



# Los Angeles County Department of Regional Planning



*Planning for the Challenges Ahead*

## ZONING PERMIT INSTRUCTIONS & CHECKLIST

**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 zoning permit application, pursuant to Chapter 22.158: Conditional Use Permit (CUP), Variance, Parking Permit, Non-Conforming Review, Conditional Use Permit Modification, Coastal Permit, Zone Change, Plan Amendment, etc.
- Do not use this checklist for Land Division or Oak Tree Permit applications.
- Failure to provide all required information may cause delay or denial of the application.
- For answers to the most frequently asked questions: <http://planning.lacounty.gov/faq> and review the "Application Process" flowchart here [http://planning.lacounty.gov/assets/upl/apps/zoning-permit\\_application\\_flowchart.pdf](http://planning.lacounty.gov/assets/upl/apps/zoning-permit_application_flowchart.pdf)

**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 Fees**  
Cash, check or money order payable to Los Angeles County. (<http://planning.lacounty.gov/fees>)
- 2. CD of PDF files of all the following applicable items.** Label CD with address or Assessor Parcel Number (APN).
- 3. Zoning Permit Application**  
Completed with original (wet) signatures. (<http://planning.lacounty.gov/apps>)
- 4. Environmental Assessment Information Form – (Consult with staff prior to submittal)**  
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). Your project may be exempt. All

projects must comply with CEQA. The county is required to conduct an environmental assessment (Initial Study) for projects subject to CEQA. <http://planning.lacounty.gov/apps/all>

- 5. Proof of Ownership**
- An **Ownership Disclosure** is required if the property is owned by an LLC, corporation, partnership or trust. 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.
- 6. 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>
- 7. Certificate of Compliance (COC)**
- Please be advised that a recorded unconditional COC may be required prior to final plan approval. If the Assessor's Parcel Map indicates a dashed-line (deed-cut) parcel, provide a copy of the recorded COC, if available. COC application may be processed concurrently. ([http://planning.lacounty.gov/view/certificate\\_of\\_compliance\\_faq/](http://planning.lacounty.gov/view/certificate_of_compliance_faq/))
- 8. Findings**
- Each zoning permit request requires a separate "Findings" 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 Findings. See "Guidelines for Writing Your Findings Statement" <http://planning.lacounty.gov/assets/upl/apps/cup-guidelines-findings.pdf>
- 9. Project Narrative – (Optional/Recommended)**
- 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 proposed to use the property.
  - Describe daily or seasonal operations; number employees, customers, visitors; number of shifts; activities; products and services, as applicable.
  - Applicants should discuss how the proposed project is consistent with the General Plan and any applicable Area or Community Plan. (<http://planning.lacounty.gov/plans/adopted>).
  - Describe how the proposed project complies with zoning development standards, including any applicable Community Standards District regulations. (<http://planning.lacounty.gov/luz>).
- 10. Five Plan Sets (Full-sized, "blueprint" sized plans)**  
(Not required for Wireless Telecommunication Facilities (WTFs) or Alcoholic Beverage Sales, submit only two reduced plan sets.)
- 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 title sheet, site, floor and elevation plans. 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.

**10a. Site Plan**

— **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) Sheet number.
- e) Vicinity map.
- f) Date of plan and revision dates.
- g) 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 Chapter 22.174 Oak Tree Permits.
- Setbacks, buffer yards and spaces between buildings with dimensions.
- Existing and proposed outdoor storage areas. Refer to Section 22.140.430 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 adequate vehicular circulation, which is conducive to free flow travel. This includes indicating and dimensioning an adequate “throat length” between the proposed/existing right-of-way and the first parking stall/drive aisle. When loading areas are proposed, identify the type of delivery vehicles to be used and delineate circulation pattern for the delivery vehicles.
- Show adequate pedestrian circulation, which complies with ADA accessibility requirements.
- Adequate queuing area for “drive-thru” uses. Show “drive-thru” travel lane, if applicable.
- Show property lines, easements, alleys, private streets, and adjacent rights-of-way and easements. Indicate existing or proposed trails, if any. Label property lines using the “PL” notation.
- Labels the street centerline using the “CL” notation.

