Los Angeles County Department of Regional Planning

Land Use Application Checklist

Applicants must submit all of 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 of 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. APPLICATION
   Completed with original (wet) signatures. planning.lacounty.gov/apps

☐ 3. ARCHITECTURAL PLANS
   One copy of a full sized (i.e., 2'x3') 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:
   • Project Address and Assessors Parcel Number, Zoning
   • Applicant, Architect, Engineer, Designer Name, Address, Phone number, Email address
   • Sheet Number(s)
   • Vicinity Map
   • Date of Plans
   • Revision Number(s)
   • Scale, North Arrow, Dimensions
   • Scope of Work
   • Surrounding streets to the centerline, on-site access roads, septic and well locations, etc.

☐ 4. COLOR PHOTOGRAPHS
   Minimum of six printed photos (or more as needed) with a photo key map that depict the project site/area 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

☐ 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