



LAND DIVISION APPLICATION CHECKLIST

It is highly recommended that a One-Stop application (separate from this checklist) be submitted for first time project review prior to submittal of the Land Division application. Call the Land Divisions Section at (213) 974-6433 to schedule an appointment to submit a One-Stop application.

To submit a Land Division application: Call the Land Divisions Section at (213) 974-6433 to schedule an appointment to submit a Land Division application package in-person or uploaded via customer self-service at [EPIC-LA](#) electronic permitting and inspections according to the items below.

Minimum information/material required in the Land Division submittal package:

- 1. Fees. Fees are accepted by cash, check, credit card or money order.
 - Please confirm the correct amount with staff first.
 - Make checks and money orders payable to Los Angeles County to pay in-person.
 - Invoices will be available online via CSS for payment after uploaded items are confirmed acceptable.
 - There is no guarantee of refunds.
- 2. One (1) copy of the Land Division Application (signed and completed in blue ink).
- 3. A complete legal description on a separate piece of paper including all existing easements within the project site.
- 4. A copy of latest recorded grant deed.
- 5. Articles of Incorporation and proof of authorization to sign as the record owner, if the record Owner of the project site is not a private individual.
- 6. Ownership and Consent Affidavit.
- 7. Disclosure Affidavit (Tentative Parcel Maps only).
- 8. Tenant Notification Agreement, if applicable.
- 9. Affidavit of Easements.

- 10. Tentative Map, Exhibit Map (no CUP) or Exhibit "A" (with CUP):
 - One (1) digital copy in PDF format (online and/or in-person).
 - Five (5) paper copies, in-person.
- 11. One (1) copy of the latest Assessor's Map with the entire project site highlighted.
- 12. One (1) copy of the 500-foot Radius Land Use Map.
- 13. One (1) copy of a Slope Density Exhibit.
 - Required for projects that have a 25% or higher slopes within the project site boundaries.
 - See Slope Density Exhibit guidelines before preparing this exhibit.
- 14. At least six (6) different printed color photographs (no aerial photos) of the entire subject property AND area proposed for development within the property. Include a photo key and location of subject photos.
- 15. One (1) copy of the completed Environmental Assessment Information Form (a separate plan case filing may be necessary if the project is found to require an environmental determination other than categorically exempt).
- 16. One (1) copy of the completed Financially Responsible Party Form.
<http://planning.lacounty.gov/assets/upl/apps/financial-responsibility.pdf>

The following additional materials listed under each permit(s) are required at time of submittal if the permit(s) are required for the processing of the Subdivision project. Consult with the Land Divisions staff if you are unsure of the required permit(s).

- Conditional Use Permit (CUP)**
 - A. Conditional Use Permit Burden of Proof
 - B. One (1) copy of an Open Space Exhibit, if filing a CUP for Hillside Management or a Residential Planned Development.
 - C. Hillside Management Burden of Proof (if applicable).
 - D. SEA Burden of Proof (if applicable).
- Plan Amendment**
 - A. Application must note existing and proposed land uses.
 - B. Plan Amendment Burden of Proof.
 - C. One (1) copy of a Plan Amendment Exhibit Map depicting proposed land uses over the entire Project site.
 - D. One (1) copy of a Land Use Consistency Map depicting land uses within a 500 foot radius of the project site property boundaries.

Zone Change

- A. Application must note existing and proposed zones.
- B. Zone Change Burden of Proof.
- C. One (1) copy of a Zone Change Exhibit Map depicting the existing and proposed zones over the entire project site.
- D. One (1) copy of a Zone Consistency Map depicting surrounding zones within 500 foot radius of the project site boundaries.

Other: _____

- A. Burden of Proof if applicable.
- B. Exhibit map if applicable.
- C. Other reports as requested by staff.