- All existing and proposed improvements including curbs, sidewalks, driveways, block walls, utility poles, traffic signal poles, trees, bus shelters, bus pads etc., using accepted topographic conventions on both sides of all surrounding streets, 100 ft. beyond the proposed improvements. All improvements shall be appropriately labeled. Location of offsite or adjacent driveways that may be affected by proposed street improvements shall also be identified. (See Standard Plans for Public Works Construction).
- Dimensions for the existing and proposed road right-of-way width (from centerline), curb width (from centerline), and parkway width on both sides of all surrounding streets.
- Dimensions for all proposed driveways.
- Label driveways that are “to be closed” or “to remain”, as applicable.
- Labels and dimensions for the existing and proposed curb return radii.
- Labels and dimensions for the existing and proposed right-of-way at the curb returns.
- Indicate existing or proposed public sewer and water mains and the point of connections on plan.
- Indicate water purveyor.
- Provide adequate sight distance (horizontal and vertical) from all proposed/existing driveways.
- Longitudinal grades for all subterranean parking areas.
- Longitudinal grades for all private drive and fire lanes.
- Method of screening for parking, storage, and loading areas, as applicable.
- Method of screening for mechanical and electrical equipment, as applicable.
- Location and screening of refuse/recycling enclosures, as applicable.
- Sign locations, if applicable. Refer to Chapter 22.114 Signs.
- Existing public transit bus stops, bus shelters or train stations located within 50 ft. of the property lines, as applicable.
- 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, 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.

**10b. Elevation Plan** – Elevations must be submitted if the request involved issues regarding height or other required façade design elements.

— **Each elevation sheet must include:**

- a) Project address, street name and Assessor’s 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) Date of plan and revision dates.
- e) Sheet number.
- f) Scale and exterior dimensions. Scale must be standard architectural or engineering scale.

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

- Elevation sections, if the project involves multiple levels or subterranean floors.
- Natural and finished grade, as applicable.
- All elevations (north, south, east, west) of each building proposed, drawn to scale.
- Dimensional representation of wall openings, windows, doors, etc.

- Elevations of parking structure or other accessory structures.
- Proposed materials and colors.
- Method of screening for mechanical and electrical equipment.
- Location of proposed signage, if applicable.
- Diagram of the proposed wireless telecommunication facility (WTF) and antennae, including height, shape, size and nature of construction (WTF only).
- Diagram illustrating the separation between the proposed WTF and any existing WTF on the same support structure or site, if co-location is planned (WTF only).

**10c. Floor Plan** – Floor plans must be submitted if the request involves the interior lay-out of a project.

— **Each floor plan sheet must include:**

- a) Project address, street name and Assessor’s 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) Date of plan and revision dates.
- e) Sheet number.
- f) Indicate scale, dimensions and north arrow. Scale must be standard architectural or engineering scale.

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

- Label rooms, areas, and closets.
- Label floor plans for all structures on the property.
- Interior partition walls (draw at nominal thickness).
- Exterior walls.
- Show the outline of covered and uncovered patios and porches, label patios and porches.
- Label doors with the proper symbol. Show all door swings.
- Stairs showing directional arrows for “Up” or “Down” including all interior and exterior stairs
- Chimneys, smokestacks, etc.
- Indicate where all sections and details are indicated using standard symbols and notations.

**11. Reduced Copies of Plan Set**

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

**12. Land Use Radius Map**

- One (1) map with a 500-ft. radius drawn from the boundary of the subject parcel(s). Map must be drawn to scale; the scale must be standard and measurable. Include a legend with symbols and a scale. Do not color-code the map.
- Indicate all existing land use(s) for each of the parcels (for example: residential with number of units, bank, parking lot, auto repair shop, restaurant, schools, parks, vacant, etc.) within the 500-ft. radius on-the scaled map. Where there is a strip mall or multiple uses on the parcel, indicate all the uses. Where the size of the parcel permits, the land use symbol should be in the approximate location of the use of the parcel. The existing land use information should be current as of the applicable date.
- Do not submit a land use policy (RL1, U5, C, IL, etc.) or zoning (R-1, A-2, C-3, etc.) map as part of the land use radius map.

**13. Occupant Load Certification**

Required for projects that contain amusement, assembly, drinking, eating or entertainment. Submit the occupancy load certification (stamped plan) obtained from Public Works - Building & Safety Division (Refer to Chapter 22.112: Parking). Failure to provide occupancy load certification may cause delay. <http://dpw.lacounty.gov/bsd/offices/>

**14. Parking Matrix**

Properties that contain more than one use or multiple tenants require a parking matrix form. This should include the entire property, not only the proposed use. Failure to provide a parking analysis matrix <http://planning.lacounty.gov/apps/all> with the required occupancy load certification may cause delay. Parking matrix may be shown on the plans or use parking matrix form. Include the following data:

- Names of business or tenants with address or unit number.
- Existing and proposed uses (restaurant, retail, medical office, non-medical office, residential, industrial, etc.).
- Gross square footage of each use.
- Parking ratio requirement. Refer to Chapter 22.112.
- Parking spaces required (rounded up).
- Parking spaces provided.
- Number of standard (8.5 ft. x 18 ft.) and compact (8 ft. x 15 ft.) parking spaces. Maximum of 39% compact permitted. Compact spaces not permitted for residential.
- Occupancy load certification required for assembly uses, restaurants, bars, theaters, gyms, etc.

