

**Los
ANGELES
COUNTY
DEPARTMENT
OF
REGIONAL
PLANNING**

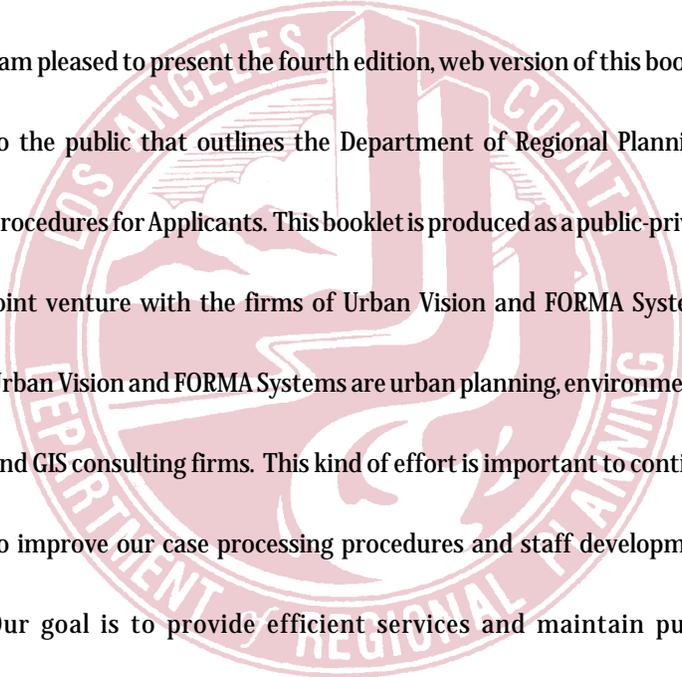


**applicant's
guide to**

**Development
and
Permit
Processing**

**FOURTH EDITION
(web version)**

A Message from the Director of Planning

The seal of the Los Angeles County Department of Regional Planning is a circular emblem. It features a central figure of a person with arms raised, set against a background of a stylized landscape with a sun and mountains. The text "LOS ANGELES COUNTY" is arched across the top, and "DEPARTMENT OF REGIONAL PLANNING" is arched across the bottom.

I am pleased to present the fourth edition, web version of this booklet to the public that outlines the Department of Regional Planning's procedures for Applicants. This booklet is produced as a public-private joint venture with the firms of Urban Vision and FORMA Systems. Urban Vision and FORMA Systems are urban planning, environmental and GIS consulting firms. This kind of effort is important to continue to improve our case processing procedures and staff development. Our goal is to provide efficient services and maintain public responsiveness.

James E. Hartl, AICP
Director of Planning



**Los Angeles County
Department of Regional Planning
Applicant's Guide to Development
and Permit Processing**

**320 West Temple Street
Los Angeles, CA 90012
(213) 974-6411**

Prepared By:



**Urban Vision
359 San Miguel, Suite 105
Newport Beach, CA 92660
(949) 718-1133**



**FORMA Systems
17500 Redhill Ave. Suite 100
Irvine, CA 92614
(949) 660-1900**

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INTRODUCTION

PURPOSE OF THE GUIDE

This guide is a “How to Directory” for the County of Los Angeles Department of Regional Planning Development Case Processing. The procedures outlined directly revolve around the Department of Regional Planning and its procedures, requirements, and interaction with other County agencies. This booklet includes summaries of the most recent processing procedures, arranged from the general to the specific including: subdivision, zoning and land use, environmental and specialized permits. In addition, this booklet contains fee requirements, a glossary of terms, and a contact list of responsible agencies in the County of Los Angeles (see Appendix for County of Los Angeles Organization Flow Chart). **FEE REQUIREMENTS AND PROCESSING PROCEDURES ARE SUBJECT TO CHANGE.**

LOS ANGELES COUNTY BOARD OF SUPERVISORS

The Board of Supervisors serves as the governing body of Los Angeles County. The Board acts as a hearing body for General Plan Amendments, zone and subdivision ordinances, zone changes, development agreements, specific plans and also hears appeals of quasi-judicial permits. In addition, the Board acts as an appeals board on conditional use permits and land division cases of the Regional Planning Commission. The Board consists of five members, each representing a district with a population of approximately 1.6 million residents. Each member is elected to four-year terms by residents in their respective districts. The activities of the Chief Administrative Officer and all County departments are supervised by the Board. The Board also holds hearings on County improvement districts and on appeals regarding licensing matters. Each Supervisor selects citizens to serve on the various County commissions and committees. (See Appendix for maps of each Supervisorial District.)

THE BOARD OF SUPERVISORS

Gloria Molina

1st District, Room 856
Kenneth Hahn
Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
(213) 974-4111

Don Knabe

4th District, Room 822
Kenneth Hahn
Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
(213) 974-4444

Yvonne Brathwaite Burke

2nd District, Room 866
Kenneth Hahn
Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
(213) 974-2222

Michael D. Antonovich

5th District, Room 869
Kenneth Hahn
Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
(213) 974-5555

Zev Yaroslavsky

3rd District, Room 821
Kenneth Hahn
Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
(213) 974-3333

EXECUTIVE OFFICER CLERK OF THE BOARD OF SUPERVISOR'S

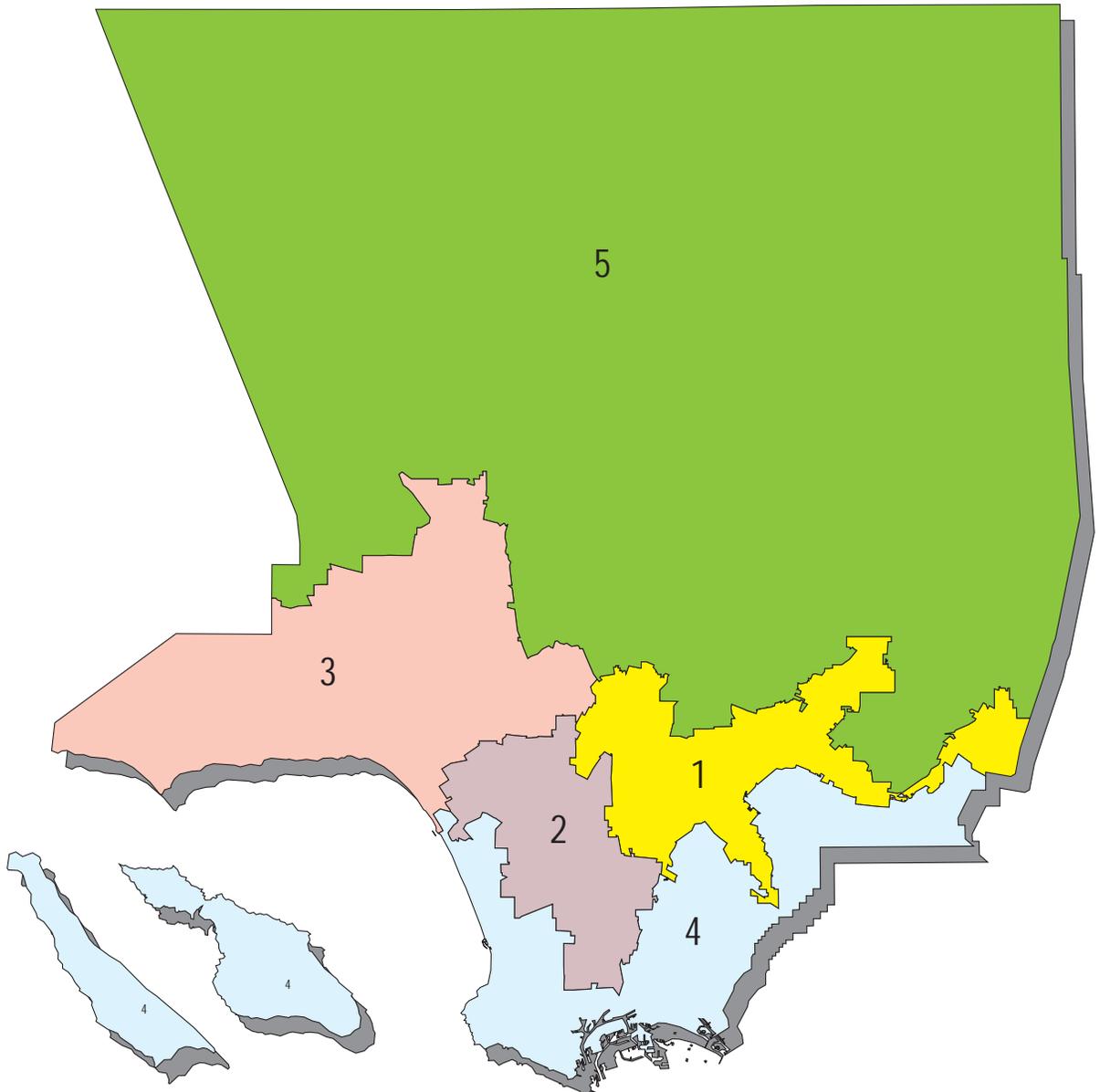
The Executive Officer is the administrative head of the Department serving the Board of Supervisors. The Executive Office prepares agendas, maintains minutes of Board meetings, advertises hearings, gives notice of Board actions, and records Board proceedings. The Executive Officer also serves as the administrative officer for the Assessment Appeals Board, which serves as a board of equalization for Los Angeles County.

Executive Officer Clerk of the Board of Supervisors

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, CA 90012
(213) 974-1401



SUPERVISORIAL DISTRICTS OF THE COUNTY OF LOS ANGELES





COUNTY RECORDER

The County Recorder is responsible for the recording of legal documents which serve as the basis for determining ownership of real property in Los Angeles County.

Office of County Recorder
12400 East Imperial Highway
Norwalk, CA 90650
(310) 462-2696

THE LOS ANGELES COUNTY REGIONAL PLANNING COMMISSION

The Regional Planning Commission consists of five Commissioners. They are appointed to four-year terms by the Board of Supervisors. In addition, there are four advisory, non-voting, members who are; the Forester and Fire Warden, Director of Public Works, Superintendent of Parks and Recreation, and Agricultural Commissioner.

The Planning Commission acts as an advisory body to the Board of Supervisors on all planning matters, and administers the provisions of the State Planning Law (Title 7, Division I, of the Government Code), the State Subdivision Map Act, CEQA, and Los Angeles County Ordinances affecting planning, such as the County Zoning Ordinance and Subdivision Ordinance. It formulates planning policies and conducts regular public hearings each Wednesday. Tentative subdivision tracts, zoning changes, variances and permits, land acquisitions and vacation, Countywide and Community plan policies etc., are presented to and acted upon by the Planning Commission.

The Planning Commission's function is to conduct public hearings and make decisions on variance and use permit applications, as well as tentative tract and minor land divisions. On all other legislative matters (i.e. zone change applications, amendments to the zoning ordinance and plans), the Commission's function is to conduct hearings on department recommendations and advise the Board of Supervisors on these matters.

