001

EFFECTIVE DATE : 20090305

TYPE : C - FEE TO PUB/FEE

SOURCE : - OTHER

FORMAT : 1M - ONE OLD PARCEL, MULTIPLE NEW PARCELS

OLD PARCEL			NEW PARCEL		
MB	PG	PCL	MB	PG	PCL
8117	012	051	8117	012	

From: 082 To: 084 **Parcel No. Span**

Add

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Done Local intranet 100%

PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/Mapping/ParcelChangeHeader.aspx?pchg=20090319&eng=08&name+=BERNABE%2c+CENON

File Edit View Favorites Tools Help

Links

PARCEL CHANGE

ASSESSOR Los Angeles County

### Parcel Change Detail List

Sequence Entry Form

Mapping  
BERNABE, CENON  
3/18/2009 8:56 AM

Home View as Report

Pchg Date : 20090319 Eng ID : 08 - BERNABE, CENON

ASSMT YR: 2010 SEQ. : 001 SER. : 001

EFFECTIVE DATE : 20090305

TYPE : C - FEE TO PUB/FEE

SOURCE : - OTHER

FORMAT : 1M - ONE OLD PARCEL, MULTIPLE NEW PARCELS

OLD PARCEL			NEW PARCEL		
MB	PG	PCL	MB	PG	PCL
8117	012	051	8117	012	

From: 082 To: 084 Parcel No. Span

**Add New SEQ/SER**

11

	MB	PG	PCL	LEGAL DESCRIPTION
Edit Delete	8117	012	082	
Edit Delete	8117	012	083	
Edit Delete	8117	012	084	

Refresh from GEO

Done Local intranet 100%

PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/Mapping/ParcelChangeHeader.aspx?pchg=20090319&eng=08&name=+BERNABE%2c+CENON

File Edit View Favorites Tools Help

Links

PARCEL CHANGE

Mapping  
BERNABE, CENON  
3/18/2009 8:56 AM

### Parcel Change Detail List

Sequence Entry Form

Home View as Report

Pchg Date : 20090319 Eng ID : 08 - BERNABE, CENON

ASSMT YR: 2010 SEQ. : 002 SER. : 001

EFFECTIVE DATE : 20090120

TYPE : C - FEE TO PUB/FEE

SOURCE : A - AIR SPACE

FORMAT : 1M - ONE OLD PARCEL, MULTIPLE NEW PARCELS

OLD PARCEL		
MB	PG	PCL
4264	010	121

NEW PARCEL		
MB	PG	PCL
4264	010	

From: 122 To: 123 [Parcel No. Span](#)

Add

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PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/Mapping/ParcelChangeHeader.aspx?pchg=20090319&eng=08&name=+BERNABE%2c+CENON

File Edit View Favorites Tools Help

Links

PARCEL CHANGE

ASSESSOR Los Angeles County

## Parcel Change Detail List

Sequence Entry Form

Mapping BERNABE, CENON  
3/18/2009 8:56 AM

Home View as Report

12

Pchg Date : 20090319 Eng ID : 08 - BERNABE, CENON

ASSMT YR: 2010 SEQ.: 002 SER.: 001

EFFECTIVE DATE: 20090120

TYPE: C - FEE TO PUB/FEE

SOURCE: A - AIR SPACE

FORMAT: 1M - ONE OLD PARCEL, MULTIPLE NEW PARCELS

OLD PARCEL			NEW PARCEL		
MB	PG	PCL	MB	PG	PCL
4264	010	121	4264	010	<input type="button" value="Add"/>

From: 122 To: 123 Parcel No. Span

	MB	PG	PCL	LEGAL DESCRIPTION
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	4264	010	122	PM 354-24-25 LOT A CONDO UNIT 101
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	4264	010	123	PM 354-24-25 LOT A CONDO UNIT 102

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Parcel Change - Checker - Windows Internet Explorer

http://webpc/PCDL/Mapping/Checker.aspx

File Edit View Favorites Tools Help

Links

Parcel Change - Checker

Mapping  
BERNABE, CENON  
3/18/2009 9:05 AM

**ASSESSOR**  
Los Angeles  
County

## Parcel Change Detail List

Checker Main Page

**Search Jobs**

Pchg Date: 20090318

Eng ID: 01 - CHIAROMONTE, NATALIO

SEQ:    SER:    GO

---

**By Parcel Number**

MB    PG    PCL    GO

**Create / View Jobs**

Parcel Change Date :    GO

Engineer ID : 08 - BERNABE, CENON    GO

---

*Recently Added Parcel Changes*

Pchg Date	Engineer ID
<a href="#">20090319</a>	08 - BERNABE, CENON

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PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/Mapping/ViewParcelJob.aspx?pchgdate=20090319&engid=08

File Edit View Favorites Tools Help

Links

PARCEL CHANGE

Mapping  
BERNABE, CENON  
3/18/2009 9:06 AM

## Parcel Change Detail List

Home View as Report

Pchg Date : 20090319 Eng ID : 08 Ass'mt Yr : 2010

SEQ.	SER.	Effective Date	TYP	SRC	FMT	OLD PARCEL			NEW PARCEL			Legal Description
						MB	PG	PCL	MB	PG	PCL	
<a href="#">001</a>	001	20090305	C		1M	8117	012	051	8117	012	082	
											083	
											084	
<a href="#">002</a>	001	20090120	C	A	1M	4264	010	121	4264	010	122	PM 354-24-25 LOT A CONDO UNIT 101 (AIRSPACE AND 1/2 INT IN
											123	PM 354-24-25 LOT A CONDO UNIT 102 (AIRSPACE AND 1/2 INT IN

13

14

■ - SEQ/SER with error(s).

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Screen Views for Errors:

The screenshot shows a web browser window titled "Parcel Change - Checker - Windows Internet Explorer". The address bar shows the URL "http://webpc/PCDL/Mapping/Checker.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is as follows:

**Parcel Change Detail List**  
*Checker Main Page*

Mapping  
BERNABE, CENON  
3/18/2009 9:17 AM

**Search Jobs**

Pchg Date: 20090318  
Eng ID: 01 - CHIAROMONTE, NATALIO  
SEQ: [ ] SER: [ ] GO

**By Parcel Number**

[ ] [ ] [ ] GO  
MB PG PCL

**Create / View Jobs**

Parcel Change Date : [ ]  
Engineer ID : 08 - BERNABE, CENON GO

**Recently Added Parcel Changes**

Pchg Date	Engineer ID
<a href="#">20090319</a>	08 - BERNABE, CENON 1 error(s)

**Supervisor's Notes:**

20090319 SEQ: 001 SER: 001  
Please change the effective date. See document

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PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/Mapping/ViewParcelJob.aspx?pchgdate=20090319&engid=08

File Edit View Favorites Tools Help

Links

PARCEL CHANGE

Mapping  
BERNABE, CENON  
3/18/2009 9:20 AM

### Parcel Change Detail List

Home • [View as Report](#)

Pchg Date : 20090319 Eng ID : 08 Ass'mt Yr : 2010

SEQ.	SER.	Effective Date	TYP	SRC	FMT	OLD PARCEL			NEW PARCEL			
						MB	PG	PCL	MB	PG	PCL	Legal Description
001	001	20090305	C		1M	8117	012	051	8117	012	082	
											083	
											084	

■ - SEQ/SER with error(s).

