

BOND RELEASE INSPECTION  
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 [subdivisions@planning.lacounty.gov](mailto:subdivisions@planning.lacounty.gov).

**To submit an inspection request:**

- Complete the checklist below.
- Once submitted, your bond release inspection will be scheduled within 6-8 weeks.
- 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:**

1. **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
2. **One copy of the original bond(s)** issued by Public Works.
3. **One copy of the project approval package** (approval letter, findings, conditions, mitigation measures) if approved prior to 2008.
4. **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!**
5. **An improvement location map**, which may be a copy of the recorded tract or parcel map, highlighting the areas and improvements requested for inspection. Show all items for inspection.