

Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead



LAND DIVISION APPLICATION CHECKLIST

An appointment is required to submit the application. Please call (213) 974-6438 to schedule. Incomplete submittals based on this checklist will not be accepted.

- 1. Fees. Fees accepted by cash, check or money order.
 - Make checks and money orders payable to Los Angeles County. If you are unsure of the fees please check with staff.
 - There is no guarantee of approval or refunds.

- 2. Thirty-five (35) copies of the Land Division Application (signed and completed).
 - A complete legal description on a separate piece of paper is required. All existing easements within the project site must be included.
 - A copy of latest recorded grant deed is required if ownership has recently changed.
 - If the record owner of the project site is not a private individual, Articles of Incorporation or proof of authorization is required to sign as the record owner.

- 3. Forty (40) folded copies of the Tract or Parcel Map.
 - Please submit one (1) digital copy if available. Different formats accepted.

- 4. For condominium, commercial and industrial projects: Forty (40) folded copies of an exhibit map
 - Please submit one (1) digital copy if available. Different formats accepted.

- 5. Two (2) copies of the latest Assessor's Map with the entire project site highlighted.

- 6. Three (3) copies of the 500-foot Radius Land Use Map.

- 7. One (1) copy of a Slope Density Map.
 - Required for projects that have a 25% or higher slope within the project site boundaries.
 - See Slope Density Map Requirements sheet for additional information.

- 8. One (1) copy of a Phasing Map if more than one phase of the project is being proposed.
 - See Phasing Map Requirements sheet for additional information.

- 9. 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.

- 10. Affidavit of Easements.

- 11. Notarized Disclosure Affidavit (Tentative Parcel Maps only).

- 12. Tenant Notification Agreement if applicable.

13. Ownership and Consent Affidavit.

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 Land Division. Consult with Land Development Coordinating Center staff if unsure of required permit(s).

Conditional Use Permit (CUP)

- A. Conditional Use Permit Burden of Proof
- B. Thirty-five (35) copies of an Exhibit "A" Map
- C. One (1) copy of an Open Space Exhibit, if filing for a Hillside Management CUP
- D. Hillside Management Burden of Proof (if applicable)
- A. SEA Burden of Proof (if applicable)

Plan Amendment

- A. Application must note existing and proposed land uses
- B. Plan Amendment Burden of Proof
- C. Three (3) copies of an Exhibit map depicting proposed land uses over entire project site
- D. Three (3) copies of a Land Use Consistency Map depicting land uses within a 500 foot radius of the project site property boundaries

Zone Change

- A. Zone Change Burden of Proof.
- B. Three (3) copies of an exhibit map. Proposed zones and zone boundaries must be depicted over entire project site.
- C. Zone Consistency Map depicting surrounding zones within 500 feet of the project site.

Other: _____

- A. Burden of Proof if applicable.
- B. Exhibit map if applicable.

The following materials will be required at a later time and not at time of submittal:

- One (1) copy of the 500-foot radius Ownership Map (1" = 100' scale). Be advised that a 1,000 foot advertising radius is required in certain areas including; Avocado Heights, Workman Mill, South San Gabriel, and the Fifth Supervisorial District. Check with staff if uncertain of requirement.
- Two (2) sets of gummed mailing labels with the property owners' names & addresses, and one (1) photocopy of the labels keyed to the Ownership Map.
- Certified property owner's list affidavit.
- Additional items may be requested for the review or processing of the project.

Please certify that all materials listed above have been submitted and the checklist above is complete. Incomplete submittals will not be accepted. Additional items may be requested later depending on the project and permits.

Owner, Applicant or Applicant's Agent

Date