

Los Angeles County  
Department of Regional Planning

*Planning for the Challenges Ahead*



## BOND RELEASE INSPECTION CHECKLIST

### To submit an inspection request:

1. Complete the checklist below.
2. Call the Land Divisions Section at (213) 974-6433 to schedule a submittal appointment.
3. Once submitted, your bond release inspection will be scheduled within 6-8 weeks.
4. Once completed, a letter will be sent to Public Works recommending release or hold of the bond(s) as applicable. *(Please note: Regional Planning cannot recommend a "partial bond release" for improvements not fully installed or not installed to standard per the project conditions of approval.)*

### Please provide the following:

- Fee payment** (for current amount please check the [fee schedule](#)). Fees accepted by check only. Please make checks payable to Los Angeles County.
- A signed and dated cover letter** requesting an inspection for bond release with the following:
  - *Owner and applicant name, address, e-mail and phone number*
  - *Tract or parcel map number and phase number (if applicable)*
  - *Site address and Thomas Guide map page and grid number*
  - *Bond number(s) and amount(s)*
  - *The lot numbers to be inspected (ex: "Lots 2 and 3 of Tract 44532")*
  - *Assessor Parcel Numbers (APNs) of all lots to be inspected*
  - *Total number of trees and/or private driveways to be inspected*
  - *The approximate linear distance in feet of private streets, fire lanes, and/or walls to be inspected*
- One copy of the original bond(s)** issued by Public Works.
- One copy of the project approval package** (approval letter, findings, conditions, mitigation measures) if approved prior to 2008. *(Approval package may be placed on a CD.)*
- Color photos of the improvements to be inspected.** Please ensure that the location and direction of each photo taken is noted on the tract/parcel map or a photo key map; please do not send a portfolio of 50-100 photos without referencing each photo on a map! *(Photos may be printed on standard paper or placed on a CD.)*
- An improvement location map**, which may be a copy of the recorded tract or parcel map, highlighting the areas and improvements requested for inspection. *(This map should be no smaller than 11"x17").*