



Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead



Bruce W. McClendon FAICP
Director of Planning

June 9, 2008

TO: DRP Staff

FROM: Bruce W. McClendon, FAICP
Director of Planning

A handwritten signature in black ink, appearing to read "Bm".

Subject: **Subdivision & Zoning Ordinance Procedure No. 02-2008
Notarized Property Ownership and Consent Affidavit**

The Department of Regional Planning does not currently require applications with notarized signatures indicating current property ownership and owner's consent. In order to ensure that applicants understand and are aware of the importance of providing accurate ownership and consent information, a notarized affidavit shall be required for all applications that require a public hearing. This affidavit shall contain a statement certifying under penalty of perjury that the signee(s) on the application are the legal property owner(s) of the parcel(s) included in the application and that the owner(s) consent to the case filing. All property owner(s) of record are required to sign and notarize the affidavit. The notarized affidavit will be required for all public hearing applications submitted beginning on July 1, 2008.