



# Land Use Application Checklist - Small-Cell Communications Facilities ("SCF")

Applicants must submit all the required items listed below or the application will not be accepted.

## REQUIRED ITEMS

**1. FILING FEE(S)**

Acceptable forms of payment include cash, check, money order, or debit/credit card. (please see current fee for Zoning Conformance Review at [www.planning.lacounty.gov/fees](http://www.planning.lacounty.gov/fees))

**2. APPLICATION**

Completed with original (wet) signatures.  
(please see Land Use Application for Zoning Conformance Review at [www.planning.lacounty.gov/apps](http://www.planning.lacounty.gov/apps))

**3. SELF-ASSESSMENT CHECKLIST**

Completed, initialed, and signed checklist.

**4. 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, and elevations. Depict the following:

- Project Address and Assessor's Parcel Number, or latitude/longitude for ROW structures;
- Address, phone number and email address for owner, applicant, and agent;
- Name and contact information of the wireless carrier, if different from the applicant;
- Sheet Number(s);
- Date of Plans;
- Vicinity map;
- Revision Number(s);
- Scale, North Arrow, Dimensions;
- Scope of Work;
- Surrounding streets to the centerline, on-site access roads, elevations to depict height of structure, ROW cross section, etc.;
- Total cubic feet of installation (not to exceed 28 c.f.); and
- Design standards, as instructed by the checklist, and a legend/key showing where the design standards are depicted on the plans.

**5. COLOR PHOTOS OR GRAPHIC SIMULATIONS**

Color photos or graphic simulations of proposed SCF "before" and "after." Three (3) 11 in. x 17 in., one (1) 8.5 in. x 11 in.

**6. CD/THUMB DRIVE**

Must provide digital copies of all application materials.

**7. LETTER OF AUTHORIZATION**

If proposed on private property, provide a letter from the property owner authorizing you to install the SCF and act on behalf of property owner with regard to the SCF Application.

**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 (holding 25% or greater interest) and attach a copy of the recorded corporate articles of incorporation, partnership agreement, or trust document, as applicable.

**9. PREVIOUS APPROVAL(S), IF APPLICABLE**

Please list project and case numbers, below:

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

 (213) 974-6411

[zoningldcc@planning.lacounty.gov](mailto:zoningldcc@planning.lacounty.gov)

 [planning.lacounty.gov/who](http://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>