Don Toy, 1st District
Rene Campbell, 2nd District
Esther Feldman, 3rd District
Cheryl Vargo, 4th District
Patricia J. Russell, 5th District
Hall of Records, Room 170
320 West Temple Street
Los Angeles, CA 90012

PUBLIC HEARING PROCEDURES

The Public Hearing procedures for the Regional Planning Commission are generally as follows:

1. Department of Regional Planning staff gives presentation.
2. The applicant or applicant's representative gives presentation.
3. Testimony is given by project proponents.
4. Testimony is given by project opponents.
5. The applicant or applicant's representative gives their rebuttal.

The options available for the Decision Makers are as follows:

1. Close the Public Hearing and render decision.
2. Continue the Public Hearing and request more information, schedule a field trip or request a project redesign.
3. Close the Public Hearing and make the decision later.

The Regional Planning Commission items come back to the consent calendar with findings, conditions and Final EIR if necessary.

DEPARTMENT OF REGIONAL PLANNING

The Regional Planning Department establishes and maintains a continuing comprehensive long-range process for the physical, social and economic



development of the County; prepares and maintains area and community plans and administers the County's subdivision and zoning ordinances; develops and maintains a base of information on conditions in the County; and develops programs to encourage effectuation of the County's General Plan. The Department of Regional Planning is shown in an organizational chart in the appendix of this document. The functions are broken down as follows: The Executive Office is comprised of the Director of Planning and his executive staff. The other functions are comprised of Management and Fiscal Services, Advanced Planning/Information Systems, Land Use Regulation, and Current Planning.

HEARING OFFICERS

The Hearing Officers are appointed by the Director of the Department of Regional Planning and confirmed by the Board of Supervisors. The Hearing Officer presides over public hearings and listens to testimony regarding land use permits, variance applications, parcel maps and tentative tract maps. Within 10 working days of the conclusion of the hearings, he/she may approve, conditionally approve, or disapprove the applications and notify the public of the decisions.

LOS ANGELES COUNTY ONE-STOP LAND DEVELOPMENT TEAM

The County of Los Angeles Land Development Counseling Team was created to help increase the efficiency of project processing. The "One-Stop" Team, as it is also known, was established in July, 1981.

Representatives of the Team are from departments directly involved with reviewing projects. Issues discussed at One Stop meetings include: zoning and subdivision standards, environmental regulations and procedures, consistency with the General Plan, geology, flood hazards, sewage disposal, and fire access and water availability. A meeting with the One-Stop Team can provide the applicant with an opportunity to receive input on a proposed project.

In addition, other information available from the Counseling Team includes: time estimates of the project, the review process, minimizing problems and delays, and updating policies that may impact project design. These meetings are advisory in nature. Information gained has been used by applicants to create better projects and processing efficiency. An appointment can be set up with the Counseling Team at the Public Counter, Room 1360, at the Hall of Records, Monday through Thursday. The public counter phone number is or (213) 974-6438.

INTERNET ACCESS

The Department of Regional Planning maintains an internet web site that contains public hearing agendas and other information. The address is: <http://planning.co.la.ca.us>

LOS ANGELES COUNTY - REGISTRATION OF LOBBYIST ACTIVITIES

Any Individual or firm performing County Lobbyist activities are required to register with the County of Los Angeles and pay quarterly fees. Lobbyists are those individuals contracted to influence County Officials regarding County actions on cases. Registration is required by Ordinance No. 92-0091.

PROCESSES AND PROCEDURES FOR APPLICATION SUBMITTALS

As part of the information contained in this guide, the various components of case processing have been described separately. However, in most filings, the cases are processed concurrently. Fees for all case filings are listed in the Appendix herein.

GENERAL PROCEDURES

The general procedures apply to the following types of applications; General Plan Amendments, Tentative Tract Map, Tentative Parcel Map, Conditional use permits (CUP), Zone Changes, Variance, Non-conforming Uses, Development Agreement, Initial Study, Coastal Development Permit, Parking Permit,



Mobile Home Permits, Animal Permits, Explosive Storage Permits, Temporary Use Permits. Additional steps for case processing are listed in each specific section.

1. Contact the Department of Regional Planning's Interdepartmental Land Development Coordinating Center ("One-Stop Center") to acquire an application and other required documents for the proposal. Counseling is necessary before beginning the application process. Depending on the nature of the proposed project, an additional appointment may be needed for resolving any potential problems.
2. Make an appointment to submit the completed application and documentation package which must include the processing fees and required Burden of Proof information, to the Public Counter, Room 1360 at the Hall of Records. Each type of project package has its own requirements. Refer to the application for the required information. A planner will review the materials to ensure completeness.
3. The Hearing Officer or Regional Planning Commission will conduct the public hearing upon completion of the above requirements. Public hearings will be held in the Regional Planning Commission Hearing Room, Room 150, at the Hall of Records. The applicant and other interested parties will be sent legal notification of the hearing.

LOS ANGELES COUNTY GENERAL PLAN

The Los Angeles County General Plan is a comprehensive policy document which assists County decision-makers in guiding future development consistent with public goals, needs, and interests. The Plan contains "countywide" elements which apply to issues in all unincorporated County areas, and "community" elements, which are more detailed plans for certain communities within unincorporated County areas. Community or areawide plans have been prepared for the following areas: Antelope Valley, Santa Clarita Valley, Malibu/Santa Monica Mountains, Altadena, Rowland Heights, Santa Catalina Island, Hacienda Heights, East Los Angeles, Marina Del Rey/Ballona

and West Athens/Westmont. State law requires that the General Plan supersede zoning. All development requests, such as parcel maps and zone changes, must be consistent with the General Plan.

General Plan Amendment

Applications which are inconsistent with the Los Angeles County General Plan are required to be modified so that they are consistent or must process an application for General Plan Amendment. Note: General Plan Amendment Hearings may be scheduled up to Four (4) times a year.

In addition to the Introductory Procedures on Page 3, the following steps for processing are listed.

1. The Regional Planning Commission will conduct a public hearing at the applicant's request, in the Hearing Room. The applicant or a representative should attend this hearing, make presentations and respond to any questions that the Commission may have. Property owners and other interested parties will be permitted to testify and raise questions.
2. One or more additional Commission hearings may be required. The Commission will subsequently vote on the Plan Amendment and related proposals after the meeting is closed.

Because State law and County policy limit the number of Plan Amendments to four per year, the applicant's request may be incorporated into a "compound" Amendment which includes a number of other Amendment requests. A "compound" public hearing will be required, with testimony limited to cumulative impacts. Afterwards, the Commission will vote on each of the Amendment requests.

If the Commission recommends approval of the Plan Amendment, it may conditionally approve any related land division, tentative tract map, conditional use permit, or zone change application.



If the Plan Amendment is approved, a public hearing will be held by the Board of Supervisors. Subsequently, the Board will vote on the Amendment request. The Board will then act on any related zone change, minor land division, subdivision, or conditional use permit request.

Justification Requirements for General Plan Amendments

If an applicant has a development request that is inconsistent with the General Plan, he or she may file a request that the County amend the General Plan. General Plans can be changed, but only after thorough analysis and Public Hearings by the Planning Commission and the Board of Supervisors. In addition, General Plan changes are limited to only four changes a year. The applicant must demonstrate that the Amendment is justified on sound planning principles. The Amendment must be filed concurrently with any related development requests. The applicant is also required to provide Burden of Proof for the Amendment. General Plan Amendments are only given in a case where compelling evidence is presented. Projects may be modified as a result of this process.

The applicant is responsible for demonstrating that the amendment he/she is requesting be justified on sound planning principles. Amendments to the General Plan must be consistent with other policies in plan.

1. Be considered in the interest of public health, safety, and general welfare.
2. Not adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area.
3. Not be materially detrimental to the use, enjoyment or valuation of property of other persons located adjacent to the site.

Procedures:

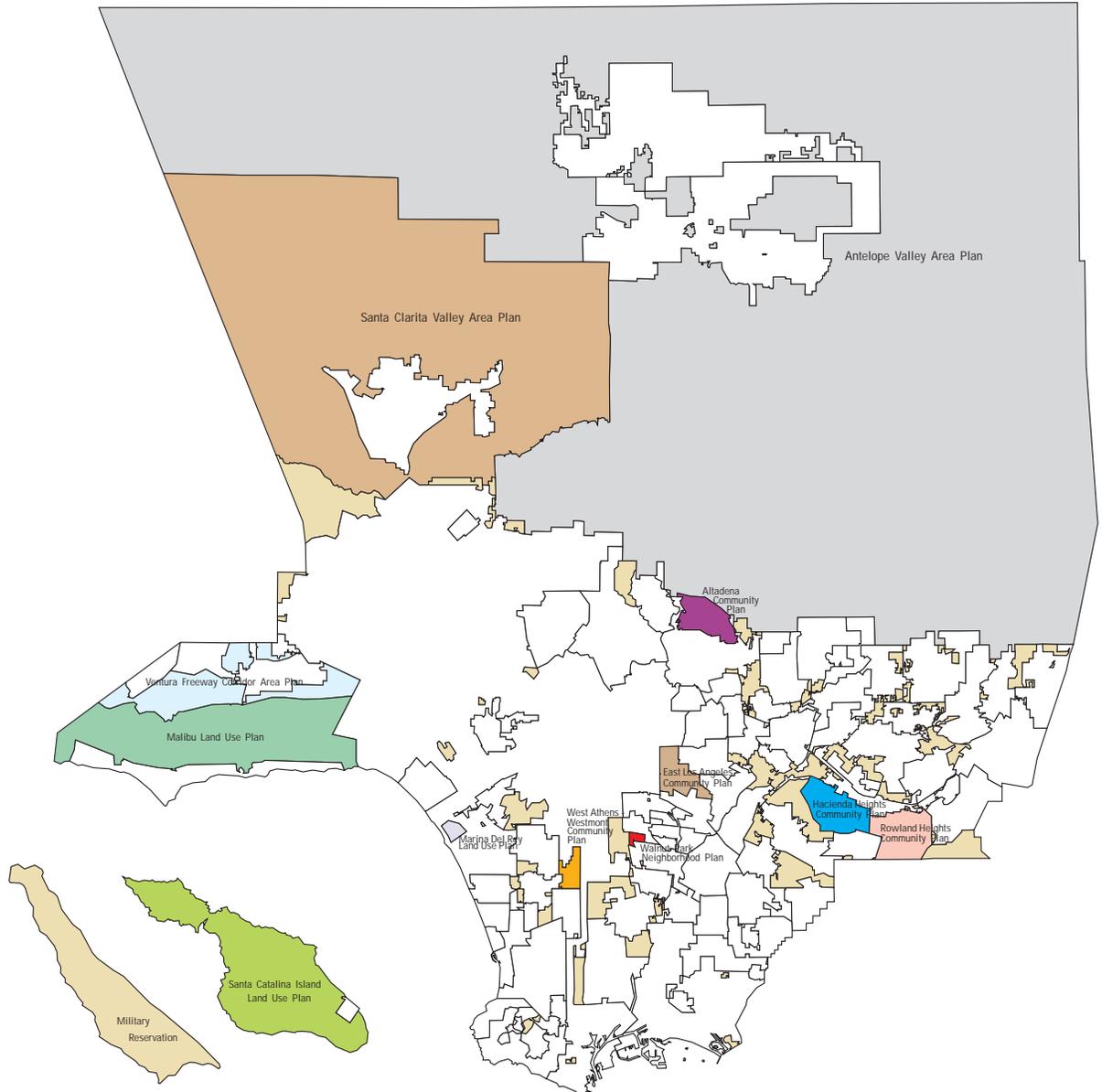
1. Pre-application counseling is made available from the Department of Regional Planning's "One Stop Center".
2. Applicant files Initial Study and General Plan Amendment application. The applicant must submit at least one other land use application for the initial phase for concurrent processing.
3. Department staff reviews the application and other documents for completeness.
4. Initial Study Determination Impact Analysis Division prepares Negative Declaration or requests EIR.
5. After completion of the EIR, or Negative Declarations, staff conducts preliminary Specific Plan amendment analysis.
6. Throughout the process staff meets with the applicant to resolve any problems and issues that may arise. Afterwards, the staff prepares a Staff Report and arranges a Public Hearing.
7. Public Hearings on Specific Plan and concurrent cases are held by the Regional Planning Commission.
8. Final EIR is prepared.
9. Regional Planning Commission makes recommendation on proposed General Plan Amendments.
10. Board of Supervisors hold hearing and make their recommendations on the General Plan Amendments.