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## 7. QUALITY CONTROL (QC) PROCEDURES

- 7.1 Find book cart for next day's ID run and place date on the cart.
- 7.2 Move current ID book cart to QC Desk and replace with empty book cart.
- 7.3 Pull revised tracings and work from each checker's allocated folder and take to QC Desk.
- 7.4 Compare parcel change list information, using the PCDL Application, with actual turned in work:
  - A. Actual work must have correct ID, indexing, notes, etc.
  - B. It is imperative to verify the Effective Date of the transaction.
  - C. Mark any discrepancies and return to checker for corrections. Note that the entire PCDL for a specific date is routed to checker.
  - D. If it is determined that corrections for a certain project can not be done in a timely manner, then cancel its ID and submit it at a later date.
- 7.5 How to QC with the PCDL Application (See sample Screen Views after instructions)  
Only the Checking Unit Supervisor and his/her assistant have access to the QC module of the PCDL Application.
  - A. Open PCDL Application as a QC engineer. Immediately you will notice a list of all pending jobs from checkers along with the parcel change date. Click on **Review (1)** to open up the submitted project. Review each sequence and series and all pertinent information associated with the job.
  - B. Click on **Reviewed (2)** if job is correct or on **Error (3)** if job needs to be sent back to checker, in which case a popup window will show the sequence and series that need to be corrected. In the same window add a note to the checker explaining the problem and click on **Save (4)**. Then, click **Send to Checker (5)**. Be aware that by doing so all the sequences and series submitted by that specific checker will be sent back to him/her.
  - C. Once all the corrections are done and all projects are reviewed click **Done (6)**.
  - D. Check on **Ready (7)**.
  - E. Repeat steps A to D for each checker, and then click on **Submit (8)** to transfer the PCDL Daily Run to Ownership Services.

Parcel Change - QC - Windows Internet Explorer

http://webpc/PCDL/(X(1)S(k0b0145uhp4vrmcfxaebo45))/Mapping/QC/Default.aspx

File Edit View Favorites Tools Help

Assessor's Intranet - Home ... Los Angeles County Assesso... Sign On Los Angeles County ... Parcel Change - QC

**ASSESSOR**  
Los Angeles  
County

**Parcel Change Detail List**  
QC Main Page

Mapping  
CHIAROMONTE, NATALIO  
3/18/2009 9:09 AM

**Search Jobs**

Pchg Date: 20090318

Eng ID: 01 - CHIAROMONTE, NATALIO

SEQ:  SER:  GO

**By Parcel Number**

GO

MB PG PCL

**Mapping Queue**

Re-Routed Jobs: 0

Sent Back to Checker: 1

**Jobs Pending**

PCHG DATE	ENG ID / Name	Ready
20090319	08 - BERNABE, CENON <a href="#">Review</a>	<input type="checkbox"/>

1 Submit

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Local Intranet 100%

PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/(X(1)5(K0b01H5uhp4vrmcfxaebo45))/Mapping/QC/Review.aspx?pchgdate=20090319&engid=08

Assessor's Intranet - Home ... Los Angeles County Assesso... Sign On Los Angeles County ... PARCEL CHANGE

**ASSESSOR**  
Los Angeles  
County

**Parcel Change Detail List**  
*Reviewing Parcel Change Job*

Mapping  
CHIAROMONTE, NATALIO  
3/18/2009 9:10 AM

Home • View as Report

Pchg Date : 20090319 Eng ID : 08 Ass'mt Yr : 2010

SEQ.	SER.	Effective Date	TYP	SRC	FMT	OLD PARCEL			NEW PARCEL			Legal Description	Reviewed	Error
						MB	PG	PCL	MB	PG	PCL		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">001</a>	001	20090305	C		1M	8117	012	051	8117	012	082		<input type="checkbox"/>	<input type="checkbox"/>
											083		<input type="checkbox"/>	<input type="checkbox"/>
											084		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">002</a>	001	20090120	C	A	1M	4264	010	121	4264	010	122	PM 354-24-25 LOT A CONDO UNIT 101 (AIRSPACE AND 1/2 INT IN	<input type="checkbox"/>	<input type="checkbox"/>
											123	PM 354-24-25 LOT A CONDO UNIT 102 (AIRSPACE AND 1/2 INT IN	<input type="checkbox"/>	<input type="checkbox"/>

Done

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PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/(X(1)S(k0b01145uhp4vrmcfxaebo45))/Mapping/QC/Review.aspx?pchgdate=20090319&engid=08

Assessor's Intranet - Home ... Los Angeles County Assesso... Sign On Los Angeles County ... PARCEL CHANGE

**ASSESSOR**  
Los Angeles County

**Parcel Change Detail List**  
Reviewing Parcel Change Job

Mapping  
CHIAROMONTE, NATALIO  
3/18/2009 9:12 AM

Home - View as Report

Pchg Date : 20090319 Eng ID : 08 Ass'mt Yr : 2010

SEQ.	SER.	Effective Date	TYP	SRC	FMT	OLD PARCEL			NEW PARCEL			Reviewed	Error	
						MB	PG	PCL	MB	PG	PCL	Legal Description		
<a href="#">001</a>	001	20090305	C		1M	8117	012	051	8117	012	082		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">002</a>	001	20090120	C	A	1M	4264	010	121	4264	010	121	101 (AIRSPACE AND 1/2 INT IN	<input type="checkbox"/>	<input type="checkbox"/>
												123 PM 354-24-25 LOT A CONDO UNIT		
												102 (AIRSPACE AND 1/2 INT IN		

**Error Notes:**  
SEQ: 001 SER: 001  
Please change the effective date. See document

4 Save Cancel

Done

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PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL(\\(1)5(10b0145uhp4vmcfxaebo45))/Mapping/QC/Review.aspx?pchgdate=20090319&engid=08

Assessor's Intranet - Home ... Los Angeles County Assesso... Sign On Los Angeles County ... PARCEL CHANGE

