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”)*.