Specific Plans

The Specific Plan sets development regulations, policies, and programs for the implementation of the approved land use plan. It implements the General Plan, or Community Plan and is a more detailed version of the General Plan for a focused area.



COUNTY OF LOS ANGELES COMMUNITY PLAN MAPS



LOS ANGELES
COUNTY DEPARTMENT
OF REGIONAL PLANNING
APPLICANT'S GUIDE TO
DEVELOPMENT AND PERMIT
PROCESSING



The Specific Plan represents an opportunity to implement the intent of the General Plan for a project area. It refines General Plan policies, and generally contains standards for regulation and development. Specific Plans can address design issues in a comprehensive manner regarding how a project area (within the General Plan) will be developed. Specific Plans should be utilized for the comprehensive planning of a project area, where existing local ordinances are inadequate or do not contain regulations for unique land uses, or mixes of land uses. All land use, services, public facilities, development standards, implementation, and monitoring for the project must be identified in the Specific Plan.

Procedures:

1. Pre-application counseling is made available from the Department of Regional Planning's "One Stop Center".
2. Applicant files Specific Plan, Initial Study, and General Plan Amendment (if appropriate). The applicant may wish to submit land use applications for the initial phase for concurrent processing.
3. The Specific Plan staff reviews the Specific Plan and other documents for completeness.
4. Initial Study Determination - Impact Analysis Division prepares Negative Declaration or requests EIR.
5. After completion of the EIR, staff conducts preliminary Specific Plan analysis.
6. Subdivision Committee holds meetings devoted to the review of the Specific Plan.
7. Staff meets with the applicant to resolve any problems and issues that may arise. Afterwards, the staff prepares a Staff Report and arranges a Public Hearing.
8. Public Hearings on Specific Plan and concurrent cases are held by the Regional Planning Commission.
9. Final EIR is prepared.
10. Regional Planning Commission makes recommendation on proposed Specific Plan.
11. Board of Supervisors hold hearing and make their recommendations on the Specific Plan. Specific Plans are appropriate in the following types of areas:
 - a. Rapidly urbanizing areas, at least 100 acres, with unique demands for public facilities and services.
 - b. Unique physical conditions, such as natural resources.
 - c. Areas with multiple ownership.
 - d. Need to revitalize a deteriorated or marginal area.
 - e. Large industrial or commercial complexes.
 - f. Very large single-ownership land developments where a new community is proposed.
 - g. Special Studies Area.

SUBDIVISION

A subdivision is any division of land for the purpose of sale, lease, or financing and is governed by the State Subdivision Map Act and local ordinance. The Map Act requires that a subdivision which consists of five or more parcels have a Tentative Tract Map, less than five parcels have a Tentative Parcel Map. The term "subdivision" includes: a condominium project, as defined in Section 1350 of the Civil Code; a community apartment project, as defined in Section 11004 of the Business and Professions Code; or the conversion of 5 or more dwelling units to a stock cooperative, as defined in Section 11003.2 of the Business and Professions Code.



The legislative bodies of the County agencies (i.e. Regional Planning Commission, Board of Supervisors) are responsible for the regulation and control of both the design and improvement of subdivisions. The County Subdivision Ordinance (Title 21), enacted by The Board of Supervisors, specifically provides for the regulation and control of subdivisions that require a tentative and final, or parcel map. This section also provides information pertaining to processing tract and parcel maps, parcel map waivers, and certificates of compliance. In projects where it is determined appropriate, a hearing will be held before the Hearing Officer. Other cases will be referred to the Regional Planning Commission.

Subdivision Committee

The Subdivision Committee reviews proposed projects, offers counseling and makes recommendations of conditions, should a case be approved for the County of Los Angeles. The Committee is comprised of representatives from the following County Departments of: Regional Planning, Public Works, Forester and Fire Warden, Health Services and Parks and Recreation. This section briefly describes the responsibilities of these departments, as well as other important agencies. The Subdivision Committee's review is technical in nature and does not fully address whether a project should be approved. The Subdivision Committee meets regularly on Mondays and will hear cases approximately 4 weeks after they are filed.

Tentative Tract Map (TTM)

Procedure:

In addition to the first two introductory procedures listed on page 3, the following procedures for a Tentative Tract Map are required.

Procedures:

1. Tentative Tracts are then reviewed by the Subdivision Committee. Any unresolved issues are usually worked out at this stage. This may require more than one meeting.
2. Upon completion of Environmental Review and Subdivision Committee proceedings, the case is

then set for public hearing before the Hearing Officer or Regional Planning Commission, concurrent with other cases if appropriate.

3. At the public hearing, the Hearing Officer or Regional Planning Commission approves or disapproves the tentative tract map based on the testimony, Subdivision Committee recommendations, the mandates of the Los Angeles County Subdivision Ordinance, and the State Map Act, General Plan Consistency, Zoning, General Planning practices. The Public Hearing is conducted by the Hearing Officer or Regional Planning Commission on the Regional Planning Commission's request. The hearings are held in the Regional Planning Commission Hearing Room, Room 150, Hall of Records, 320 West Temple Street, Los Angeles, 90012. The applicant or agent should attend the hearing to present or explain the request, and to answer any questions that the Hearing Officer or Commission may have. It is recommended that the applicant include maps, graphics, and other visual aids that may assist in explaining the proposed project.

Vesting Tentative Tract Map (VTTM)

The State Subdivision Map Act (Chapter 4.5) statute establishes the Vesting Tentative Tract Map (VTTM). The approval of a VTTM by an advisory agency expressly grants a vested right to proceed with a proposed development which is in substantial compliance with the policies, ordinances, and standards in effect at the time the application for approval of a VTTM was completed. The filing of the VTTM is optional for the applicant and is not a prerequisite to any proposed subdivision.

By choosing the VTTM, the applicant is assured that the project will not be affected by subsequent changes in the County's land use laws. (i.e., a subsequent rezoning of the subject property). According to Section 66452 of the State Subdivision Map Act, a VTTM is filed and processed in the same manner as a TTM or tentative minor land division. The words "Vesting Tentative Map" must be printed conspicuously on the face of the map.



Procedures:

Upon filing a VTTM, the subdivider pays the required fee for the filing of a TTM as stated in Section 21.40.090 of the L.A. County Code Book, or a tentative minor land division as stated in Section 21.48.030.

If the applicant has filed a VTTM for a subdivision that is inconsistent with a County ordinance at the time of the filing, the inconsistency must be mentioned on the map. The County may conditionally approve the map, if the applicant obtains the necessary corrections in the zoning ordinance to eliminate the inconsistency, (i.e. zone change). If such a change is made, the approved or conditionally approved map confers the vested right to proceed with the development in substantial compliance with the changes in the zoning ordinance and the map, as approved. A revised map requires a new hearing. Amendments to the map are a consent item.

Revisions

If, prior to approval, the tentative tract map requires a revision, the subdivider must pay the required fee beginning with the third revision, and for each subsequent revision.

If, after TTM or VTTM approval, the subdivider requests a revision of the conditions of approval, and the Planning Director determines that a revised map must be submitted, the subdivider must pay a fee of 50 percent of the map filing fee. If the revision is determined to be a minor one by the Planning Director, the applicant must pay the required fee.

If the TTM or VTTM is approved, the applicant then prepares the Final Tract Map. When all of the conditions of the various County departments have been met, the Department of Public Works transmits the final TTM or VTTM, attendant documents, agreements, and improvement bonds to the Board of Supervisors for approval.

The Department of Public Works then files the Final Tract Map for recordation upon approval by the Board of Supervisors. The subdivision process is completed after all the information has been recorded by the County Clerk. The Final Tract Map must be recorded within 24 months from the date of the Regional Planning Commission's approval of the TTM or VTTM. Three (one) year extensions may be granted. To accomplish this, the applicant must submit a written request to the Hearing Officer or Planning Commission prior to expiration of the first year of the Tentative Map. If the request is denied by the Planning Commission, the applicant may appeal to the Board of Supervisors within 15 days following such denial.

Tentative Parcel Map

A Tentative Parcel Map is required for a subdivision consisting of four or fewer parcels of land or condominium units as determined by the State Subdivision Map Act.

Procedures:

1. On **Minor Land Divisions**, The Hearing Officer will make its recommendations to the Director of Planning. The Planning Director then approves or disapproves the Tentative Parcel Map. The Hearing Officer will submit their approval (or denial) on all other types of parcel maps. The case could go before the Regional Planning Commission if controversial.
2. **APPEALS:** On **Minor Land Divisions**, the subdivider may appeal the decision (or any part of the decision) made by the Planning Director, to the Regional Planning Commission. This appeal must be submitted within 10 days of the action. In all other cases, the interested party may appeal the Planning Commission's decision to the Board of Supervisors within 10 days of the action by the Commission. This appeal may be addressed to: Executive Officer, Los Angeles County Board of Supervisors, Room 383, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los



Angeles, 90012. The case will then be set for public hearing before the Board of Supervisors.

3. If the Tentative Parcel Map is approved, the Final Map may be prepared by the applicant. Any necessary improvement bonding should be completed between the subdivider and appropriate departments. Once all of the conditions of the interested departments have been met, the County Engineer approves and records the Final Parcel Map.