**ASSESSOR**  
Los Angeles  
County

**Parcel Change Detail List**  
Reviewing Parcel Change Job

Mapping  
CHIAROMONTE, NATALIO  
3/18/2009 9:29 AM

Home - View as Report

Pchg Date : 20090319 Eng ID : 08 Ass'mt Yr : 2010

SEQ.	SER.	Effective Date	TYP	SRC	FMT	OLD PARCEL MB	PG	PCL	NEW PARCEL MB	PG	PCL	NEW PARCEL Legal Description	Reviewed	Error
<a href="#">001</a>	001	20090205	C		1M	8117	012	051	8117	012	082		<input type="checkbox"/>	<input checked="" type="checkbox"/>
											083			
											084			
<a href="#">002</a>	001	20090120	C	A	1M	4264	010	121	4264	010	122	PM 354-24-25 LOT A CONDO UNIT 101 (AIRSPACE AND 1/2 INT IN	<input type="checkbox"/>	<input type="checkbox"/>
											123	PM 354-24-25 LOT A CONDO UNIT 102 (AIRSPACE AND 1/2 INT IN		

[Send to Checker](#) [Done](#)

5

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PARCEL CHANGE - Windows Internet Explorer

http://webpc/PCDL/(X(1)S(k0b01H45uhp4vmcfxaebo45))/Mapping/QC/Review.aspx?pchgdate=20090319&engid=08

Assessor's Intranet - Home ... Los Angeles County Assesso... Sign On Los Angeles County ... PARCEL CHANGE

ASSESSOR Los Angeles County

**Parcel Change Detail List**  
Reviewing Parcel Change Job

Mapping CHIAROMONTE, NATALIO  
3/18/2009 9:29 AM

Home • View as Report

Pchg Date : 20090319 Eng ID : 08 Ass'mt Yr : 2010

SEQ.	SER.	Effective Date	TYP	SRC	FMT	OLD PARCEL			NEW PARCEL			Legal Description	Reviewed	Error
						MB	PG	PCL	MB	PG	PCL		<input type="checkbox"/>	<input type="checkbox"/>
001	001	20090205	C		1M	8117	012	051	8117	012	082		<input checked="" type="checkbox"/>	<input type="checkbox"/>
											083			
											084			
002	001	20090120	C	A	1M	4264	010	121	4264	010	122	PM 354-24-25 LOT A CONDO UNIT 101 (AIRSPACE AND 1/2 INT IN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
											123	PM 354-24-25 LOT A CONDO UNIT 102 (AIRSPACE AND 1/2 INT IN		

Done

6

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Parcel Change - QC - Windows Internet Explorer

http://webpc/PCDL/(X(1)5(K0b01H5uhp4vrmcfxaebo45))/Mapping/QC/Default.aspx

Assessor's Intranet - Home ... Los Angeles County Assesso... Sign On Los Angeles County ... Parcel Change - QC

**ASSESSOR**  
Los Angeles  
County

**Parcel Change Detail List**  
QC Main Page

Mapping  
CHIAROMONTE, NATALIO  
3/18/2009 9:32 AM

**Search Jobs**

Pchg Date: 20090318

Eng ID: 01 - CHIAROMONTE, NATALIO

SEQ: SER: GO

**By Parcel Number**

MB PG PCL GO

**Mapping Queue**

Re-Routed Jobs: 0

Sent Back to Checker: 1

**Jobs Pending**

PCHG DATE	ENG ID / Name	Ready
20090319	08 - BERNABE, CENON <a href="#">Review</a>	<input checked="" type="checkbox"/>

Submit

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- 7.6 Verify assignment sheet information against actual work.
- 7.7 Tracts, Parcel Maps, and Airspace MCNs, should include an extra copy of the MCNs which will be sent to Tracking clerk.
- 7.8 Tracings:
- A. Check for correct IDs on all the tracings.
  - B. Pull all interim maps and place them in the distribution (Distro) bin for the Reproduction Unit.
  - C. Pull all interim AMB prints (three-hole), check for Superseded stamp, ID number, blue kills, penciled document and date, and place on book cart (going to Section E).
  - D. Count tracings and place them in Daily Run bin. Stick a count number for both bins (Daily Run and Distro).
  - E. Inform Reproduction that the run is ready to be picked-up.
- 7.9 Compile all assignment sheets and deliver to Tracking clerk.
- 7.10 Deliver work to Ownership Services' Parcel Change Unit Supervisor.
- 7.11 After receiving three-holes from Reprographic deliver them to Ownership Services.
- 7.12 When an ID needs to be cancelled after it has been submitted to Ownership, the Parcel Change Unit Supervisor forwards cancellation to QC Supervisor along with a letter explaining the reason for the cancellation. In some cases the old ID will not be allowed by the PCDL System to be reused, and then resubmit with a new ID or contact the PCDL System Administrator to allow the re-submittal of the original ID. This last option is recommended only if the canceled ID is followed by several other transactions such as the first sequence and series of a lengthy family.



**CHAPTER XIII (DEFINITIONS)**



## DEFINITIONS

“A” WORK (TRA Work ) - Preliminary work on the TRA Map to delineate the area affected by the formation of or annexation to a city or special service district. This work is done using pencils of various colors to outline the affected area.

ACCESSION - When land of one person is affixed to another. Increase by addition; Law: "an addition to property by improvements or natural growth".

ACCRETION - Gradual and imperceptible addition to land bordering a river or stream by washing up of sand, dirt, etc.; growth in size by addition or accumulation. Law: addition of soil to land by gradual natural deposits. Increase or acquisition of land by gradual imperceptible action of natural forces.

ALLUVION - Land formed by action of accretion, must be of natural origin. If created by man it belongs to the State. Washing of water against shore. Law: deposit of sedimentary material. Land added by accretion.

“ARB” - An arbitrary number assigned to units of work received from the Special Districts Section (Department of Public Works), for identification.

ASSESSOR'S PARCEL NUMBER (APN) - The number used to identify a parcel of land. This number is the Assessor Map Book, Page and Parcel Number (This number is the number of the Parcel on the given page).

AVULSION - Sudden, violent carrying away of a bank and re-depositing it on opposite bank or another place on the same bank. Separation by force; Law: Sudden transference of a piece of land from one person's property to another's - without changing ownership. (as in changing the course of a stream) Sudden removal of land by change in course of river.

“B” WORK (TRA Work) - The completing of an Arb after the TRA change notice has been received from the Assessor's Office.

BANKRUPTCY - A special proceeding under federal laws by which a debtor who, cannot meet the claims of his creditors may be adjudged bankrupt by the court, which then takes the debtor's property and distributes it or its proceeds, proportionately among his creditors.

BASIS OF BEARINGS - The direction or bearing of a known line to which a map or metes and bounds description is referenced.

BROKEN PARCEL - This term is used when the area is shown twice on the same page in the Assessor Map Book. The broken parcel is not shown with solid lines and is usually in the form of detail (enlargement).

B.L.O. (Bond Levy Only) - Pertains to a tax rate to cover interest and sinking fund requirements on school district bonds issued on property which is no longer within the original school districts for which the bonds were voted.

