



Los Angeles County  
Department of Regional Planning

Planning for the Challenges Ahead



## ZONING PERMIT APPLICATION CHECKLIST

**An appointment is required to submit the application. Please call (213) 974-6438 to schedule.  
Incomplete applications will not be accepted.**

- 1. Fees (cash, check, or money order only). Make checks payable to Los Angeles County.
- 2. Zoning Application (completely filled out)
- 3. Burden of Proof.
- 4. Copy of the Thomas Guide page.
- 5. 500' Radius Ownership Map at 1"=100' scale (keyed to ownership list.) \*
- 6. Property owner's names & addresses on gummed labels (2 sets) and one photocopy of list (keyed to ownership map).
- 7. Certified Property Owner's List Affidavit.
- 8. Six (6) blank copies of the 500-foot Radius Vicinity Map drawn to 1" = 100' scale.
- 9. Eight (8) copies of a 500-foot Radius Land Use Map (drawn to 1" = 100' scale) with a legend indicating the surrounding land uses.
- 10. Six (6) sets of plans: each set must include a site plan, floor plan, and elevations drawn to scale (for example 1/8"=1') on paper approximately 2' x 4' in size. Each set must be stapled and folded separately to fit into an 8 1/2" X 14" folder. Depict all onsite and offsite oak trees on the plans (see oak tree diagram attachment for instructions).
- 11. One (1) digital (PDF) copy of Plot Plan on CD is highly encouraged.
- 12. At least six (6) different printed color photographs (no aerial photos) of the entire subject property AND area proposed for development within the property. Include a photo key and location of subject photos.
- 13. Ownership and Consent Affidavit (required effective July 1, 2008).
- 14. Supplemental information required for Alcoholic Beverage Sales:
  - (a) Burden of Proof for Alcoholic Beverage Sales
  - (b) Identify all uses that sell alcohol within a 500-foot radius, with type of sale (on-site or off-site consumption), beverage type (beer only, beer & wine, general liquor) and operating hours.
  - (c) Identify all schools, parks, playgrounds, places of worship within a 600-foot radius.
  - (d) Three (3) copies of shelf plans are required for off-site beverage sales depicting the amount of shelf space proposed for alcoholic beverage sales.

\* BE ADVISED THAT A 1,000 FOOT ADVERTISING RADIUS IS REQUIRED IN CERTAIN AREAS. THESE AREAS INCLUDE **AVOCADO HEIGHTS**, **WORKMAN MILL**, **SOUTH SAN GABRIEL**, AND THE **FIFTH SUPERVISORIAL DISTRICT**. CHECK WITH STAFF PRIOR TO FILING YOUR APPLICATION.