Parcel Map Waiver

The recorded map requirement may be waived, and a Certificate of Compliance is recorded. The Final Parcel Map must be recorded within 18 months from the date of approval of the Tentative Parcel Map. Extensions for recordation time may be requested within this initial 18 month period for a maximum of two years.

A Parcel Map Waiver may be done instead of actually recording a Final Parcel Map. A minor land division is eligible for a waiver of the parcel map filing requirement when the property is located in Zones R-1, R-A, A-1, A-2, or D-2 and contains certain uses or conditions. The conditions for eligibility are stated in Subdivision Sections 21.48.130 and 21.48.140 of the County Code Book.

Required for Waiver Request:

1. Waivers must be made in writing on a standardized form and shall include the following:
 - a. Signatures from all landowners comprising the minor land division.
 - b. Description of each proposed parcel.
 - c. A plot map, showing information which adequately establishes the boundaries of each parcel in the division.
 - d. Additional documentation, such as a preliminary title report, may be required.
 - e. Subdivider guarantees that conditions of approval will be completed, as if a Parcel Map were to be filed.

2. In addition to the required filing fees, the subdivider pays a sum equal to the amount for filing a Certificate of Compliance (CC), for the parcels comprising the division, with the County Recorder.
3. Within 20 days after accepting the request, the Director of Public Works waives the requirement that a parcel map be filed if it finds:
 - a. The design of each parcel is in accordance to the tentative map.
 - b. The proposed minor land division complies with all requirements as to area, improvements and design, flood drainage control, sanitary facilities, environmental protection, and other requirements of the Subdivision Map Act.
4. Within 10 working days, file a Certificate of Compliance with the County Recorder. This certificate will describe each approved parcel, and state that the filing of the parcel map has been waived. In addition, the parcels of the division maybe sold, leased, financed, or transferred in full compliance with all applicable provisions of the Subdivision Map Act.

Site Plan Review

Site Plan Reviews, which the County refers to as Plot Plan Reviews, or Director's Review Cases are required for determining compliance with the County Planning and Zoning Code and any applicable Community Standards Districts. The reviews determine whether new construction or additions to existing buildings meet the guidelines of the Zoning Ordinance relative to setbacks, parking, and related aspects. It is an administrative procedure, and does not require a public hearing. In the case of a single-family lot, the County Building and Safety Department usually handles such matters, unless it is a hillside, height or setback issue.

Required for Application:

Applicants for site plan review should follow the procedures listed on pages 3 & 4.



Minor Lot Line Adjustment

According to Section 66412(d) of the State Subdivision Map Act, a lot line adjustment may be approved between two or more existing adjacent parcels where the property taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created.

Follow the first two Introductory Procedures listed on page 3. Additional requirements for a Minor Lot Line Adjustment are listed in the application package.

Certificate Of Compliance

According to Section 66499.35 of the State Subdivision Map Act, any person owning real property may request, and the County Planning Director may determine, whether the real property complies with the provisions of the State Subdivision Map Act and the County Subdivision Ordinance. Upon making this determination, Planning Director files the Certificate of Compliance with the County Recorder. The Certificate identifies the real property, and states that it complies with the provisions of the Map Act and County Ordinances. The Department of Regional Planning imposes a fee to cover the cost of issuing and recording the certificate.

Applications for a Certificate of Compliance are submitted to the Director of Planning. Additional support information may be required by the Director. A Certificate of Compliance is necessary for all parcels other than in a recorded land division. This must be resolved before a plot plan can be approved. Contact the Subdivision Section at (213) 974-6458 for information. Submission of more than one application requires an appointment, contact the "One-Stop Counseling Center" at (213)974-6438. For case status, contact (213) 974-6404.

Criteria for Undersized Parcels

- a. Access to public street/highway.
- b. Parcel of land served by public sewer, or provide adequate on-site sewage disposal.

- c. Width required by Part 4 of Chapter 21.24 of the County Code Book.
- d. Setbacks of the underlying zone will be adhered to.
- e. Sufficient area available to provide automobile storage.
- f. Parcel of land has adequate fire flow and hydrant spacing.
- g. Owner of parcel does not own any contiguous lots or parcels.

If the applicant is not satisfied with the decision of the Director, they may appeal to the Regional Planning Commission.

Condominium Conversion Notification

This ordinance specifies that the applicant must notify the tenants of the apartment regarding the proposed conversion. The owner must provide written notification to at least one tenant of each rental unit of the owner's intent to file a conversion application, or notice that the application has been filed. This notification must also state the necessary compensation to be available to each tenant upon conversion.

Any prospective tenants must be informed of the proposed conversion when the application has either: already been filed, has been approved, or approval is pending. The application must not be approved unless it is accompanied with the certification stating at least one tenant of each rental unit has been informed.

ZONING AND LAND USE

According to Section 65860, County zoning ordinances shall be consistent with the County General Plan. Zoning divides the county or its communities into districts and applies different land use regulations for each district. These regulations or ordinances impose different uses, intensity, building height, setback, and bulk regulations. If in such a case that the Zoning and General Plan are inconsistent for a particular area, the General Plan Land Use designation shall take precedence. The various land uses authorized by the ordinance must be compatible with the objectives, policies, general land uses, and programs specified in



the General Plan. In the event that a zoning ordinance becomes inconsistent with the General Plan by reason of a plan amendment, the ordinance shall be amended within a reasonable time so that it is consistent with the General Plan as amended. (Section 65860). (Section 22.12.090).

Zone Changes

Zone Changes are usually requested when the property owner wants to develop property to a non-permitted use. The Zone Changes must be consistent to the Los Angeles County General Plan, and local community and area plans in effect.

Procedures:

In addition to the Introductory Procedures on page 3, the following steps for processing are listed.

1. The applicant, or his/her representative, should attend the public hearings to explain the proposed Zone Change. After the hearing and completion of the final environmental documents, the Planning Commission will send the case, with departmental and Commission recommendations, to the Board of Supervisors, who will then make the final decision on the Zone Change. Denials do not go before the Board unless they are appealed.
2. The Clerk of the Board will notify the applicant of the hearing time, which will be held in Room 381, at the Kenneth Hahn Hall of Administration.
3. If the Board of Supervisors approves the Zone Change as recommended by the Commission, the Board will instruct the County Counsel to prepare an ordinance enacting the change of zone which will be brought back at a subsequent date. This ordinance will become effective 30 days after adoption. If the Board's decision is different from the Commission's recommendation, the case is then referred back to the Commission for further comment before the decision is finalized by the Board of Supervisors. The Burden of Proof must demonstrate justification for the zone change.

Conditional Use Permit (General)

A Conditional Use Permit (C.U.P.) is the method by which the County controls the location and operation of certain types of land uses. In addition, it sets forth the limitations and conditions under which they may operate. (i.e. a commercial use in a residential zone) Different aspects of the permit evaluation include: consistency with the General Plan, surrounding land use compatibility, access of services and facilities, and potential environmental impacts.

Procedures:

In addition to the Introductory Procedures on page 3, the following steps for processing are listed.

1. The Hearing Officer or the Regional Planning Commission reviews the Conditional Use Permit request, depending on the complexity of the request.
2. The public hearings are held in Room 150, Hall of Records. The applicant may bring any visual aids to help explain their proposal. Owners of adjacent property and any interested persons will be permitted to testify.
3. The Planning Commission or Hearing Officer renders a decision. Additional public hearings may be required depending on the complexity of the case.
4. Appeals of an action, or part of an action by the Hearing Officer are presented to the Regional Planning Commission. Appeals of an action by the Regional Planning Commission are presented to the Board of Supervisors.

Appeals to the Regional Planning Commission are made to:

Secretary to the Regional Planning Commission

Hall of Records
320 West Temple Street, Room 170
Los Angeles, CA 90012
(213) 974-6409



Appeals to the Board of Supervisors are made to:

Executive Officer

Los Angeles County Board of Supervisors

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, CA 90012
(213) 974-1444

Public hearings before the Board are held in:

Board of Supervisors Hearing Room

Kenneth Hahn Hall of Administration

500 West Temple Street, Room 381B
Los Angeles, CA 90012

Conditional Use Permit: Low and Moderate Income Housing

An application for a Low and Moderate Income Housing C.U.P. may be filed if a proposed project contains five or more dwelling units. An applicant may request a density bonus if the applicant agrees to provide at least 10 percent of the total number of dwelling units in the proposed project for occupancy by low and/or moderate income families or individuals. The application cannot be filed if action has been taken within the previous year by the Board of Supervisors or the Planning Commission for the same permit.

Required for Application:

A “density bonus” is required if the total number of low/moderate income housing units are in excess of those permitted under the General Plan and Zoning for that particular area. The procedures for approval are discretionary, with a mandatory public hearing. Additional Burden of Proof as stated in Section 22.56.1960, is also necessary. A filing fee for Low and Moderate Income Housing is the same as the C.U.P.

Conditional Use Permit: Significant Ecological Areas

Prior to the issuance of a building or grading permit, approval of a minor land division or subdivision, or commencing any construction or expansion on a lot

containing areas designated within the Los Angeles County General Plan as a Significant Ecological Area (SEA), a C.U.P. is required.

A C.U.P. is required in order to protect natural resources contained in Significant Ecological Areas as shown in the General Plan, from incompatible development, which may have the potential for environmental degradation or destruction of life and property. In extending protection to these environmentally sensitive areas, it is intended further to provide a process whereby development that is highly compatible with identified natural resources may occur. Its purpose is to ensure that such development maintains, and where possible, enhance, the remaining biotic resources of Significant Ecological Areas. Within the County of Los Angeles there are 61 recognized SEA's.

Conditional Use Permit: Subdivision Directional Sign

A temporary single or double-faced sign for the purpose of providing travel directions to a subdivision development offered for public sale for the first time, shall require a CUP for signage.

Conditional Use Permit: Hillside Management Areas

A Conditional Use Permit is required for any development that exceeds the low density threshold in non-urban areas or the mid-range of the density specified by the applicable general range in urban areas.

Hillside Management Areas are defined as any area with a natural slope of 25 percent or more. This development is set at a density exceeding the midpoint of the “density range” established by the respective community or specific plan. If no such plan is adopted, the density range is established by the County General Plan. In addition, a permit is required for any development area within a natural slope of 25 percent or more in a non-urban hillside management area proposed for residential development, exceeding the low-density threshold. The determination of such



thresholds is found in Section 22.56.215, E of the County Zoning Code Book.

The purpose of the C.U.P. is to protect resources in Hillside Management Areas from incompatible development. In addition, it is to ensure that such development maintains and possibly enhances the natural topography and resources of the Hillside Management Areas while allowing for limited development. The C.U.P. process recognizes the special hazards of development within hillside areas.