**15. Print Photographs**

- Six (6) to ten (10) **PRINT** color photographs of the proposed project area with a photo-key map.
- Ensure photos are from the public right-of-way views. Show areas of the proposed project, along with the front, side and rear yard setbacks. Provide the ground-level perspective, not aerial views.

**16. Building Permit Records**

- For all existing buildings on the subject property that are greater than 120 sq. ft. Building permit records are available at the local Building & Safety field office. <http://dpw.lacounty.gov/bsd/offices/>
- If the project has nonconforming rights and was constructed prior to 1933, submit copies of the Assessor's "Building Description Blanks" obtained from the Assessor's District Office. <http://assessor.lacounty.gov/extranet/contactus/districtOffice.aspx>

**17. Supplemental Information for a Wireless Telecommunication Facility (WTF)**

For WTF development guidelines, refer to Ord. Policy No. 01-2010

<http://planning.lacounty.gov/interpretations>

- a. Coverage analysis to demonstrate that the proposed facility is necessary to close a significant gap in service area coverage.
- b. Two copies of existing and proposed coverage maps.
- c. Site analysis that includes:
  - Co-location feasibility on existing facilities located within ¼ mile of proposed project site.
  - Non-co-location sites considered and why they were not selected.
  - Description of why the proposed project site is the least visually intrusive site considered.
- d. Two (2) copies of a map that depicts alternative site locations, including existing facility sites considered for co-location and proposed project site location.
- e. Design analysis that includes:

- Describe how the proposed facility is designed to minimize the visual impact to the surrounding area.
- Alternative designs that were considered and why they were deemed infeasible.
- f. Color photo simulations of “before” and “after.” Three (3) 11 in. x 17 in., one (1) 8.5 in. x 11 in.
- g. Provide name and contact information of WTF carrier, if different from the applicant.

**18. Supplemental Information for Alcoholic Beverage Sales**

- Completed Findings for Alcoholic Beverage Sales (Chapter 22.140.030.F)  
<http://planning.lacounty.gov/apps/all>
- Indicate the requested Alcoholic Beverage Control (ABC) license type number.  
<http://www.abc.ca.gov/forms/abc616.pdf>
- Copy of current ABC license, if applicable.
- Add the following items to the Land Use Radius Map (#12):
  - List and label all uses that sell alcohol within a **500-ft.** radius. Indicate each location with the appropriate ABC license type number (<http://www.abc.ca.gov/forms/abc616.pdf>) and operating hours.
  - List and label all schools, parks, playgrounds, places of worship, or any similar sensitive use within a **600-ft.** radius.
- Two (2) copies (11 in. x 17 in.) of shelf plans for off-site (retail) beverage sales. Show location of alcohol sales and storage on floor plan. Indicate the percentage of the total retail shelf space proposed for alcoholic beverage sales.

**19. Supplemental Information for Hillside Management Areas (HMA)**

***The following items are required for all HMA applications. Please note that while some of these items appear similar to other items on the Zoning Permit Checklist, the requirements for HMA applications are more specific, as described below.***

- Sensitive Hillside Design Measures Checklist (<http://planning.lacounty.gov/apps/all>)
- Hillside Management Findings (<http://planning.lacounty.gov/apps/all>)
- Site Photographs. Six panoramic or composite color photographs taken from each corner of the development site and from the highest elevation points within the development site, taken no more than 90 days prior to application submission, along with a photograph key. Additional photographs may be required if the Director determines such materials are necessary for adequate evaluation.
- Proposed Development Exhibits. The following exhibits, each of the same size and scale, showing the natural topography of the site in accordance with the Hillside Design Guidelines:
  1. A **slope map** that includes the following:
    - a. The land use designation(s) and all existing and proposed development including the following:
      - i. Construction or expansion of any structure or impervious surface such as hardscape;
      - ii. Construction of any street, highway or other access road;
      - iii. Construction or expansion of any infrastructure, such as water and sewerage lines, drainage facilities, telephone lines, and electrical power transmission and distribution lines;
      - iv. Grading, such as cut, fill, or combination thereof, including off-site grading;
      - v. Removal of any vegetation, including fuel modification;
      - vi. Subdivisions; or

