



CITY OF LA PUENTE

SUBDIVISION APPLICATION

VERSION: MAY 2021

TYPE OF APPLICATION

- Final Subdivision Map Check
- Tentative Parcel Map
- Minor Lot Line Adjustment (Lot Split, Lot Tie, etc.)
- Tentative Tract Map
- Parcel Merger
- Other: _____

Project Address: _____

Assessor's Parcel Number(s): _____ **Zoning:** _____

Existing Number of Parcels: _____ **Proposed Number of Parcels:** _____

Project Description/ Applicant Request (please provide a detailed description of your project, including all demolition, construction activities, existing uses and intended uses). If you need more room, please add a sheet of paper to the back of this application:

APPLICANT INFORMATION

Applicant's Name(s): _____

Address: _____

City / State: _____ **Zip Code:** _____

Phone: _____ **Email:** _____

PROPERTY OWNER INFORMATION

Property Owner's Name(s): _____

Address: _____

City / State: _____ **Zip Code:** _____

Phone: _____ **Email:** _____

NOTE: If the property owner is not the applicant, a signed and notarized Owner's Authorization Affidavit shall be submitted with this application. It shall contain a statement from the property owner authorizing the applicant in all matters pertaining to the application. Failure to provide this information will result in an incomplete application.

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City. I hereby certify that I have read and fully understand all the information required in this application.

Applicant's Signature: _____ Date: _____

Property Owner's Signature _____ Date: _____

FILING REQUIREMENTS AND CHECKLIST:

The materials requested in this form must be provided by the applicant as part of a complete application. The application must be filed at the Development Services Department's counter, located in City Hall. All forms are available at the counter or online. To be accepted, all plans must be folded to an 8 1/2" x 14" size or less. If you have any questions, please contact the Planning Division at (626) 855-1500.

THE FOLLOWING MATERIALS ARE REQUIRED FOR A COMPLETE APPLICATION:

- Subdivision Application Form (Completed & Signed)
- Radius Map Package (Please review Radius Map Handout)
- Title Reports for all Parcels Involved
- One (1) USB Drive – Digital Set & Photos of Existing Site
- Owner's Authorization Affidavit (Signed & Notarized)
- Preliminary Grading Plan
- Completed Environmental Information Form – if applicable
- Five (5) Copies of Minor Lot Line Adjustment Map – if applicable
- Ten (10) Sets of 24" X 36" Tentative Map – if applicable
- Other:

NOTE: At any time during the application process, staff reserves the right to require other materials, studies, or other forms of resources that help further the processing of application.

FOR OFFICE USE ONLY

Date Received Stamp



File No.: _____ Fee Paid: _____

Reviewed by: _____ Approved: Date: _____

Denied: Date: _____