*Hillside Management Areas Non-Urban
Performance review Criteria:*

The intent of the Hillside Management Performance Review Criteria is to ensure that development in a non-urban hillside management area will be located in the most suitable and least environmentally sensitive areas, and will be designed in terms of scale and intensity in a manner compatible with the natural resource values and general character of the surrounding community.

The application of specific performance criteria may vary depending on the particular topographic, geologic and biotic characteristics of a proposed project site. The overall objective remains, that of ensuring future hillside development provides for the safety and convenience of community residents and achieves an overall visual quality harmonious with the non-urban hillside setting.

It is required that the applicant demonstrate conformance with the performance review criteria outlined below for non-urban hillside management areas:

- a. Geologic, Seismic and Slope Conditions
- b. Fire, Flood and Erosion
- c. Drainage Networks
- d. Biotic Resources
- e. Cultural Resources
- f. Scenic Resources
- g. Proximity to Services
- h. Water Supply and Waste Disposal

- i. Road Capacity
- j. Road Design
- k. Site design and Grading
- l. Building Placement and Design
- m. Landscaping
- n. Utility Lines
- o. Signs

Variance

Variations are intended to permit alterations of development standards as they apply to particular uses when practical difficulties develop from the strict interpretation and enforcement of zoning codes. Examples of granting variances are: building setbacks, height, bulk and density, off-street parking, landscaping, wall and fencing, and business operation conditions.

Required for Application:

In addition to the first two Introductory Procedures on Page 3, the following steps for processing are listed.

1. A Variance application requires a public hearing for discretionary action.
2. To be approved, the findings need to substantiate:
 - a. Because of certain circumstances to the property, the zoning ordinance deprives the owner of privileges that are enjoyed by other landowners in the area.
 - b. The adjustment granted will not create a special privilege inconsistent with the limitations upon other properties in the zone where the subject property is located.
 - c. That the application of the zoning regulations as they apply will result in difficulties that are inconsistent with the purpose of such regulations.
 - d. That such adjustment will not be materially detrimental to public health, safety, or general welfare, or to the use, enjoyment, or valuation of property or of other persons located in the vicinity.



The Hearing Officer may impose certain conditions to insure that the approved proposal will be in accordance with the mentioned findings. Request for time extensions for the project may be filed with the Hearing Officer during a one-year period from the time the application was originally granted.

Non-Conforming Use/Structure Review

A non-conforming use pertains to any land or property use that was lawfully established and in compliance with all applicable ordinances and laws at the time but which due to later changes in zoning or county ordinances is a use not currently permitted or which does not meet current development standards.

The non-conforming Use/Structure Review is categorically exempt under CEQA. The application and all procedures relative to notification, public hearing, and appeals shall be the same as for a Conditional Use Permit.

The Hearing Officer will not approve an application for a nonconforming use, building or structure review unless he that finds the Burden of Proof and completed application meet his satisfaction. However, he may impose certain conditions which may affect the operation and maintenance of the subject property, to insure that the approval will be in accordance with the requirements stated in Section 22.56.1550 of the Los Angeles County Code Book.

An example of a non-conforming use would be a residence in a commercial zone. Less controversial cases go to the Hearing Officer. If the use dealt with an issue of a more controversial nature, such as the on-site sale of alcoholic beverages, the case would then be brought before the Regional Planning Commission.

ENVIRONMENTAL COMPLIANCE

Initial Study/Environmental Assessment

An Initial Study/Environmental Assessment (IS/EA) is required for all cases subject to discretionary actions by the hearing bodies. The Initial Study/Environmental

Assessment is done in accordance with the California Environmental Quality Act (CEQA) Guidelines and in accordance with the County of Los Angeles procedures for preparation of environmental documentation. Examples of such projects include Zone Changes, Variances, C.U.P.s, Tract and Parcel Maps, and General/Specific Plan Amendments.

In addition to the first two Introductory Procedures listed on page 3, the following additional procedures are listed.

Procedures:

The Department of Regional Planning Impact Analysis staff will determine potential impacts by reviewing the materials that the applicant submits with the project application, such as maps, graphics, and the Initial Study Questionnaire, case file information, planning office data, and comments from interested agencies. The environmental documents required will be determined by the significance of each potential impact, based on specified environmental factors. Three options for the project exist at this point. If it is determined that a project will not have significant impact, then a Negative Declaration is prepared. If the project is found to have impacts which can be reduced to insignificant levels by conditions or mitigation measures on the project's approval, then a Mitigated Negative Declaration is prepared. If it is determined that significant impacts may occur, then an Environmental Impact Report (EIR) is prepared. Whichever option is followed, the environmental documentation must be certified by the designated decision maker. (Hearing Officer, Regional Planning Commission, Board of Supervisors).

The State of California Public Resources Code section 21084(a) requires the Secretary of Resources to prepare and adopt a list of classes of projects which have been determined not to have a significant effect on the environment and which normally shall be categorically exempt from CEQA. These types of projects are considered Categorical Exemptions. The 29 types of categorical exemptions are stated in the CEQA Guidelines Sections 15301-15329.



Some government activities are not subject to CEQA because they do not fall within the definition of the term “project” or are not discretionary (i.e. plot plans as defined by the CEQA Guidelines Section 15378), these “non-projects” are treated the same as Categorical Exemptions, considered ministerial projects. Examples include: Issuance of building permits, business licenses and, approval of final subdivision maps.

There are many factors that may influence the processing of the Initial Study. These factors include the current backlog of cases filed with the County, and the complexity of each case. The interested agencies are consulted in compliance with California State Law. To find out the status of a project assessment, contact the Impact Analysis Department at (213) 974-6461.

Environmental Impact Report

This section provides an overview on processing Environmental Impact Reports (EIR) for projects in Los Angeles County. EIR’s consist typically of analysis of the following elements as appropriate: Land Use, Public Services, Geotechnical, Flood Hazard, Fire Hazard, Noise, Water Quality, Air Quality, Biota, Hazardous Materials, Cultural Resources, Aesthetics, Traffic, Sewage, and Fire and Police Services.

After determining that an EIR should be prepared, the lead agency sends a Notice of Preparation (NOP) to each responsible agency that is involved. These agencies are required to respond within 30 days with specific information and analysis required for the EIR. If a State Agency is involved, an NOP will be sent to the Office of Planning and Research (OPR).

The County, as Lead Agency, submits all Draft EIR’s for review and comment to all responsible agencies and all trustee agencies responsible for natural resources affected by the project. Distribution to State Agencies is accomplished by sending 10 copies to the State Clearinghouse. The State review period is 45 days.

Upon completion of the Draft EIR, the County shall file a Notice of Completion with the Office of Planning and Research. In addition, the public will be notified by newspaper notices, on-site posting and mailed notices. The Draft EIR will be made available for public review for a minimum of 45 days. This public review period is usually concurrent with the notice of Public Hearing for cases. Hearing and oral comments are concurrent. After evaluating the comments both written and oral from the agencies and members of the public who reviewed the Draft EIR, a Final EIR is prepared by the Lead Agency. The Final EIR is then sent to the Regional Planning Commission and Board of Supervisors and other appropriate decision-making agencies for certification that the document is complete and in compliance with CEQA and the State and County guidelines. Prior to approval of the project, these agencies must review and consider the information contained in the Final EIR. The Regional Planning Commission then determines whether the project impacts are more significant than project benefit. If so, a statement of “overriding considerations” must be adopted.

The Lead Agency then files a Notice of Determination within 5 working days with the County Clerk. If the project requires discretionary approvals from a State Agency, the notice will be sent to the Governor’s Office of Planning and Research. Such filing starts a 30-day statute of limitations on court challenges to the project approval under CEQA. However, this notice will not be posted until Fish and Game fees are paid.

SEATAC Procedures

The Significant Ecological Areas Technical Advisory Committee (SEATAC), reviews biota reports for projects proposed in Significant Ecological Areas. SEATAC consists of seven members from the private and public sector, with a wide range of expertise, appointed by the Planning Director. The members serve overlapping 3-year terms. The staff Biologist from the Department of Regional Planning serves as coordinator.



Meetings are held on the first Monday of each month as needed at 1:00 p.m. in Room 1385 of the Hall of Records. The applicant is required to submit 10 copies of the project's biota report in advance of the meeting. This report must be prepared by a biologist selected from the Department of Regional Planning's "Certified List of Consultants." (Available from the staff Biologist).

At the conclusion of the Committee's review, SEATAC can approve the project report, recommend biota report changes, or make recommendations regarding project design. The project will be reviewed for conformity with SEA design criteria which are outlined in the General Plan and Zoning Code. SEATAC must make a recommendation on each project by the completion of the project's third review before them. The applicant may elect to have a Public Hearing without reconciliation with SEATAC.

It is the policy of the Department of Regional Planning Commission to generally require an Environmental Impact Report for all projects in Significant Ecological Areas. SEATAC comments are essential for the planning staff to make environmental determinations on projects with respect to biota impacts. However, if staff recommendation is for a Negative Declaration, and SEATAC concurs, this determination can be issued prior to advertising the public hearing upon consent of the Regional Planning Commission.

Public Hearings

The Planning Staff will make a presentation of the case to the decision-making body. Included in this hearing will be a discussion of the appropriate environmental documentation and testimony from interested parties. The decision-making body will consider this testimony in conjunction with their own review of the environmental document and other information contained in the case file in approving or denying the project. If it is determined that the document is adequate and accurate, it will be certified as such and entitlement action may be taken on the proposed project. A Notice-of-Determination will be filed with the County Clerk.

If additional information is required, the applicants' consultants will prepare a response to any particular concerns.

Public Works Traffic Study

The preparation, review and comments regarding traffic studies should be directed to Public Works. Information on traffic studies are either included in the Draft Environmental Impact Report or Mitigated Negative Declaration. When a project generates a traffic level of over 500 trips per day, or adverse impacts are identified within a service area of the project, a traffic report is required. Examples of such adverse impacts that the Public Works Department is concerned with are:

- a. Traffic generated by a project considered alone or cumulatively with other projects exceeds the design capacity of an intersection or roadway, and contributes to a decrease in Level of Service (LOS).
- b. Existing traffic flow is interfered with by new traffic generated by the project.
- c. Proposed access locations do not provide for adequate safety.
- d. Non-residential uses generate commuter or truck traffic through a residential area.
- e. Project generated traffic significantly increases on a residential street and alters its residential character. The traffic report is prepared by a registered civil or traffic engineer.

Guidelines for the Traffic Study

1. Description of project, including factors which quantify traffic generators (i.e., dwelling units, acres of land, type of residence).
2. Plot plan illustrating driveways, streets, and parking facilities on the site.
3. Description of existing streets and roadways, both within the project site and in the surrounding area (i.e., number of lanes, roadway width).