BYROAD - A road dedicated for public use that furnishes access to an existing public road from, or primarily from other isolated property. See AMB 4382-24.

CERTIFICATE OF SALE - Evidence that a purchaser at a judicial sale has acquired the legal title to the property sold, subject to certain rights of redemption.

CERTIFICATE OF REDEMPTION - A receipt for the payment of delinquent taxes or assessments.

CLUSTER HOUSING - A ground level subdivision, wherein each unit includes the land within the perimeter of the unit as well as undivided interest in the common area.

CONDEMNATION - The sovereign right of governmental agencies to acquire land for public purposes by making compensation.

CONDOMINIUM - Joint dominium or sovereignty: specifically, Roman Law, joint ownership (Webster's Dictionary). "A condominium is an estate in real property consisting of an undivided interest in common in a portion of real property together with a separate interest in space on such real property... A condominium may include in addition a separate interest in other portions of such-real property." Civil Code Section 783 – State of California.

CONSULAR DEEDS - A deed to a foreign country.

CONTRACT OF SALE (Agreement of Sale) - It is also known as an agreement to convey. A written contract entered into between the seller (vendor) and buyer (vendee) for sale of real property (land) on an installment or deferred payment plan.

D: BOOK – Abstract of documents to Public Agencies

DECLARATION OF TAKING - This is the same as a Final Decree in Condemnation, but involves the U.S. Government as plaintiff.

DECLARATION OF TRUST - The document creating a estate in trust.

DIVORCE - The legal separation of a husband and wife. This can create a change in ownership of real property, see Property Settlement Agreement.

E: BOOK - Abstracts of Documents to Public Agencies

EMINENT DOMAIN (Condemnation) - The sovereign right of governmental agencies to acquire land for public purposes by making compensation.

EXCESS PROPERTY - That property acquired by a public agency in excess of need to avoid paying severance damages.

EXEMPT PROPERTY - Exempt property is land acquired by a public agency (city, county, state, etc.) within the boundaries of said agency or any land outside the boundaries of the agency that was exempt at the time the land was acquired (Const. Article XIII, Sec. 1). Exception: School property is always exempt.

FINAL DECREE OR ORDER OF CONDEMNATION - The document which when recorded vests the title to real property in the plaintiff. The estate conveyed is that prayed for (fee or easement).

GREEN TAX AREA CODE - That certain tax rate number assigned to a parcel of land in a given tax rate area when it is assessed to a public body outside its jurisdiction. (This code is used for description purposes only and will not be shown on the map).

HOMESTEAD - When a "declaration of homestead" is filed in the recorder's office, the property described in this document becomes what is known as a HOMESTEAD – provided the declaration complies with the law and is a true statement. From then on, such property receives certain protections under the law from forced sales to satisfy creditors' claims.

“IN” & “OUT” DESCRIPTIONS - This is a term applied to descriptions of real property the only difference between the descriptions being the term "that portion in ---- district" or "that portion outside district".

ISLAND CODE - An isolated Tax Rate Area.

JOINT UNION HIGH SCHOOL - This is a high school district composed of two or more elementary school districts and is in more than one county.

K: BOOKS - Abstract of Public documents to Public Agencies

LICENSED SURVEYOR'S MAP - See "Record of Survey". This title was used on books 1 thru 49 inclusive.

LIS PENDENS - Suit pending; notice of action.

LOOK-ALIKE TRA – Two or more Tax Rate Areas that have a matching combination of special revenue districts.

MODIFICATION OF TRUST DEED - This phrase is used to change either the legal description or the terms of a trust deed.

MORTGAGE - A written document by which land is put up as a security for the repayment of a loan. In this document, the landowner is called the "mortgager". The lender is the "mortgagee". A mortgage is unlike a deed of trust for, in the case of a mortgage, the legal title to the land remains in the mortgagor, while, under a deed of trust, the legal title is conveyed to the trustee as security.

GROSS LOTS - Lots shown with a gross and net area due to private street dedications on the recorded map.

GROSS TRACTS - These old tracts show distances and/or areas measured to the center of adjacent streets instead of the side lines of the streets. Unless specifically defined, the lot lines could be either the center lines or the side lines of the record streets.

SCALE - Used to indicate that the detail has not been drawn to scale, but has been distorted or exaggerated in order to indicate a certain relationship between lines or points.

NOTICE OF ACTION - Suit pending: Lis Pendens.

NOTICE OF DEFAULT - Notice given by the beneficiary under a deed of trust to the trustee that the trustor has defaulted in payment of the debt pursuant to the terms of the note which the deed of trust secures, and requesting that the trustor sell the property under, the terms of the trust to satisfy the debt.

OMNIBUS CLAUSE – Used in decree of distribution to include all the property owned to be conveyed even if the legal descriptions made a cut or was incomplete.

PARCEL MAP - This refers to maps made under the provisions of Article 6, Chapter 2, Part 2, Division 4 of the Business and Professions Code. These are recorded as PARCEL MAPS Book \_\_ Page \_\_.

PARTIAL REDEMPTION - Payment of the delinquent taxes on a part of a whole piece of property.

POSSESSORY INTEREST (Leasehold Interest) - The interest owned by a lessee in the property which is leased.

POWER OF ATTORNEY - A document by which one person (called the "principal") authorizes another person (called the "attorney-in-fact") to act for him in designated transactions.

PREVIOUS ASSESSMENT - The previous assessment reference indicates where the property was assessed just prior to its assessment on the page where the reference appears.

PRIVATE DEED - Transfer of property between anyone other than public bodies.

PRIVATE STREET - A right of way which has not been dedicated to public use. Usually maintained by the users.

PROPERTY SETTLEMENT AGREEMENT - An agreement as to disposition of property in a divorce proceeding.

PUBLIC DEED - Transfer of property where at least one party is a public body such as State, County, City, etc.

PUBLIC UTILITY'S DEED - A deed where one of the parties is a public utility.

RECESSION - Lowering of water from usual watermark.

RECONVEYANCE - Corresponds to the release that the holder of a mortgage executes when the mortgage is paid off.

RECORD OF SURVEY - A map filed under the provisions of Business and Professions Code No. 8762 et seq. This series started with book 50.

REGISTERED LAND "Torrens Title" - This is a form of recording no longer used.

RELICTION - Land becoming uncovered by gradual recession of water. Act or leaving behind. Gradual recession of water leaving permanently uncovered land. Gradual recession of water from usual watermark.

RELINQUISHMENT MAP - A map showing Excess Property acquired by the State for highway purposes. These are recorded as STATE HIGHWAY MAPS.

REQUEST FOR NOTICE OF DEFAULT - This is a form used by the holder of an inferior deed of trust to insure his notification of the trustor defaulting on a superior deed of trust.

