

SUBDIVISIONS APPLICATION  
CHECKLIST**INFORMATION:**

An online **DRP - Base Application - Subdivisions** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to "File an Application" ([planning.lacounty.gov/how-do-i/file-an-application](https://planning.lacounty.gov/how-do-i/file-an-application)).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or [info@planning.lacounty.gov](mailto:info@planning.lacounty.gov).

Please note, if a project requires another entitlement (i.e. Conditional Use Permit, Oak Tree Permit, Housing Permit, Coastal Development Permit, etc.) then you will need to also refer to the corresponding permit checklist and findings available on our applications page.

**1. [Owner Acknowledgement Form](#)****2. [Financial Responsibility Form](#)**

Complete and submit with original (wet) signature and initials.

**3. [Environmental Assessment Information Form](#)**

All projects must comply with CEQA. The County is required to conduct an environmental assessment for projects subject to CEQA.

**4. Proof of Ownership**

Provide a copy of the **Grant Deed**. Ownership on the deed must correspond exactly with the ownership listed on the application and the Ownership & Consent Affidavit.

Provide a notarized **Letter of Authorization** (LOA) signed by all property owner if anyone other than the owner or subdivider signs the application.

**[Ownership & Consent Affidavit](#)**. Provide a notarized affidavit that contains the original signature(s) of all property owner(s). If the property owner is not a private individual, also provide a copy of the Articles of Incorporation, Articles of Organization that include name(s) of the person(s) authorized to sign on behalf of the organization, list of the land trust beneficiaries, etc.

**5. [Disclosure Affidavit \(Parcel Maps only\)](#)**

Sign and provide with notarization. Provide the original affidavit with wet signature(s).

## 6. **Notice of Intent to Convert** (For Condominium Conversion)

A condominium conversion may not be requested without providing signed **Existing Tenant Notice** forms at the time of application filing and verification that notification has been received by the Los Angeles County Development Authority (LACDA).

- Submit a signed **Existing Tenant Notice** form for each unit.
- Submit a signed **Prospective Tenant Notice** form as needed.
- Submit verification by LACDA of receipt of **Notification of Intent to File a Tentative Map for Condominium Conversion**.

## 7. **Affidavit of Easements**

Provide a notarized affidavit that contains original signatures.

## 8. **Pre-Existing Site Conditions and Household Income Certification Form**

Complete and sign form. If you are demolishing or have demolished existing dwelling unit(s), you may be required to replace them at an affordable level.

## 9. **Statement of Findings**

Each applicant is required to prepare a statement of “Findings”. Your request requires accurate and complete responses. “Yes” or “no” answers are not acceptable. It is the applicant’s responsibility to substantiate the Findings.

## 10. **Tentative Map Modifications**

Each applicant is required to substantiate any request for modification or waiver of subdivisions provisions in accordance with Section 21.52.010.

## 11. **Certificate of Compliance (COC)**

Please be advised that a recorded unconditional COC may be required prior to public hearing. If the Assessor’s Parcel Map indicates a dashed-line (deed-cut) parcel, provide a copy of the recorded COC, if available. A COC application may be processed concurrently.

([planning.lacounty.gov/wp-content/uploads/2022/10/certificate-of-compliance-eng\\_info.pdf](http://planning.lacounty.gov/wp-content/uploads/2022/10/certificate-of-compliance-eng_info.pdf))

## 12. **Tentative Map, Exhibit “A” (CUP) and Exhibit Map (Condo Projects):**

- Tentative Map, shall be prepared by a civil engineer, licensed in the State of California, or a land surveyor licensed in the State of California. The map shall include the civil engineer or land surveyor’s seal, signature, and license number affixed to the map.
- One full-sized hard copy map to scale unless waived by staff.
- Adjoining right of way for highways and local streets to the centerline, with dimensions.
- Grade separation and bridge approaches.
- Cross-sections of right-of-way and roadway width.
- Street grades.
- Intersections of road right-of-way radius
- Location, width and extent of future streets.
- Centerline curve radius.
- Service roads or alleys, as necessary.
- Alleys on congested districts.
  