4. Existing daily directional and “peak-hour” through, and turning traffic volumes on the roadways surrounding the project site. These include volumes for local streets, major and secondary highways, and freeways. Each report should utilize data that is less than 18 months old.
5. Tabulate the estimated number of daily trips and peak-hour trips (am and pm) generated by the proposed project entering and exiting the site. Trip generation factors and their sources are to be identified. Include similar data for nearby projects which may also affect traffic, and a map illustrating their location.
6. Diagrams showing peak-hour traffic for the project and nearby projects, including current and proposed volumes. Include highways, freeways, intersections within a one mile radius of the project site.
7. Level of Service (LOS) analysis is necessary when the project’s generated traffic is believed to decrease the LOS of an intersection or roadway. Two methods that are used to access existing and future LOS at intersections are the Intersection Capacity Utilization (ICU) or Critical Movement Analysis (CMA).

Fire Department Review

A fire department review is an evaluation of a particular project regarding fire prevention, natural resources, fire resource allocation, and impacts to fire safety. Water supply and pressure, impacts of existing fire station capabilities, fire apparatus accessibility, and response distance will also be reviewed. Effective since September 11, 1991, whenever a review is required, the applicant shall pay a minimum deposit fee of \$1,000.00 from which actual costs are billed and deducted. Additional deposits may have to be made if actual review costs exceed 80% of deposited funds. More complex projects may require additional funding to ensure continuation of environmental review processing. The applicant is reimbursed for all un-utilized funds.

SPECIALIZED PERMITS

Development Agreement

A Development Agreement is a contract between the developer and local jurisdiction. It is preferably done on the basis of a Specific Plan or other approved discretionary permits to assure the developer of the rights to build-out under existing rules in exchange for provision of infrastructure beyond the basic requirements.

Development Agreements can be useful to achieve a variety of specific objectives. Both the developer and the local jurisdiction can benefit. The developer acquires the vested right to develop the property under regulations that are in effect at the time of the agreement. If a Development Agreement is used in association with a Specific Plan, the public is assured of the project’s predictability. The Development Agreement becomes an extra incentive to encourage developers to continue investing in such projects. The local jurisdiction can enforce new regulations and policies where they do not conflict with those established by the agreement. The local jurisdiction, upon agreement of what is considered reasonable may require a higher level of public improvements from the developer in exchange for the vested rights.

Required for Application:

In addition to the Introductory Procedures listed on page 3, the following procedures apply to a Development Agreement.

1. The Commission shall recommend approval and the Board of Supervisors shall approve an application for a Development Agreement when it finds that the required information and Burden of Proof have been met. In addition, the Development Agreement may comply with the following terms, conditions, restrictions, and requirements:
 - a. Duration of agreement
 - b. Uses permitted on property
 - c. Density or intensity of use
 - d. Minimum height, size, and location of buildings



- e. Dedication of land for public purposes
 - f. Time schedule established for periodic review
 - g. Other additional conditions may be required for the Development Agreement.
2. After the Commission's recommendation, the Board of Supervisors shall hold a public hearing and give proper notification to the interested parties. If the Commission denies the application, the applicant may submit a request to the Board of Supervisors within 15 days of the Commission's decision, for an additional hearing.
 3. The applicant must execute the Development Agreement for it to be adopted. The applicant must return the Agreement to the Executive Officer Clerk of the Board within 30 days, following Board approval.
 4. Within 10 days of the execution of the Development Agreement, the Executive Officer-Clerk of the Board of Supervisors shall record a copy of the Agreement with the County Recorder. Every Development Agreement entered by the Board of Supervisors shall provide for periodic review for compliance by the Director at times stated in the Agreement.

When the application for a Development Agreement is filed concurrently with a Zone Change application, Use Permit, Variance, Tentative Tract, or Minor Land Division, all public hearings shall be held concurrently.

Coastal Development Permit

This permit was established to ensure that all development within the coastal zone conforms to the policies of the Los Angeles County Local Coastal Program Land Use Plans and the implementation program in accordance with Division 20 of the Public Resources Code.

Required for Application:

In addition to the first two steps of the Introductory Procedures listed on Page 3, the following steps for processing are listed.

1. If the permit is appealable to the Coastal Commission, a public hearing is required. The hearing will be held before the Hearing Officer or the Regional Planning Commission. If the permit is not subject to appeal, then a hearing is not necessary unless determined by the Planning Department. The decision of approval or denial is the Planning Director's.

The applicant, the Coastal Commission, and any interested parties shall be notified of the final decision on the permit. This notification will be within 7 days of the decision.

Coastal Development Permit Amendment

Amendments may be made on Coastal Development Permits that have been previously approved by the County. Applications for an amendment shall be submitted to the Director of Planning and should contain maps, drawings, fees, and other appropriate materials. If the request would lessen or eliminate the effect of the permit, then the application will be rejected, unless the applicant presents new information which could not have been discovered before the permit was originally approved. The Director shall determine if the amendment brings forth a material or immaterial change. If the amendment brings forth a material change the Planning Director shall refer such applications to the Regional Planning Commission for a public hearing. Notices of the hearing will be mailed to all interested parties.

However, if the amendment brings forth an immaterial change the Planning Director will send written notices and a description of the proposed amendment informing interested persons of the opportunity to submit written objections within 10 days. If no objections are received within this time period, the Planning Director's determination shall be conclusive and the amendment deemed approved.



The Regional Planning Commission shall determine and make appropriate findings by a majority vote of the membership present whether the proposed amendment is consistent with the California Coastal Act and the Local Coastal Program.

Approval In Concept For Coastal Commission

An Approval-In-Concept is required for a permit application to the California Coastal Commission, which pertains to projects within coastal areas. These areas include from the coastline to five miles inland plus areas covered by the County Malibu Local Coastal Plan. The Regional Planning Department reviews proposals before the Coastal Commission issues their approval.

The Approval-In-Concept runs concurrent with the site plan review or other permits. The Coastal Commission requires three copies of the site plan by the applicant. The Planning Department reviews and approves the application before the applicant sends it to the Coastal Commission. Approval-In-Concept forms are available through the Planning Department, and list the required information for submittal.

California Coastal Commission

South Coast District Office
Mailing Address
P.O. Box 1450
Long Beach, CA 90801

Office Address

245 West Broadway, Suite 380
Long Beach, CA 90802
(310) 590-5071

California Coastal Commission

South Central Coast District Office
89 South California Street, Ste. 200
Ventura, CA 93001
(805) 641-0142

Parking Permit

The Parking Permit is intended to provide greater flexibility in the design of particular land uses by

reducing the number of spaces otherwise required for such uses. Examples of such uses are senior citizen housing, and restaurants. The permit also serves to conserve land and promote efficient land use, such as tandem parking and compact spaces. The permit provides greater flexibility in meeting parking requirements by allowing off site parking, and the short-term leasing of parking spaces.

Those who have less than the required parking needed for their proposed use would apply for a parking permit. This permit is categorically exempt under CEQA; therefore an Initial Study would not be required.

Required for Application:

In addition to the first two steps of the Introductory Procedures listed on page 3, the following steps for processing are listed.

1. After the Planning Director makes his decision, he will notify the applicant and all interested parties. This decision shall become final 15 days after receipt of notice of action by the applicant, if there are no appeals of the Director's actions to the Planning Commission.
2. If a written protest is received, a public hearing is set before the Hearing Officer. In such case all procedures relative to notification, public hearing, and appeal shall be the same as for a C.U.P. The Hearing Officer may approve or deny the proposal during the public hearing.
3. When a Parking Permit is approved, the landowner shall prepare an Agreement with the County Recorder. For off-site parking the Agreement shall be recorded on both the lot for principal land use as well as the lot for off site parking. All Agreements will be reviewed by the Planning Director and County Counsel prior to recordation.

The Planning Commission's decision shall become effective 15 days after receipt of notice of action by the



property owner, providing no appeal of the action is filed with the Executive Officer-Clerk of the Board of Supervisors.

Oak Tree Permit

The Los Angeles County Oak Tree Ordinance was established to recognize oak trees for their historical, ecological, and aesthetic value. The oak tree is considered a threatened plant resource in Los Angeles County. The goal of the ordinance is to preserve and maintain the population by establishing a favorable environment for oak trees.

This ordinance applies to all unincorporated areas of Los Angeles County. Anyone who plans to cut, remove, relocate, damage, or encroach on any oak tree's protected zone must first obtain an Oak Tree Permit. The protected zone is defined as the area within the tree's dripline and extending five feet outward, or fifteen feet from the trunk, whichever distance is greater.

Oak Tree Report

1. An application for an Oak Tree Report shall contain the following information and documents:
 - a. Name and address of the applicant and evidence of all landowners of subject property.
 - b. Location and legal description of the property involved.
 - c. Site Plan, drawn to the satisfaction and number of copies to the Planning Department.
 - d. Oak Tree Report, acceptable to the Planning Director, and the County Forester and Fire Warden.
 - e. Applicant shall provide an oak tree information manual prepared by the Forester and Fire Warden to the purchasers and any homeowners associations.
 - f. Burden of Proof and required filing fees must be included. (See filing fee list for the required fees, depending on the amount of trees under review).

Burden Of Proof

Removal of oak trees will not be in conflict with the purpose of tree permit procedures. In addition to the required information and documents listed, the applicant shall submit to the Planning Director that:

1. The proposed project will not endanger the health of the remaining trees on the site.
2. The removal or relocation of oak trees proposed will not result in soil erosion through the diversion or increased flow of surface waters which cannot be satisfactorily mitigated.
3. In addition, at least one of the following findings apply:
 - a. That removal or relocation for oak trees is necessary as present tree locations compliance the proposed use of the property. This is permitted if alternative proposals of the project cannot achieve the same tree density, or present tree replacement prevents efficient use of the subject property.
 - b. That the oak trees proposed for removal or relocation interfere with utility services or streets, within or outside of the subject property.
 - c. That the removal of oak trees due to disease or danger of falling is such that it cannot be remediated through reasonable preservation procedures.

Highway Realignment

Highway realignments are adjustments of routes shown on the Los Angeles County Highway Plan as either a major, secondary, or limited secondary highway or parkway. Such adjustments are precise alignments of the surveyed established road centerline.

The Interdepartmental Engineering Committee (IEC) is responsible for making decisions with respect to highway realignment requests. In addition, the IEC, composed of staff from The Department of Public



Works, and the Department of Regional Planning, is responsible for Highway Plan Amendments and establishing precise route alignments in the Highway Plan. If someone wants to adjust a surveyed centerline, they must request a realignment with the IEC.

