

## APPLICATION FOR PRIVATE DRIVEWAY NAME ESTABLISHMENT

Dear Applicant,

The following information is being provided to assist you with your request for information regarding establishing the name for a private driveway.

### Application Checklist

- ☐ Completed application
- ☐ Payment in the amount of \$4,628.82 (per to [LAMC Section 18.09\(G\)-Private Street Names](#) and [LAMC 61.03 – Surcharge for Equipment and Training](#)). These fees are non-refundable.
  - Checks: Make payable to the City of Los Angeles. Include a phone number on the “Note” line (your cancelled check is your receipt).
- ☐ On-Line Payment Processing: Please contact LGD, via email, at [eng.landdev@lacity.org](mailto:eng.landdev@lacity.org) for more information
  - Additional fees, as set forth by the County Recorder of Los Angeles County will be collected by the Real Estate Division
- ☐ Consent of all property owners on the private driveway will be required prior to the name being established.
- ☐ Legal description, prepared by a licensed land surveyor or engineer describing the subject private driveway
- ☐ Map (drawn to scale) including:
  - ☐ Location and extent of the private driveway
  - ☐ Date
  - ☐ North point and scale
  - ☐ Name, address and telephone number of person(s) preparing the map
  - ☐ Width and alignment of the private driveway
  - ☐ Approximate layout of the lot or parcel of land adjoining the private street with the dimension of the frontage
  - ☐ Names and addresses of the abutting record owners
  - ☐ The location ties to existing public streets

All the above information and payment shall be submitted via email ([eng.landdev@lacity.org](mailto:eng.landdev@lacity.org)) or by mail to:

City of Los Angeles, Bureau of Engineering  
Permit Case Management Division,  
Land Development Group  
201 N. Figueroa, Suite 290  
Los Angeles, CA 90012

Further information may be obtained by contacting LGD at (213) 202-3480 or via email at [eng.landdev@lacity.org](mailto:eng.landdev@lacity.org).

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Date of Application:

1. Applicant(s) \_\_\_\_\_  
\_\_\_\_\_  
are the owner(s) or representative(s) of the owner(s) of the properties shown on the attached sketch or described below.
2. The private driveway is located between \_\_\_\_\_  
\_\_\_\_\_  
Property or legal description: \_\_\_\_\_  
\_\_\_\_\_
3. Proposed Name: \_\_\_\_\_
4. Proposed name of establishment: \_\_\_\_\_  
\_\_\_\_\_
5. Telephone number/ email at which I can be contacted during the day:  
Phone Number with Area Code: \_\_\_\_\_ Email: \_\_\_\_\_
6. Applicant Signature: \_\_\_\_\_
7. Owner's Signature: \_\_\_\_\_