

LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING  
LAND DIVISIONS SECTION

**BOND RELEASE INSPECTION REQUIREMENTS**  
**REVISED ON MAY 17, 2011**

In order to schedule a site inspection, please submit the following items:

- 1) **A signed cover letter** requesting the inspection for release of the bonded amount, stating what improvements are to be inspected, tract map number, lot number(s), location, site address(es), Public Works bond number and your contact information (including e-mail) listed. Please include in the cover letter the “scope” of inspection area, to include:
  - *The total number of lots and/or dwelling units located within the subdivision (or number of commercial/industrial structures/units if applicable)*
  - *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*
  - *Gross acreage of the approved tract or parcel map*
- 2) **One copy of the original bond** issued by Public Works, indicating what is being inspected and the bond amount.
- 3) **One copy of the recorded tract/parcel map** (full-size, not 8.5x11”), with the inspection areas highlighted. Please ensure that the map sheets are folded, not rolled—rolled sheets will be returned to the sender.
- 4) **One copy of the tract/parcel map conditions of approval.** *(These will indicate the improvements that require a bond release inspection.)*
- 5) **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; please do not send a portfolio of 50-100 photos without referencing each photo on the tract/parcel map! *(These can be actual photos or digital photos printed in color on standard paper.)*
- 6) **One copy of the Thomas Bros. Guide page** with the project location highlighted.
- 7) **(If applicable) a “phasing” or “area” map**, if the project and inspection areas cover multiple tracts/phases. *(This map may be reduced in size.)*
- 8) **Fee deposit (currently \$1,771.00)**

You can submit the above materials in person or mail them to:

County of Los Angeles  
Department of Regional Planning  
Attn: Land Divisions, Rm. 1382  
Hall of Records  
320 W. Temple Street  
Los Angeles, CA 90012

After we receive your request, you will soon be notified to confirm receipt of the materials and if any additional materials are required. If not already given, you will later receive a second notification indicating the scheduled inspection date. It is not required that you be present during the inspection.

(Rev. 5/17/11)