

## **Cover Letter for Submittal of Revisions**

### **Guidelines**

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.

Call (213) 974-6433 to make an appointment for submitting your revisions package.