Required for Request:

1. Preliminary Consultation:
Applicants requesting a route change on the Los Angeles County Highway Plan are advised to discuss the feasibility of the request with the Transportation Planning Section of the Department of Regional Planning at (213) 974-6446, or set up an appointment with the transportation planning staff. Applicants may also contact the Road Department Programs Development Division at: 1540 Alcazar Street, Room 150 Los Angeles, CA, 90033 (213) 226-8322.
2. Submit all required materials, including the filing fee, to the Department of Regional Planning.
 - a. Completed request form.
 - b. Four maps of the project, (three blue copies, one brown copy) illustrating:
 - c. Scale, date, north arrow, tract, or parcel number
 - d. Project boundary.
 - e. Nearest intersecting roads.
 - f. Proposed modification. (designated by color)
 - g. Official alignment.
 - h. Preliminary engineering data (topography, curve radii, lot lines, grades, cuts, and fills).
 - i. Name, address, and phone number of the applicant and/or project engineer.
 - j. Names and addresses of all owners of subject site and adjacent property owners.
 - k. Required filing fee.
3. The material will be made available to the IEC for review.
4. The request will be set for the next IEC meeting. The IEC agenda is mailed to the applicant two weeks prior to the meeting date. Time, date,

address, and room number are provided. The applicant may attend and participate in the review of their request. All property owners, interested agencies, and interested parties will be notified of the meeting.

5. The IEC minutes of the meeting are mailed to the applicant as the official record of the IEC decision.
6. The decision of the IEC regarding a highway realignment may be appealed to the RPC.
7. Should the request be approved, IEC approval is contingent upon the subsequent preparation of a final map that satisfies the County Engineer Survey Division and the Road Department Programs Development Division. In addition to the preliminary map requirements, the final map requires:
 - a. Final engineering data including topography, curve radii, grades, cut and fill, and slope easements.
 - b. Copies of field book pages showing survey data to be incorporated by the County Engineer into reference notes on the revised C.S.B. map.
 - c. Permanent monuments on the approved realignment by a licensed surveyor or registered engineer.
 - d. Other reasonable requirements that enable the County Engineer Survey Division to prepare or revise the C.S.B. map and supervise setting monuments.

Mobile Home Permit

A Mobile Home Permit is for the individual placement of a single-dwelling unit mobile home, in lieu of a single-family residence. The mobile home is viewed as a less expensive alternative housing with similar exterior properties to conventional housing. Placement of the mobile home on the site must be compatible with the surrounding land uses. In addition, property values of the surrounding area are protected through the regulations for placement and maintenance of mobile



homes. For example, the mobile home should blend into the community, such as having a pitched-roof, skirting and siding, to conform to the architecture of the neighborhood.

Required for Application:

In addition to the Introductory Procedures on Page 3, the following steps for processing are listed.

1. Anyone who wishes to appeal the action of the Hearing Officer may file an appeal with the Regional Planning Commission within 15 days after notice of such action is received by the applicant.
2. Upon receipt of the Notice of Appeal, the Commission may affirm the action of the Hearing Officer, refer the issue back to the Director for further review, or calendar a public hearing.
3. With a public hearing, the Planning Commission may approve or deny the appeal based on Section 22.56.910. Part E.
4. When an appeal is filed for a Mobile Home Permit, or a time extension granted by the Director, the date of decision by the Commission or Board of Supervisor's of such appeal shall be considered the date of grant when determining the expiration date.

Aviation Case

An Aviation Case must be filed when a proposed airport or heliport site is located within Los Angeles County. The Los Angeles County Regional Planning Commission (RPC) has responsibility for acting as the Airport Land Use Commission (ALUC), and for coordinating the airport planning of County public agencies of the County. The RPC is required to take action on plans for any new airport facilities (including heliports) in Los Angeles County. The RPC reviews proposals to determine possible impacts on areas surrounding public use airports identified within the established planning boundaries. Some of the issues evaluated include: location of the project, purpose, noise impacts, surrounding land use, and public benefits.

Required for Application:

1. Local jurisdiction needs to approve request.
2. Contact the Federal Aviation Administration (FAA) for airspace clearance.
Federal Aviation Administration
Airports Division; AWP-600
P.O. Box 92007
Los Angeles, CA 90009

These two preceding steps need to be completed before an application can be processed.

3. Submit the required fee and the application package to:
Department of Regional Planning
Airport Land Use Coordination
Hall of Records
320 West Temple Street
Los Angeles, CA 90012
(213) 974-6411
4. The planning staff will review the materials for completeness. The staff will analyze the proposed project and prepare a report on their findings and recommendations.
5. This report is submitted to various public agencies, buildings in the affected area, and local schools for comment.
6. The processing period takes approximately 30 days from the time the completed application is submitted. The applicant will be notified of the date the proposal will appear on the RPC agenda.
7. The Regional Planning Commission reviews the application at the public hearing. The applicant should attend this hearing to answer any questions that the Commissioners may have.
8. The RPC will make the final advisory decision on the case and then submit it to the California Department of Transportation, Division of Aeronautics.



9. The Department of Transportation makes the final authoritative decision which is independent of whether the County recommends approval or denial.

Animal Permit

The Animal Permit is established to authorize keeping or maintaining a pet for the personal use of family members residing on the premises of:

1. Wild or domestic animals not specifically classified which will not constitute a menace to the public health, safety, or general welfare.
2. Domestic or wild animals exceeding the number permitted, or on lots having less than the area required, which will not affect the property value and enjoyment of other persons located in the vicinity of such site.

The minimum area required for the keeping of any horses on property is 15,000 square feet.

Required for Application

Refer to steps 1 & 2 of the Introductory Procedures on page 3 for processing an Animal Permit application.

Notice will be sent to all surrounding owners. If a protest is received, the permit will be denied. When the Planning Director denies an application, he/she will inform the applicant, in writing, and in such notice will also inform the applicant that within 30 days after receipt of such notice, the applicant may file such additional information as the Director requires and pay an additional fee. A public hearing will then be scheduled relative to such matter before the Commission. The Commission may affirm the Director's actions, refer the matter back to the Director for further review, or set the matter for public hearing. The decision of the Director shall become final and effective 15 days after receipt of the notice of action by the applicant, providing that no request for a public hearing or appeal has been filed by the applicant with the Commission within the 15 day period.

Cemetery Permit

A cemetery is established when the interment of one or more deceased human bodies is made in or upon any property, whether or not the property has been dedicated for cemetery purposes under the laws of the State of California. In addition, any person who causes to be made any interment in or upon such property, and any landowner of any such property who knowingly permits the interment of human remains shall be deemed to have established a cemetery.

A person shall not establish or maintain a cemetery or expand an existing cemetery, anywhere in the unincorporated territory of Los Angeles County without a Cemetery Permit. This application is submitted to the Hearing Officer or the Regional Planning Commission.

Required for Application:

Refer to the Introductory Procedures listed on page 3 for the processing of a Cemetery Permit.

An application for a permit may be denied if: the establishment of the cemetery may affect public health, safety, and welfare; the cemeteries may be considered a public nuisance; it may interfere with free movement of traffic, police protection, and other services such as fire equipment; or the applicant cannot demonstrate adequate financial ability to maintain the cemetery from becoming a public nuisance.

In the event that the Planning Commission or the Board of Supervisor's denies an application, no further applications for a Cemetery Permit shall be made upon the same subject site, until one full year from the date of denial of the original application.

Explosive Storage Permit

Explosives are any substances or combination of substances that are commonly used for detonation. All explosive materials storage requires a permit. Applicants should review permitting requirements with a planner at the public counter.



Surface Mining Permits

Regulates surface mining activities to ensure that the conservation of minerals is encouraged while considering concerns relating to recreation, watershed, wildlife, and aesthetic enjoyment during and after mining operations. The permit also ensures mitigation or prevention of environmental degradation, such as erosion and wildlife habitat damage. Mined lands are returned to a usable state for alternative land uses, with no residual hazards to public health or safety. All land uses must be consistent with the Los Angeles County General Plan.

The Reclamation Plan establishes criteria for restoration of the subject site after the mining and extracting operations are completed. Both the Surface Mining Permit and a Reclamation Plan are needed for operations in unincorporated Los Angeles County areas.

Required for Application:

To begin Processing of a Surface Mining Permit, refer to the Introductory Procedures on page 3. The following are additional procedures required for application processing.

The application is determined for completeness by the Department within 30 days after submittal. Processing should be completed within one year from the date on which a project application has been accepted as complete. The applicant will be notified by the County either that the application has been received and processing will start at the date specified on the letter of notification, or the application needs additional material for completion. The applicant will be informed of any additional fees that are required. Any questions regarding the Initial Study should be directed to the Impact Analysis Section at (213) 974-6461.

1. The Regional Planning Commission or Hearing Officer shall hold a public hearing on the application. The State Geologist from the Bureau of Mines, the County Engineer, the Los Angeles County Flood Control District, and other necessary

agencies shall be notified of all Surface Mining Permits filed and attendant Reclamation Plans.

In approving the application, the Hearing Officer shall establish an inspection schedule for the operations. The Officer may impose certain conditions for compliance with the mining operations standards listed in Section 22.56.1380. An applicant may appeal the actions of the Hearing Officer within 15 days of the denial to the State Mining and Geology Board.

Temporary Use Permit

Established for land uses that would not be appropriate on a permanent basis at a specific location. It regulates short-term activities to prevent or mitigate any effects the uses may have on the surrounding area. Examples of such uses are fairs, festivals, charitable activities, and special events. The time limits are no more than six weekends or seven days during any one year period.

Required for Application:

For the processing of a Temporary Use Permit application, refer to the Introductory Procedures listed on page 3.

For permit approval, the Director must first determine that the application is complete. In addition, he shall also find that adequate parking is available for the proposed special event, and that the use will not exceed the maximum time period such temporary use may be authorized during any 12 month period.

In approving an application, the Director may set forth conditions on land use and related parking in order for the request to be in accord with the findings required by the Burden of Proof and Section 22.56.1880 of the Los Angeles County Code Book, Title 22.

A public hearing may be required depending on the controversial nature of the land use, and the time-frame requested. The Department of Regional Planning does not decide on land uses in county parklands; these are



handled by the County Department of Parks and Recreation.

RESPONSIBILITIES OF COUNTY DEPARTMENTS

REGIONAL PLANNING DEPARTMENT

Establishes and maintains an ongoing comprehensive long-range process for the physical, social and economic development of the County. This agency develops programs to encourage effectuation of the County's General Plan. They are also responsible for the preparation and implementation of Area and Community Plans; and they administer the County subdivision and zoning ordinances throughout the County of Los Angeles.

DEPARTMENT OF PUBLIC WORKS

Responsible for the design, construction, installation, operation, maintenance and/or repair of roads, bridges, airports, sewers, flood control, water conservation facilities, plus regulatory and ministerial programs for the unincorporated portions of the County of Los Angeles, the Los Angeles County Flood Control District, and other special districts and contract cities that request services. Public Works provide a leadership role in administering the county wide transportation system, traffic mitigation efforts, and Solid and Hazardous Waste Management Plans.

