



Los Angeles County Department of Regional Planning

Land Use Application Checklist

Applicants must submit all the required items listed below to determine the scope of your project. Planning staff may request the additional items as needed on a project-by-project basis (below). Once staff has determined what permit(s) are needed for your project, you will be referred to the permit-specific checklist. Applications without all the required items listed below will not be accepted.

REQUIRED ITEMS

- 1. FILING FEE(S)**
Acceptable forms of payment include cash, check, money order, or debit/credit card. planning.lacounty.gov/fees
- 2. LAND USE APPLICATION**
Completed Steps 1-5 with original ink signatures. planning.lacounty.gov/apps
- 3. ARCHITECTURAL PLANS**
One copy of a 11" x 17" planning set drawn to either architect's or engineer's scale that includes title sheet, site plans, floor plans, elevations, sections, topo plans, grading plans, landscaping plans, etc. as applicable. Depict the following:
 - Site Plan Project Address and Assessor's Parcel Number(s), Sheet Number(s), Vicinity Map, Date, Revision Number(s), Scale, North Arrow, Dimensions, Scope of Work, Streets to the centerline, On-site access roads, Septic and well locations, Oak trees, Setbacks, Fences, Bike/Vehicle parking, Vehicle back-up, Landscaping, Driveway widths, etc. as applicable.
 - Floor Plan Label all rooms, Dimensions, Existing v. Proposed square footage by floors.
 - Elevations Label the maximum height, Materials, Finishes, depict fences/wall/gates, Natural v. Finished Grade
- 4. COLOR PHOTOGRAPHS**
Minimum of six printed photos (or more as needed) with a photo key map that depict the project site and exterior of existing buildings from public vantage points. No aerial photographs.
- 5. LETTER OF AUTHORIZATION**
If you are submitting the application on behalf of the property owner, provide a notarized letter from the property owner empowering you to act on their behalf for all things related to the Land Use Application.
- 6. CD/THUMB DRIVE**
Must contain digital copies of all application materials. Architectural Plans must be submitted as one combined PDF.
- 7. PROJECT NARRATIVE**
Describe how the property is currently used, how it is proposed to be used, any demolition/construction (sq. ft.), and include details such as hours of operation, number of employees/visitors/customers, number of shifts, parking arrangement, on-site activities, and any other pertinent information.

ADDITIONAL ITEMS (PROJECT-BY-PROJECT BASIS)

- 8. PROOF OF OWNERSHIP**
If the project site is owned by an LLC, corporation, partnership, or trust, an ownership disclosure is required. This disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.
- 9. OCCUPANCY LOAD CALCULATION CERTIFIED BY DEPARTMENT OF PUBLIC WORKS BUILDING AND SAFETY DIVISION**
Required for projects that contain amusement, assembly, drinking, eating, or entertainment uses.
- 10. PARKING MATRIX**
A tabular breakdown of required parking by proposed use.
- 11. PREVIOUS APPROVAL(S)**
- 12. BUILDING PERMIT RECORDS**
For all existing buildings on the project site. Records are available at your local Building and Safety office: dpw.lacounty.gov/bsd/offices
- 13. ASSESSOR RECORDS**
Building description blanks from your local assessor's office: assessor.lacounty.gov/office-locations
- 14. ENVIRONMENTAL ASSESSMENT FORM**
Prior to submittal, applicants are advised to consult with planning staff to determine if the proposed project is subject to the California Environmental Quality Act (CEQA).

Applicants are advised to consult with planning staff prior to submitting an application.

 (213) 974-6411

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 planning.lacounty.gov/who

If you prefer, you may submit a Land Use application online via our Customer Self Service portal at:

<https://epicla.lacounty.gov>