



NONCONFORMING APARTMENTS MINOR CUP INSTRUCTIONS & CHECKLIST



LOS ANGELES COUNTY – DEPARTMENT OF REGIONAL PLANNING

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

For assistance call 213-974-6411 or <http://planning.lacounty.gov/who> .

For a submittal appointment call 213-974-6438.

- Use this checklist for a **minor conditional use permit application for legal non-conforming apartments**, pursuant to Sec. 22.56.085: Grant or Denial of minor conditional use permit by Director.
- Failure to provide all required information may cause delay or denial of the application.

Checklist Certification: *I certify that all requested materials have been submitted with my application and the checklist is complete. I understand that failure to submit required information may cause delay. I also understand that additional items may be requested after the application is submitted and reviewed.*

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ CHECK ONE: Owner Applicant Agent

Mailing Label and Ownership Map Authorization: *I hereby grant the Department of Regional Planning authorization to provide the certified mailing list, mailing labels, ownership and vicinity maps as required by Title 22 (Zoning Ordinance) of the Los Angeles County Code.*

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ CHECK ONE: Owner Applicant Agent

1. Filing Fee for a Minor Conditional Use Permit
Cash, check or money order payable to Los Angeles County. (<http://planning.lacounty.gov/fees>)

2. Zoning Permit Application
Completed with original (wet) signatures. (<http://planning.lacounty.gov/apps>)

3. Proof of Ownership

An **Ownership Disclosure** is required if the property is owned by an LLC, corporation, partnership or trust. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The 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.

The **Grant Deed** is required if the ownership does not match County records. Ownership on the deed must correspond exactly with the ownership listed on the application.

A notarized **Letter of Authorization (LOA)** is required from the property owner if anyone other than the owner signs the application. The authorized person (agent, applicant) on the LOA must correspond with the signature on the application.

4. Ownership & Consent Affidavit

Signed by property owner(s) with original (wet) signatures. If property owner is not a private individual, also provide a copy of the Articles of Incorporation, Articles of Organization, list of the land trust beneficiaries, etc. Provide name(s) of the person(s) authorized to sign on behalf of the organization. <http://planning.lacounty.gov/apps/all>

 5. Burden of Proof

Each zoning permit request requires a separate “Burden of Proof” statement prepared by the applicant. Your request requires accurate and complete responses. “Yes” or “no” answers are not acceptable. It is the applicant’s responsibility to substantiate the Burden of Proof. See “Guidelines for Writing Your Burden of Proof” http://planning.lacounty.gov/assets/upl/apps/cup-guidelines-bop_20090826.pdf

 6. Project Narrative

- If necessary, attach a separate sheet of paper with the heading “Project Narrative.”
- Provide a description of how the property is currently used and how you propose to use the property.

 7. Five Plan Sets (Full-sized, “blueprint” sized plans)

- Full-sized plan sets must be scalable with a standard architect’s or engineer’s scale, generally drawn on 2 ft. x 3 ft. sheets.
- Additional copies of full-sized plan sets may be requested at a later date, prior to a public hearing or after final approval.
- Do not submit rolled plans or unbound plans. Rolled or unbound plans cannot be accepted. Plans sets must be folded to fit into an 8.5 in. x 14 in file folder.
- Plan sets need only include the site plan. Do not submit mechanical drawings. Include topography, conceptual grading or landscape plans, as applicable.
- You may benefit from the aid of a professional with the preparation of your drawings.

Each site plan sheet must, include:

- a) Project address, street name and Assessor Parcel Number(s).
- b) Applicant name, address and telephone number.
- c) Architect, engineer, designer name, street, phone number, web and e-mail address, as available.
- d) Vicinity map.
- e) Date of plan and revision dates.
- f) Scale, north arrow, and dimensions. Scale must be standard architectural or engineering scale.

The following items may vary depending upon the complexity of the project:

- Parcel gross and net acreage.
- Front, side and rear yard proposed and required setbacks.
- Height of existing structures, fences, walls, trees, and other significant site features.
- Location and sq. ft. of existing and proposed building(s), structure(s).
- Conceptual landscape plan with open space and landscape area calculations.

