

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 “[How to Apply Online](#)” on our applications page (<http://planning.lacounty.gov/apps>).

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

- Complete the checklist below.
- Once submitted, your final map will be routed to the assigned planner for review or assigned to a new planner for review as applicable. (Please allow 1-2 weeks for a new planner assignment and 6-8 weeks for initial final map review.)
- Once reviewed, the assigned planner will send the owner or applicant a letter indicating any holds and/or additional information required as applicable.
- Once all Regional Planning holds have been cleared, a letter will be sent to Public Works recommending approval of the final map. (Please Note: Regional Planning is not the lead agency for the final map. The lead agency for final map clearance is Public Works. In addition, other County Departments such as Fire, Parks and Recreation, and Public Health may have final map holds. Please consult separately with these departments.)

Please provide the following:

1. **A signed and dated cover** letter requesting a final map review and containing the following information:
 - Owner and applicant name, address, e-mail and phone number
 - Tract or parcel map number and phase number (if applicable)
 - Site address and Assessor Parcel Numbers (APNs) of all existing lots within the subdivision final map area/phase
 - Total number of lots within the final map and phase (if applicable)
2. **One copy of the final map stamped by Public Works.** The final map should be the official full-size copy, contain all map sheets.
3. **One copy of the project approval** package (approval letter, findings, conditions, mitigation measures) if approved prior to 2008.
4. **Color photos of the site**, if more than one year since tentative map approval. Photos should be taken within 60 days of the submittal date. 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!**