- Alley intersection cut off.
- Provide cul-de-sac length.

- A turning area at the end of cul-de-sacs streets and dead-end alleys.
- Grade of pedestrian ways.
- Cul-de-sac through access for pedestrians with width dimension that connects to a trail and/or recreational facility within 500 feet from any point on the cul-de-sac.
- Cul-de-sac through access for pedestrians with width dimension that connects to a school and/or commercial use within ¼ mile feet from any point on the cul-de-sac.
- Pedestrian access width.
- Block length.
- Gross and net area of the project site and each lot.
- Lot size and width.
- Street frontage width.
- Label and demarcate any city boundary.
- Depict sewer, drainage, water mains, fire hydrants, access strips, street including curb, gutter, sidewalk, lighting, trees, planting strips improvements.
- Indicate surface material for access strips and private driveways and fire lanes.
- Fences for watercourses or drainage facilities.
- Include “Vesting Tentative Map” in the title block of the map if the map is submitted as a vesting tentative map.
- Valid Civil engineer or licensed surveyor stamp with preparer’s signature.
- The map number.
- Legal description.
- Name and address of subdivider and registered civil engineer or licensed surveyor who prepared the tentative map.
- The locations, names and existing widths of all adjoining highways, streets or ways.
- The width and approximate grades of all highways, parkways, streets, drives, fire lanes, alleys, ways and sidewalk.
- The widths and approximate locations of all existing and proposed easements, whether public or private, including but not limited to those for roads, drainage, sewage disposal, fire-fighting access and public utility purposes. Include an easement description that includes the name of the holder, document number, and recording date, and the disposition for each easement.
- Approximate radius of all curves.
- Project site boundaries and dimensions. Label property lines using the “PL” notation.
- The approximate lot layout and the approximate dimensions of each lot.
- Approximate locations of all areas subject to inundation or stormwater overflow, and the locations, widths and directions of flow of all watercourse.
- Source of domestic potable water supply for each parcel.
- Proposed method of sewage of disposal. Where private sewage disposal systems will be utilized, percolation test results shall be submitted. The location of any existing sewage disposal system which is proposed to remain.
- The proposed use, including the number of detached and dwelling units, mobile homes.
- Proposed public areas, if any.
- Approximate contours at sufficient intervals to determine existing topography and all proposed grading including grading limits, benchmark, building pads, and retaining wall location and height. Specify grading quantities, including import and export quantities and over-excavation and re- compaction volume.

- Date, North point and scale.
- Number for each lot.
- Description of types of lots.
- Diameter of each tree trunk, approximate location of each area covered by trees, with a statement of the nature of the cover and the kind, approximate location of all trees within the boundaries of the proposed public rights-of-way, and disposition of each tree.
- Approximate location and outline to scale of each building or structure which is not to be moved.
- Approximate location, house number (if any), and proposed disposition of existing structures or improvements within or immediately adjacent to the proposed subdivision. Structures or improvements shall be depicted to scale.
- Each street shown by its actual street name or by temporary name or letter for purposes of identification until the proper name of such street is determined.
- A written statement by the registered civil engineer or land surveyor as to whether or not boundary monuments will be set prior to filing the final map.
- Existing zoning and the proposed zoning, if a zone change is proposed.
- A vicinity map showing the location of the proposed subdivision in relation to the nearest existing cross streets.
- A cross-section of sections shown to scale with dimensions for all existing and proposed highways, parkways, streets, drives, fire lanes, alleys, and ways, within and adjoining the subdivision. This cross-section or sections shall depict, at a minimum, the existing and proposed pedestrian, bicycle, vehicle, and transit improvements, and other proposed and/or required features such as street trees, street lights, bicycle lanes, traffic-calming devices, signs and utility poles, walls, fences, and adjacent building facades. Additional cross-sections shall be required to depict any proposed variation from the standard street design, including a variation in approaches to, and/or departures from, intersections.
- Map Number.
- Physical and proof of legal access.
- Delineate and label existing and proposed trails.
- Label and depict all existing fences and walls. Provide fence/wall height and material and indicate disposition for each fence/wall.
- Show existing and proposed sewer main and sewer laterals. Separate house lateral for each lot or building.
- Location of nearest fire hydrant.
- Labels the street centerline using the “CL” notation.
- Existing and proposed road right-of-way width (from centerline), curb width (from centerline), and parkway width on both sides of all surrounding streets.
- Longitudinal grades and width for all private driveways and fire lanes.
- Longitudinal grades for all subterranean parking areas.
- Label driveways that are “to be closed” or “to remain”, as applicable.
- Labels and dimensions for the existing and proposed curb return radii.
- Labels and dimensions for the existing and proposed right-of-way at the curb returns.
- Provide adequate sight distance (horizontal and vertical) from all proposed/existing driveways.
- Dimensions for the existing and proposed road right-of-way width (from centerline), curb width (from centerline), and parkway width on both sides of all

