# Application Checklist

1. **Completed and signed application.**
   **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
2. Fee payment. Current fees can be found here: [http://planning.lacounty.gov/fees](http://planning.lacounty.gov/fees)
3. At least one printed copy of a conceptual tentative map and a PDF. The plan should be to scale and must depict, at minimum, all existing structures and the new lots and/or condominium units to be created.
4. A minimum of four (4) color photographs of the project site.
5. ALL MATERIALS MUST BE PROVIDED IN DIGITAL FORMAT ONLY (CD or thumb drive if filing in-person).

## Applicant Information (Información Del Solicitante)

- **Name:**
- **Address:**
- **City:**
- **State & Zip Code:**
- **Email:**
- **Phone:**

## Project Information (Información Del Proyecto)

- **Site APN(s) (list ALL):**
- **Site Address/Location:**
- Are there any oak trees on or adjacent to the site?
- **Size of Project Site:**
- **Total number of new Lots:**
- **Buildings:**
- **and Dwelling Units:**
  - Residential
  - Commercial
  - Industrial
  - Mixed-Use
  - Condo Conversion
  - Affordable/Senior Housing
  - Other (describe):
- **Project description**
- Are there any existing buildings or improvements on the site? If yes, will they be demolished or remain?

## Disclaimer (Limitación de Responsabilidad)

1. The one-stop counseling meeting is for advisory purposes only and does not entitle you to subdivision approval.
2. Failure to attend the meeting within 15 minutes of the scheduled time will be considered a no show. **NO REFUNDS** will be provided.
3. A request to cancel or reschedule the appointment must be made in person or by telephone **AT LEAST ONE FULL WEEK** prior to the one-stop counseling meeting. We can be reached at (213) 974-6433 or in person at 320 W. Temple Street, Rm. 1362, Los Angeles, CA 90012. Our office hours are Monday-Thursday 7:30am to 5:30pm.

I hereby agree to unconditionally accept the above terms and conditions by signing this disclaimer.

- **Signature of applicant:**
- **Date:**