REVENUE TAX DISTRICTS - In the County there are cities, school and other taxing districts. Each district is created by law and has a name and a definite boundary. The districts for which the County Offices assess property and collect taxes or assessments on the assessment roll are referred to as Revenue Districts.

REVENUE TAX DISTRICT CHANGE NOTICE - A notice prepared by the Assessor's Office showing the affect of. a specific formation or annexation to a city or special service district on the TRA areas involved.

REVERSE TRA NUMBER - Occurs where a new number is issued for a small remaining area outside of the district rather than change the numbers on a large area within the district.

"S by S" (Sold by Section) - A tax delinquent parcel acquired by a public body through the State prior to action.

STATE BOARD OF EQUALIZATION ASSESSMENT - The agency that assesses public utilities.

STREET TRA - Issued for areas completely within street areas, but are not shown on the Assessor Map Book.

SUB-SURFACE RIGHTS - Rights or interests in real property below a given datum plane.

SUBSTITUTION OF TRUSTEE - This is the term used when the trustee in a deed of trust is changed.

TAX RATE AREA (TRA) - A number used to designate an area having a unique combination of taxation districts.

TDC - Transfer Development Credit) – Used for special combimes from the Coastal Commission.

THROWN TRA - Where a sliver is created in a parcel by a special district line, all of the parcel may be thrown into the larger of the TRA areas.

THROWN PARCEL - An arbitrary placement of a parcel of real property within a TRA other than that in which it belongs when it meets certain conditions.

TRIANGLE PARCEL - A triangular shaped parcel number enclosure used to indicate area within the transmission line easement of the Los Angeles City Department of Water and Power outside boundaries of the City of Los Angeles.

TRUST DEED - Written document by which the title to land is conveyed as security for the repayment of a loan.

TRUST INDENTURE - Corporate bonds, even though not issued by the corporate mortgagor, so as to become actual obligations of the maker, until after recordation of the mortgage. (Usually called a "Trust Indenture," and partaking of the nature of a deed of trust, mortgage, chattel mortgage, etc.), relate for priority to the date of recordation of the Indenture regardless of the respective dates of actual issuance. This is a special rule designed to facilitate corporate financing and to implement the principle that all bonds are on parity and equally secured by such Indenture.

UNDIVIDED INTEREST - An interest in a portion of the whole of a parcel of real property. But not to a special part or area of the whole.

UNIFIED SCHOOL - Section 4601 to 4751 of the Education Code provide for the formation of Unified School Districts in territory lying within elementary school, high school and community college districts or elementary and high school districts having contiguous boundaries and governing boards with identical personnel.

UNION HIGH SCHOOL - A high school district formed by two or more elementary school districts.

UNION SCHOOL - A union school district is a district formed by two or more elementary school districts for administrative purposes with each district retaining its identity.



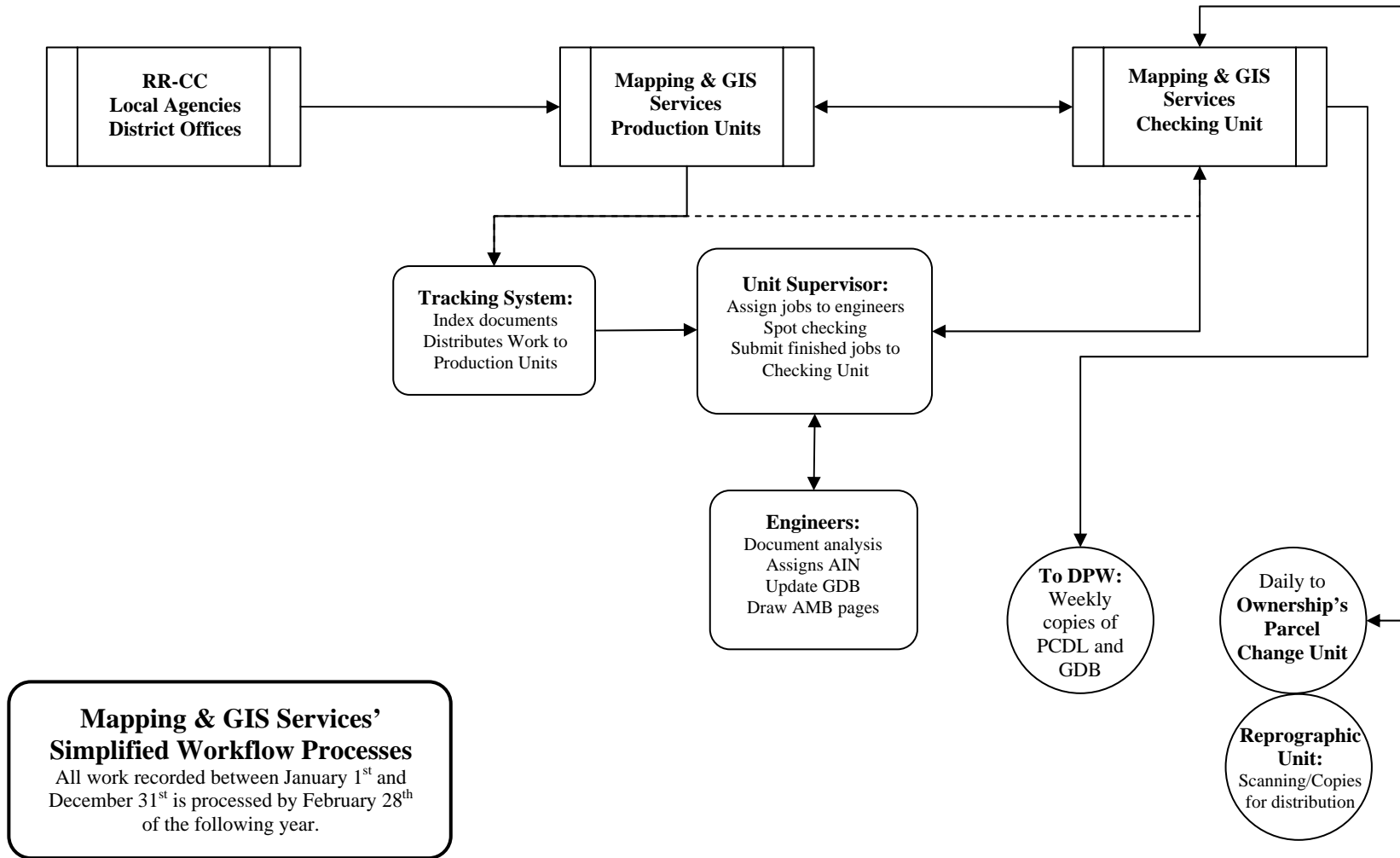
UNPATENTED LAND - Land under the jurisdiction of the Bureau of Land Management upon which no individual has a claim of title.