surrounding streets.

### **Additional Features for Exhibit “A” and Exhibit Maps**

- Location and dimensions of all existing (to remain) and proposed structures, buildings, yards, fences, vehicle and bicycle parking and loading facilities, as well as access to these parking and loading facilities, and distance between buildings.
- Scaled cross-section or sections with dimensions for all existing and proposed highways, parkways, streets, ways, drives, fire lanes, and alleys within and adjoining the project site.
- Pedestrian walkway(s) into and through the development. Show any crosswalks.
- Location, size, and type of on-site trees.
- Height of existing (to remain) and proposed fences/walls.
- Conceptual landscape plan with open space and landscape area calculations.
- Protected zone of on-site and off-site protected oak trees that would be affected. Failure to accurately indicate all protected oak trees will delay review. Refer to Chapter 22.174 Oak Tree Permits.
- All existing and proposed improvements including curbs, sidewalks, driveways, block walls, utility poles. All improvements shall be appropriately labeled.
- Method of screening for parking, storage, trash, and loading areas, as applicable.
- Method of screening for mechanical and electrical equipment, as applicable.
- Location and screening of refuse/recycling enclosures, as applicable.
- Dimension all parking spaces, maneuvering aisles, back-up space, and loading spaces. Identify compact spaces, guest parking, and resident parking. Number each parking space.
- Identify short and long-term bike parking locations and provide the number of spaces with dimensions.
- Sign locations, if applicable. Refer to Chapter 22.114 Signs.

### **13. Water Will-Serve Letter**

### **14. Water Supply Assessment, as needed.**

### **15. Sewer Will-Serve Letter**

### **16. Hydrology Report, as needed.**

### **17. Sewer Area Study, as needed.**

### **18. Drainage Concept, as needed**

### **19. Transportation Impact Study, as needed.**

### **20. Copy of Approved Conceptual Fuel Modification Plan if project is in a Very High Fire Hazard Zone.**

### **21. Fire Access Exhibit if project is in a Very High Fire Hazard Zone.**

### **22. Water Plan for fire-fighting purposes, as needed.**

### **23. Public Park Plan, as needed.**

**24. Engineering Geology Report**, when required, shall be prepared by an engineering geologist licensed in the State of California, which states whether the property is subject to an existing or potential geological hazard and which discusses how geological conditions will affect the proposed development. The report shall include the engineering geologist's seal, signature, license number, and the date on which the engineering geologist signed and affixed his/her seal to the report.

**25. Flood Control District Consultation**, as needed.

**26a. Elevation Plan (For Condominium Projects)**

— **Each elevation sheet must include:**

- a) Project address, street name and Assessor's Parcel Number(s).
- b) Applicant name, address and telephone number.
- c) Architect, engineer, designer name, street, phone number, web and e-mail address, as available.
- d) Date of plan and revision date(s).
- e) Sheet number.
- f) Scale and exterior dimensions. Scale must be standard architectural or engineering scale.

**The following items may vary depending upon the complexity of the project:**

- Elevation sections, if the project involves multiple levels or subterranean floors.
- Natural and finished grade, as applicable.
- All elevations (north, south, east, west) of each building proposed, drawn to scale.
- Dimensional representation of wall openings, windows, doors, etc.
- Elevations of parking structure or other accessory structures.
- Proposed materials and colors.
- Method of screening for mechanical and electrical equipment.
- Location of proposed signage, if applicable.
- Diagram of the proposed wireless telecommunication facility (WTF) and antennae, including height, shape, size and nature of construction (WTF only).
- Diagram illustrating the separation between the proposed WTF and any existing WTF on the same support structure or site, if co-location is planned (WTF only).

