

COVER LETTER FOR SUBMITTAL OF REVISIONS GUIDELINES

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).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or subdivisions@planning.lacounty.gov.

To submit revisions to a pending subdivision project, prepare a cover letter with the following information:

- Name and address of the person and firm submitting the revisions,
- Case and project number,
- Detailed description of changes made to the map and any other document in bullet point format,
- List of materials/documents included in the revision package, and
- Phone number and e-mail address of the contact for this project.