**CHAPTER XIV (SAMPLE MAPS)**



APPENDIX A





BK  
5002  
C.F. 1010

SLAUSON																																							
30	40											12	26																										
TRACT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

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TRACT	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256	1257	1258	1259	1260	1261	1262	1263	12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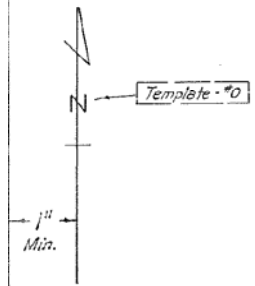
# SAMPLE MAP NO. 3

SCALE 1" = 60'  
 (120-#0)

CODE Location for Code Numbers if moved from below

STREET, RAILROAD & FLOOD CONTROL NAMES  
 MAXIMUM SIZE: 140-#1  
 ON SMALL SCALES: 120-#0 OR 90-#0  
 DO NOT FREEHAND

NUMBERED STREETS  
 DO NOT SPELL OUT NUMBERED STREETS  
 EXAMPLE: 1ST, 2ND, 3RD (Suffix)  
 SUFFIX SIZE: STREET NO. SUFFIX  
 140-#1 120-#0  
 120-#0 120-#0  
 90-#0 90-#0



Template-#0

On a 1/2" street use top of B on same guide for small-#0

Show code line on reverse side of tracing

Show 1/2" Lot information in this order:

120-#0 "Stack" and centered.

Move to center when street is widened.

When cut line splits lot, show lot No. over cut line

Template #0  
140-#1

Show Lot numbers and Parcel numbers at rear of residential Lots or Parcels

On large lots that show cuts, place lot number in center or location that is the clearest.

Street name centered in st  
 Min. 5"  
 Max. 10"

Show a N-S bearing and a E-W bearing whenever possible. Same basis of bearings

Min. 5"  
 Max. 10"

Note: Runners on Write Guides may be used for spacing alignment

Always show in outer half of street

Template #0  
140-#1

CODE  
118  
220  
414  
If relocated, show at right of page number.

When redrawing tracing, show tract titles in numerical order by recordings

Research File No. 140-#1

Printed or 90-#0

50" min. (Bet. ref. & title)

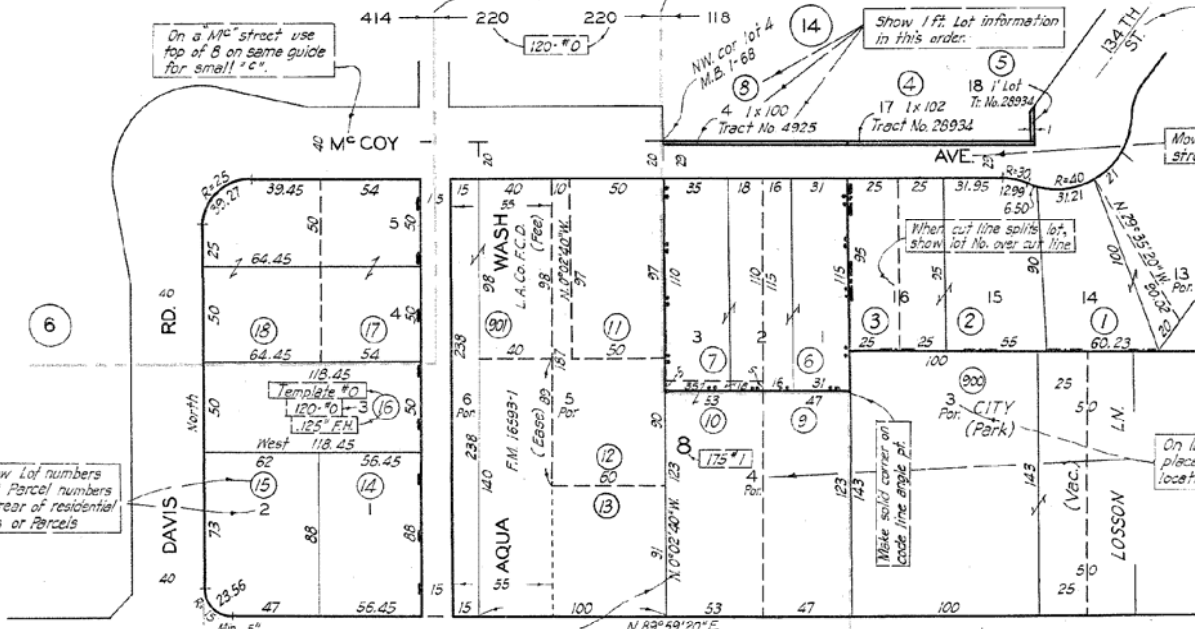
Show Tract Titles in margin of Open Area around map. Preference is bottom, left, top and last - Right side of map

Printed or 120-#0

NO 216 FOR PREV. ASSMT. SEE: 297 - 4, 5, 16 & 30 602 - 404 & 426

Show books in numerical order with 90-#0

ASSESSOR'S MAP  
 COUNTY OF LOS ANGELES, CALIF.