- vii. Lot line adjustments.
  - b. The following slope categories as determined by a licensed civil engineer, licensed land surveyor, or a registered geologist; and associated color for: Zero to 24.99 % natural slope (green), 25 to 49.99 % natural slope (yellow), and 50 % or greater natural slope (red).
  - c. A table listing:
    - i. Number of gross and net acres;
    - ii. Land use designation(s);
    - iii. Proposed non-residential sq. ft. and/or proposed number of units; and
    - iv. Proposed grading amounts within each slope category and within the overall project boundary.
2. An **open space exhibit** that includes the following:
- a. Proposed lot configuration, proposed streets, proposed grading design, and proposed open space areas.
  - b. Number and label each proposed open space area.
  - c. Indicate natural open space or improved open space, as an open space lot or with “Open Space – Restricted Use Area” delineation.
  - d. Show and describe the type of improved open space within each improved open space area.
  - e. A table listing:
    - i. Acreage and percentage of natural and/or improved open space area on each proposed lot;
    - ii. Total acreage and percentage of natural open space area; and
    - iii. Total acreage and percentage of improved open space area.
3. A **hillside constraints map**, including topographic features such as slopes, hilltops, ridgelines that may contain hazards and, when developed, may cause visible alteration of the topographic feature and its views.
4. A **vegetation exhibit** showing existing groundcover, shrubs, and trees.
- Information on Proposed Structures. If a new structure is proposed, exterior elevation cross sections at a scale satisfactory to the Director, including proposed building, retaining wall heights and proposed retaining wall construction materials.

***The following additional materials may be requested at the time of application submission or during review by the Department if the Director determines such materials are necessary for adequate evaluation.***

- **Site Profile.** A scaled drawing that shows a cross-section view of the site from one edge to the other, showing the location of all development in the hillside and overall extent of hillside encroachment and landform alteration. *(Note: More than one cross-section may be required in order to accurately assess hillside impacts.)*
- **Block Elevation.** (For land divisions or larger multi-unit developments as applicable.) A drawing that shows a row of multiple house (or other building) elevations as they would appear to the public from a lower vantage point on or adjacent to the site. May also include depictions of landscape screening.
- **Landscape Plan.** A color plan that shows all proposed landscaped areas, to include plant materials and any pedestrian and aesthetic features such as walkways, recreation equipment, fountains, gardens, etc. Should also depict existing vegetation that will be preserved as well as oak or other mitigation trees (if known).

- **Fuel Modification Plan.** A specific type of landscape plan that shows all fuel modification zone boundaries, distances between boundaries, and types of vegetation, as required by the Fire Department. *(Please refer to Fire Department’s separate guidelines when creating this plan.)*
- **Open Space Exhibit.** A simplified site plan that shows all proposed lots, roadways and grading only; also depicts, numbers and labels the restricted-use areas and separate lots to be preserved as Open Space. Distinguishes between different types of Open Space and provides legend for each type. Provides a table listing approximate acreage of individual Open Space types and quantity and percentage of improved (i.e. disturbed) and undisturbed Open Space within each lot and for overall project.
- **Buildout Simulation.** Color exhibit that shows how new development would impact existing hillside views, including “before” and “after” perspective views of the hillside(s). Includes realistic or semi-realistic photos or renderings of actual buildings and landscaping that will be used in development, and how they will affect hillside views.
- **Viewshed Analysis.** Site plan or cross-section showing the specific degree angle of view from one or more vantage points on the site. The “sight line” is drawn from the point of view to some object of observation (such as a road intersection or ridgetop) depicted at some distance from the point of view on or off-site. The sight line will show any intervening features that may block line of sight.

## 20. Supplemental Information for Utility-Scale Ground-Mounted Solar Energy Facilities

***The following items are required only for ground-mounted, utility-scale solar energy facility applications. Please note that while some of these items appear similar to other items on the Zoning Permit Checklist, the requirements below are more specific.***

*Each site plan must include:*

- Solar array footprint and height.
- Solar array setbacks from all property lines.
- Area and amount of proposed grading and site disturbance.
- Topography of the site.
- Any watercourses on the site.
- Access roads.
- Any required fencing.
- Any required signage.
- Any required lighting, including type and location of any safety lights.
- Transmission lines.
- Type and location of any energy storage devices.
- Any significant ridgelines on the site.

*The following additional materials are also required:*

- Completed Finding statement for Utility-Scale Ground-Mounted Solar Energy Facility  
<http://planning.lacounty.gov/apps#RenewableEnergy>
- *(If requesting a modification to development standards)* Additional Findings statement  
<http://planning.lacounty.gov/apps#RenewableEnergy>
- Color photo simulations of the project area “before” and “after” construction of the project. Three (3) 11 in x 17 in, one (1) 8.5 in x 11 in.
- Six Landscaping Plans. Each landscaping plan must depict:
  - Any required fencing.

- Proposed plant species palette, including the number and size of each plant.
- Proposed water usage for planting and maintaining proposed landscaping.
- Proposed timing and phasing of proposed landscaping.
- Decommissioning Plan.
- Hydrology Study.
- Conceptual Dust Control Plan.
- Glare Study.
- Description of amount and source of water necessary for construction and operation.