**26b. Floor Plan (For Condominium Projects)**

— **Each floor plan sheet must include:**

- a) Project address, street name and Assessor's Parcel Number(s).
- b) Applicant name, address and telephone number.
- c) Architect, engineer, designer name, street, phone number, web and e-mail address, as available.
- d) Date of plan and revision date(s).
- e) Sheet number.
- f) Indicate scale, dimensions and north arrow. Scale must be standard architectural or engineering scale.

**The following items may vary depending upon the complexity of the project:**

- Label rooms, areas, and closets.
- Label floor plans for all structures on the property.
- Interior partition walls (draw at nominal thickness).
- Exterior walls.
- Show the outline of covered and uncovered patios and porches, label patios and porches.
- Label doors with the proper symbol. Show all door swings.

- Stairs showing directional arrows for “Up” or “Down” including all interior and exterior stairs
- Chimneys, smokestacks, etc.
- Indicate where all sections and details are indicated using standard symbols and notations.

## 27. **Parking Matrix for Assembly, Commercial, and Industrial Uses**

Properties that contain more than one use or multiple tenants require a parking matrix form. This should include the entire property, not only the proposed use. Failure to provide a parking analysis matrix with the required occupancy load certification may result in a delay. Submit the Parking Matrix form or include on the plans. Include the following data:

- Names of business or tenants with address or unit number.
- Existing and proposed uses (restaurant, retail, medical office, non-medical office, residential, industrial, etc.).
- Gross square footage of each use.
- Parking ratio requirement for vehicles and bikes. Refer to Chapter 22.112.
- Vehicle and bike parking spaces required (rounded up).
- Vehicle and bike Parking spaces provided.
- Number of standard (8.5 ft. x 18 ft.) and compact (8 ft. x 15 ft.) parking spaces. Maximum of 39% compact permitted. Compact spaces not permitted for residential.
- Occupancy load certification from Public Works – Building & Safety Division required for assembly uses, restaurants, bars, theaters, gyms, etc.
- <http://dpw.lacounty.gov/bsd/offices/>

## 28. **Flag Lot Supplemental Information Form, as necessary**

Substantiate the flag lot design by completing the form.

## 29. **Land Use Radius Map**

Required only when new residential lots and/or new sensitive use lots are proposed within 500-foot radius of industrial uses or when required by permit type filed concurrently with a subdivision.

- One (1) map with a 500-ft. radius drawn from the boundary of the subject parcel(s). Map must be drawn to scale; the scale must be standard and measurable. Include a legend with symbols and a scale. Do not color-code the map.
- Specify all existing land use(s) for each of the parcels (for example: single-family residence, apartments or residential condominiums with number of units, bank, parking lot, auto repair shop, restaurant, school, park, undeveloped, etc.) within the 500-ft. radius on the scaled map. Where there is a strip mall or multiple uses on the parcel, specify all the uses. The land use symbol should be in the approximate location of the use on the property when the size of the parcel permits.
- Date of map preparation. The existing land use information must be current as of map preparation date.
- Do not submit a land use policy (RL1, U5, C, IL, etc.) or zoning (R-1, A-2, C-3, etc.) map as part of the land use radius map.

## 30. **Digital Photographs**

- Six (6) to ten (10) **DIGITAL** color photographs of the proposed project area with a photo-key map.
- Take photos from various locations on the property and any adjacent streets. Do not submit aerial views.

### **31. Building Permit Records**

- For all existing buildings on the subject property that are greater than 120 sq. ft. Building permit records are available at the local Building & Safety field office.  
<http://dpw.lacounty.gov/bsd/offices/>
- Submit copies of the Assessor's "Building Description Blanks" obtained from the Assessor's District Office.  
<https://assessor.lacounty.gov/contact/officelocations>