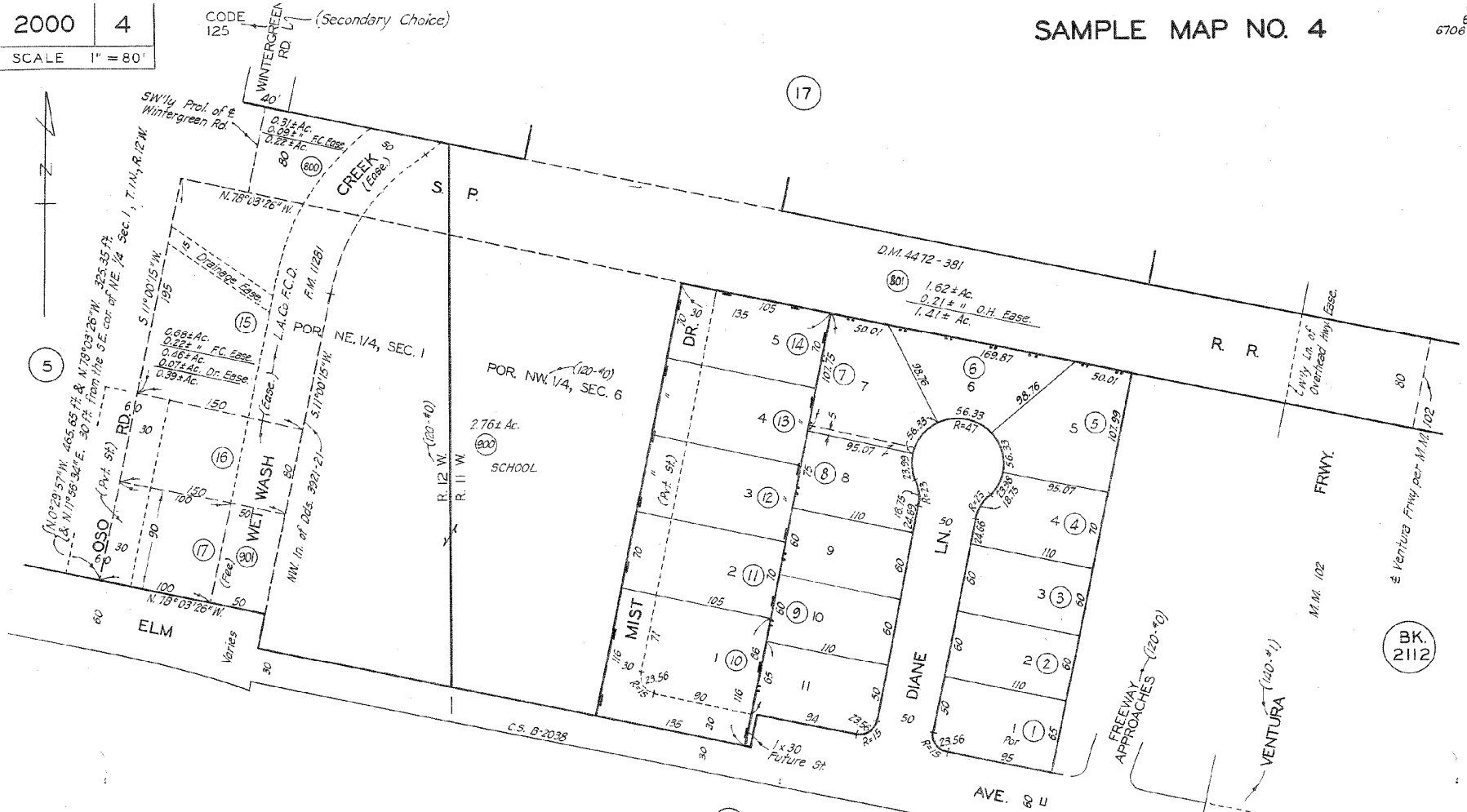
2000 4

SCALE 1" = 80'

CODE 125 (Secondary Choice)

# SAMPLE MAP NO. 4

REVISED  
670618  
670620400



5

17

13

BK. 2112

CODE 125

FOR PREV. ASS'NT. SEE:  
1747-4 TO 7, 20 & 21

T.1N. R.11W  
 T.1N. R.12W  
 RECORD OF SURVEY R.S. 66-81-82  
 TRACT NO. 20663 M.B. 501-33-34

Not necessary to show other side of Freeway, Railroad or Flood Control Channel when not assessing property on map. Maximum size of Wrico (140'x1)

Pvt. St symbol showing Over or Under Crossing at Freeway

ASSESSOR'S MAP  
 COUNTY OF LOS ANGELES, CALIF.









**SAMPLE MAP NO. 5-A**  
**STANDARDS FOR MAINTENANCE**  
**ON "CURRENT STYLE" MAPS**

REVISE:  
 11-20-5  
 10-4-5  
 7-1-52  
 7-1-59  
 7-1-61  
 7-1-62

**NAME SIZE FOR STREET RAILROAD & FLOOD CONTROL**

WIDTH	PEN GUIDE
3/4" OR LARGER	200
3/8" TO 3/4"	175
3/8" OR LESS & STUB STREETS	140
WHEN SHOWING ONLY ONE SIDE OF R/W ON SMALL SCALE MAPS-ST. STUB ONLY	120

**NUMBERED STREET**  
 DO NOT SPELL OUT NUMBERED STREETS.  
 EXAMPLE: 1ST, 2ND, 3RD,  
 EXAMPLE: 134TH  
 (ST. NO. WRICO SIZE) (SUFFIX WRICO SIZE)

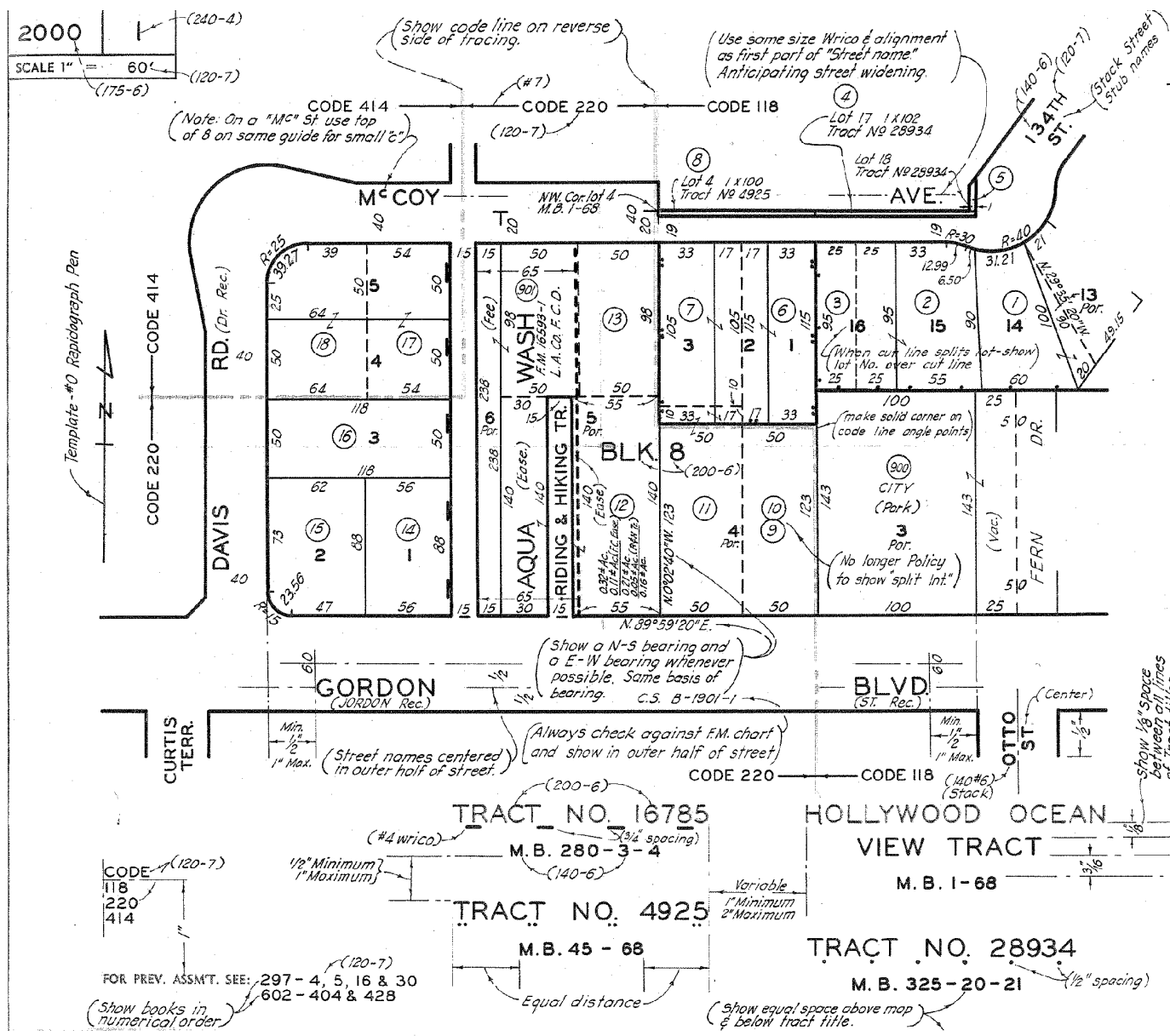
STREET NO.	SUFFIX
200-6	140-6
175-6	140-6
140-6	120-7
120-7	120-7