- Protected zone of on-site and off-site protected oak trees located within 50 ft. of the project. Failure to accurately indicate all protected oak trees will delay review. Refer to Part 16 of Sec. 22.56 Oak Tree Permits.
- Setbacks, buffer yards and spaces between buildings with dimensions.
- Existing and proposed outdoor storage areas. Refer to Part 7 of Sec. 22.52 Outside Storage.
- Conceptual grading plan showing earthwork volume (including overex), pad and/or finished floor elevations, benchmark information, retaining wall location and heights, and grading limits, if applicable.
- Existing on-site public and private easements with names of the holders, document numbers, and recorded dates.
- Label all easements as “to remain,” “to be relocated,” or “to be abandoned.”
- Parking space, aisle widths and back-up space dimensions. Indicate total number of parking spaces provided.
- Show property lines, easements, alleys, private streets, and adjacent rights-of-way and easements. Indicate existing or proposed trails, if any. Label property lines with “PL” notation.
- Label the street centerline using the “CL” notation.
- Dimensions for the existing road right-of-way width (from centerline), curb width (from centerline), and parkway width on both sides of all surrounding streets.
- Dimensions for all driveways.
- Indicate existing public sewer and water mains and the point of connections on plan.
- Indicate water purveyor.
- Provide adequate sight distance (horizontal and vertical) from all existing driveways.
- Longitudinal grades for all subterranean parking areas.
- Longitudinal grades for all private drive and fire lanes.
- Existing fire hydrant locations within 150 ft. of property line frontages, as applicable.
- Drainage and watercourses. If complex, provide a separate exhibit.
- Boundaries of constrained areas that may include resources and hazards such as slopes in excess of 25%, biologically or archaeologically sensitive areas, flood hazard zones, ridgelines, hilltops, and geographically hazardous areas. Within constrained areas, indicate the proposed pad locations and driveways. If complex, this may be prepared as a separate exhibit to the site plan.
- Indicate any Environmentally Sensitive Habitat Area (ESHA), Significant Ecological Area (SEA) or the Coastal Zone located within 50 ft. of the project.

8. Reduced Copies of Plan Set (Not required if Item #9, below, is submitted)

Two (2) 11 in. x 17 in. reduced copies of the plan sets, stapled and folded.

9. Digital Copy of Plan Set (Preferred)

One (1) CD with PDF copy of the plans. Label CD with address or Assessor Parcel Number (APN).

10. Print Photographs with Photo Key Map

- Six (6) to ten (10) **PRINT** color photographs of the proposed project area with a photo-key map.
- Ensure that at least four photos depict the existing north, south, east and west building elevations.
- Provide the ground-level perspective, not aerial views.

- 11. Digital Photographs (Preferred)**
 - Six (6) to ten (10) **DIGITAL** color photographs of the proposed project area on CD. Label CD with address, APN or Project Number.

- 12. Building Permit Records**
 - Building permit records are available at the local Building & Safety field office.
<http://dpw.lacounty.gov/bsd/offices/>

- 13. Building Description Blanks**
 - Submit copies of the Assessor’s “Building Description Blanks” obtained from the Assessor’s District Office. <http://assessor.lacounty.gov/extranet/contactus/districtOffice.aspx>

Animal Care and Control: <http://animalcare.lacounty.gov/>

Assessor: <http://assessor.lacounty.gov/extranet/default.aspx>

Business License General Information: http://ttc.lacounty.gov/Proptax/Business_License.htm

Parks and Recreation: <http://parks.lacounty.gov/>

Fire Department, Fire Prevention: <http://fire.lacounty.gov/FirePrevention/FirePrevContacts.asp>

Fire Department, Forestry: <http://fire.lacounty.gov/Forestry/Forestry.asp>

Public Health, Environmental Health: <http://www.lapublichealth.org/eh/>

Public Works, Building & Safety Offices: <http://dpw.lacounty.gov/bsd/offices/>

Regional Planning: <http://planning.lacounty.gov/>

Sheriff’s Department: <http://sheriff.lacounty.gov/wps/portal/lasd>