**WRICO SIZE OF LOT NUMBERS**

AVERAGE RESIDENTIAL LOTS	140-6
2 TO 5 LOTS (on map)	175-6
1 LOT (on map) (lot and number)	200-6

**WRICO SIZE FRACTIONAL LOTS**  
 EXAMPLE: 55 1/2

WHOLE NO.	FRACTIONAL NO.
175-6	140-6
140-6	120-7
120-7	120-7

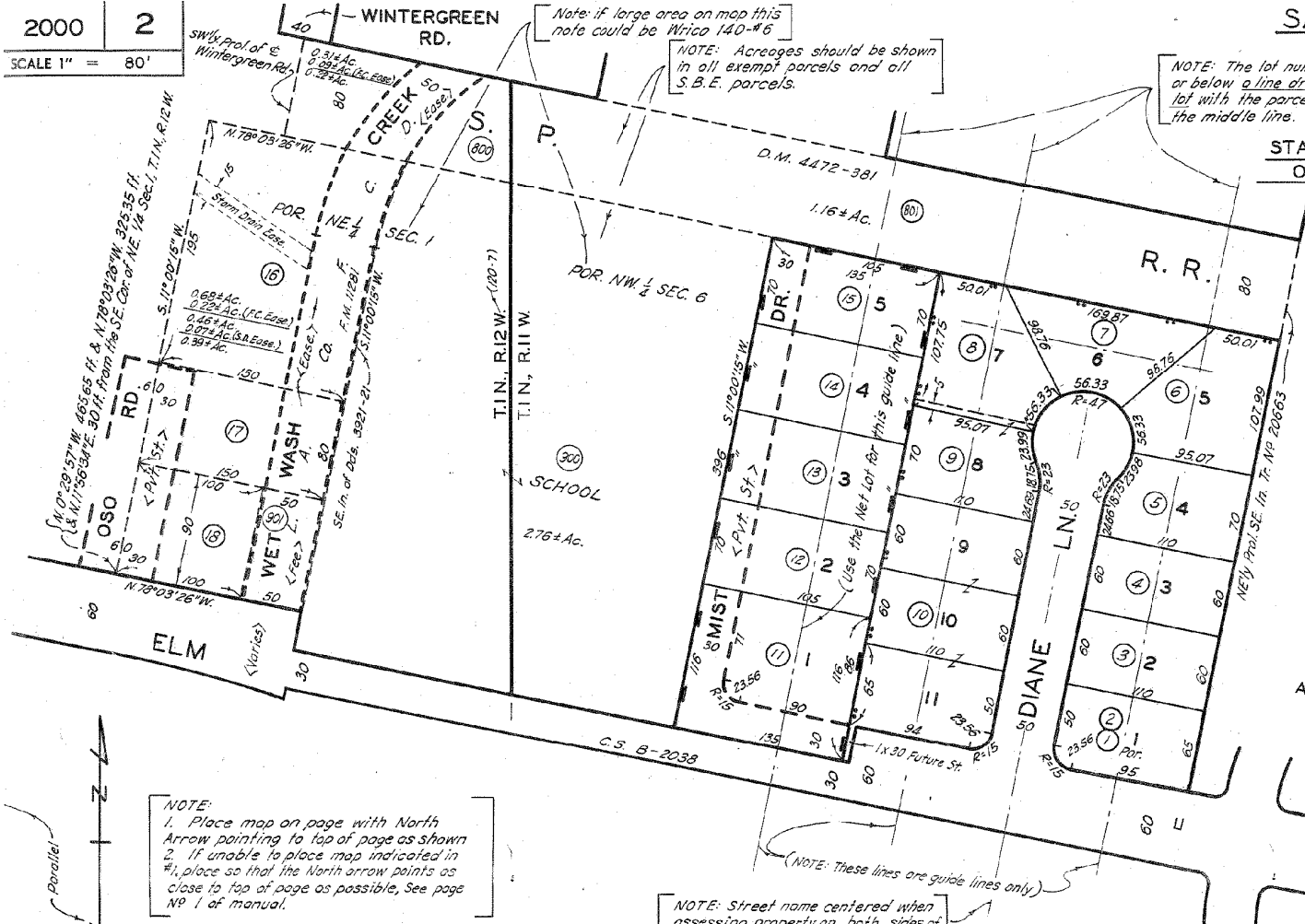




2000 2  
SCALE 1" = 80'

**SAMPLE MAP NO. 5-B**

REVISED  
10-4-5  
7-1-56  
7-1-59  
7-1-61  
7-1-62



Note: if large area on map this note could be W-140-#6

NOTE: Acreages should be shown in all exempt parcels and all S.B.E. parcels.

NOTE: The lot number should be to the right or below a line drawn thru the center of the lot with the parcel ring to the left or above the middle line.

**STANDARDS FOR MAINTENANCE ON "CURRENT STYLE" MAPS**

NOTE: Not necessary to show other side of Railroad or Flood Control Channel when not assessing parcel on said map. Also not necessary to show other side of Freeway except on index. When name is shown use (175-6)

NOTE:  
1. Place map on page with North Arrow pointing to top of page as shown  
2. If unable to place map indicated in #1, place so that the North arrow points as close to top of page as possible. See page N# 1 of manual.

NOTE: Street name centered when assessing property on both sides of street.

(NOTE: These lines are guide lines only)

CODE 125

T.1N., R.11W.  
T.1N., R.12W.

**RECORD OF SURVEY TRACT NO. 20663**  
R.S. 66-81-82 M.B. 501-33-34

FOR PREV. ASSMT. SEE: 747-4 TO 7 & 204

(Whenever possible place Tract Titles under corresponding area shown on Map. When Titles are stacked at Left side of map Use same procedure.)

FREEWAY APPROACHES (120-7)

VENTURA FRWY.  
(175-6)  
M.M. 136  
Symbols showing Freeway bridge over street