DEPARTMENT OF PARKS AND RECREATION

Plans, designs and maintains local and regional County parks, golf courses, special recreational facilities, and beautification projects. Provides maintenance services for landscaped areas at various County buildings; provides maintenance and recreation services for special assessment districts; provides regional and community recreation programs and services; and acts as a liaison

and provides staff services to the Parks and Recreation Commission.

DEPARTMENT OF HEALTH SERVICES

Responsible for safeguarding the health of the entire County through a strong public health program emphasizing the prevention and control of disease, and the protection and promotion of health by providing comprehensive health care and education to the medically indigent. Some examples of health services offered include: communicable disease control and treatment, preventive and investigative public health services, and environmental health services.

DEPARTMENT OF FORESTRY AND FIRE WARDEN

Provides fire prevention and suppression of wildland fires throughout Los Angeles County and structural fire protection in unincorporated areas not in the Consolidated Fire Protection District (CFPD); enforces orders and ordinances of the Board of Supervisors pertaining to wildland and other fires; and conducts fire prevention and forestry conservation education programs. Constructs and maintains fire lanes and breaks. Cooperates with State and Federal agencies in fire suppression and watershed management. Administers the CFPD. Advises the Board as to fire protection needs of the County and all unincorporated areas thereof, including the formation of fire protection districts.

SEATAC-COUNTYWIDE/ ENVIRONMENTAL REVIEW BOARD - MALIBU

SEATAC is a seven member advisory committee responsible for reviewing cases within the SEA's in the unincorporated areas of the County. The nine member Environmental Review Board (ERB) is responsible for reviewing cases located within environmentally sensitive habitat areas in the unincorporated Malibu Coastal Zone. Both SEATAC and the ERB are comprised of professionals with technical expertise in resource management. The ERB and SEATAC are appointed by the Planning Director. Examples of some professions of the SEATAC and ERB include: aquatic



biologist, archaeologist, botanist, geologist, conservation biologist, planner, and hydrologist.

SEATAC and the ERB provide technical support to the Regional Planning Commission, the Board of Supervisors, and other County agencies which make decisions pertaining to development specifically within the unincorporated Malibu Coastal Zone and SEATAC areas.

The purpose of SEATAC and ERB is to evaluate development proposals within sensitive environmental resource areas or significant ecological areas to ensure that development in these areas, is consistent with the County's resource protection policies. Proposals are evaluated by either the Planning Director's review process or concurrently with other applications required by Title 21 or Title 22 of the County Code.

The SEATAC and ERB meetings are open to the public. Anyone who has filed a written request with the Director will be notified at least 21 days prior to the meeting.

RESPONSIBILITIES OF LOCAL, STATE AND FEDERAL AGENCIES

State & Federal agency requirements may effect your project. Staff at the Department of Regional Planning will assist you with information on these agencies.

LOCAL AGENCY FORMATION COMMISSION

The Cortese-Knox Government Reorganization Act (1985), (Section 56000 et seq of the Government Code) is the framework within which proposed city annexations, incorporation, consolidations and special district formations are considered. This law continued the Local Agency Formations Commission's (LAFCO's) functions in each County. LAFCO is an independent State regulatory agency, and has 4 major areas of responsibility.

1. To discourage urban sprawl and encourage the orderly formation and development of governmental agencies based upon local conditions.
2. To review and approve or disapprove changes in jurisdictional boundaries for cities and special districts within the County. The Commission has authority to condition its approval with or without an amendment. For example, the Commission can modify the applicant's requested boundaries.
3. To establish a "Sphere of Influence" for all cities and special districts. A Sphere of Influence is drawn for each local government agency, and is a plan for its ultimate boundary and service area. This defines the primary area within which urban development is to be encouraged.
4. To initiate studies of existing governmental agencies in an effort to improve the efficiency of urban services.

Both the County of Los Angeles and LAFCO have a responsibility to see that the proposed expansion of corporate limits comply with the procedures set forth in the Cortese-Knox Act, CEQA, and adopted LAFCO policies.

Key Elements of the Annexation Process:

1. Annexations should be part of a community's comprehensive plan for its future. They should be done in an orderly fashion, consistent with both the city's General Plan and State mandates regarding service delivery and open space conservation.
2. Comprehensive environmental reviews that address more than one topic at each hearing, will clarify the intent and the ramifications of the overall project.
3. The environmental documentation prepared for the annexation should be comprehensive in scope.
4. Both the city and LAFCO must look to the future impact of the entire project on city services, tax revenues, historic growth trends, and neighboring



communities and cities. The land interrelationship with the surrounding community that could be affected by annexation, should be considered.

Local Agency Formation Commission:

Los Angeles County

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, CA 90012
(213) 974-1448

STATE DEPARTMENT OF PARKS AND RECREATION

The responsibilities of the Department of Parks and Recreation include preserving and managing State recreation areas, parks, historical monuments, beaches and reserves. They provide camping, hiking trails, and naturalist services for these areas. The Department establishes rules and regulations governing activities within the State Park System, and reports annually to the Governor on statewide outdoor recreation needs and recommends State recreation policy.

Department of Parks and Recreation

P.O. Box 942896
Sacramento, CA 94296-0001
(916) 653-6995

Regional Office:

1333 Camino del Rio South, Suite 200
San Diego, CA 92108

CALIFORNIA COASTAL COMMISSION

The 1976 Coastal Act established the California Coastal Commission as a permanent State coastal management and regulatory agency. The Act empowered the Commission to assist local governments along the coast to design their Local Coastal Programs (LCP's) to reflect local coastal issues, while meeting the statewide goals of the Coastal Act. Each LCP is reviewed by the Commission to ensure conformity with the Act. After an LCP is certified, the local government will assume general control over conservation and development

decisions within a coastal zone. However, the Coastal Commission retains permanent permit jurisdiction over the immediate shoreline.

In addition, the Commission reviews all federal activities affecting the coast, reviews all oil and gas development, reviews all LCP's every five years for effective Act implementation, reviews the citing of coastal power plants, and promotes wetlands restoration.

State Office:

631 Howard Street, 4th Floor
San Francisco, CA 94105-3973
(415) 543- 8555

South Coast Area Office

245 West Broadway, Suite 380
Long Beach, CA 90802-4416
(562) 590-5071

South Central Coast Office

89 South California Street, Suite 200
Ventura, CA 93001
(805) 641-0142

**OFFICE OF PLANNING AND RESEARCH
STATE CLEARINGHOUSE**

The State Clearinghouse is responsible for receiving and distributing environmental documents prepared pursuant to CEQA. The operation of the Clearinghouse is governed by CEQA guidelines (Cal. Admin. Code Title 14, Sections 15000-15378). The Clearinghouse handles all EIRs and Negative Declarations for projects that have a responsible state agency, or are of statewide or regional significance. Government officials and the general public can obtain information regarding the environmental review process from the Clearinghouse staff.



Office of Planning and Research

1400 Tenth Street
Sacramento, CA 95814
(916) 445-0613

SANTA MONICA MOUNTAINS CONSERVANCY

The Santa Monica Mountains Conservancy was established by the California State Legislature in 1980 to acquire land and operate programs for park, recreation, and conservation purposes in the Santa Monica Mountains Zone. The State Legislation is based on two factors: (1) the means for determining and resolving interjurisdictional conflicts existing within the mountains; and (2) piecemeal development could potentially result in the loss of open space and recreational resources, and in the deterioration of natural systems in the region. The Conservancy administers over 17,000 acres of parkland in Los Angeles and Ventura Counties. Some of the responsibilities of the Conservancy include: offering hiking and equestrian opportunities at parks, awarding grants to nonprofit organizations and local governments for involvement in environmental education, and parkland maintenance.

Santa Monica Mountains Conservancy

3700 Solstice Canyon Road
Malibu, CA 90265
(310) 456-5046

STATE WATER RESOURCES CONTROL BOARD/REGIONAL WATER QUALITY CONTROL BOARDS

The State Water Resources Control Board was created by the Legislature in 1967. The State Board allocates rights to the use of surface water and protects the State's water quality. There are nine Regional Water Quality Control Boards, which operate in conjunction with the State Board to preserve California's water quality. The Regional Boards issue waste discharge permits, take enforcement action against violators, and monitor water quality. Both the State Board and the Regional Boards administer the Federal Clean Water Act.

State Water Quality Control Board California Regional Water Quality Control Board

901 P Street
P.O. Box 100
Sacramento, CA 95814
(916) 322-3132

Los Angeles Region 4

107 South Broadway, Room 4027
Los Angeles, CA 90012
(213) 266-7500

CALIFORNIA DEPARTMENT OF FISH AND GAME

The California Department of Fish and Game (CDFG) is responsible for the protection, conservation, propagation, and enhancement of California's wildlife resources. Other functions include: issuing licenses, enforcing laws and policies, coordinating with local government agencies in the acquisition and development of projects for recreational uses, and the conservation of State wildlife.

Department of Fish and Game

330 Golden Shore, Suite 50
Long Beach, CA 90802
(310) 590-5113

Department of Fish and Game

1416 Ninth Street, 12th Floor
Sacramento, CA 95814
(916) 445-0411

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has broad responsibility for the planning, design, operation and maintenance of the State highway system. The agency is also responsible for various activities in overall transportation planning, mass transportation, and aeronautics.



Examples of activities

Transportation Planning Program: Analyze policy issues, develop systems for effective integration of various transportation modes, and coordinates development and evaluation of regional plans, and transportation improvement programs.

Highways program: Develop, operate, and maintain the State's highway system, expand the system's capacity by planning new routes, and construct additional traffic lanes on existing highways.

Mass Transportation Program: Administer Federal and State-funded programs for transit operators, and implement measures to integrate transit facilities with other modes of transportation, where feasible.

Aeronautics Program: Administers State-funded programs to assist local governments in general aviation airport acquisition and development; coordinates safety and permit inspections of general aviation airport facilities; and develop the California Aviation System Plan.

CALTRANS

Environmental Division
650 Howe Avenue
Sacramento, CA 95825
(916) 920-7044

CALTRANS

District 7; Los Angeles
120 South Spring Street
Los Angeles, CA 90012
(213) 897-3656

DEPARTMENT OF CONSERVATION DIVISION OF MINES AND GEOLOGY

The Division of Mines and Geology is part of the State Department of Conservation. The Department's objectives are to protect, conserve, and responsibly develop the State's soil, mineral, petroleum, and geothermal resources; promote the conservation of agricultural and open space lands; and to reduce or avoid adverse environmental impacts due to the

development of natural resources. The Division conducts geological investigations to locate and identify geological hazards, and disseminates information on its findings. In addition, the Division assists in the utilization of raw mineral deposits, consistent with sensible conservation practices and regulates mining projects.

Department of Conservation

107 S. Broadway, Room 1065
Los Angeles, CA 90012
(213) 620-3560

NATIONAL PARK SERVICE

The National Park Service administers a system of national parks, monuments, historical sites, and recreation areas to the public. Their objectives include protection of the natural environment within these areas, public education, and preservation of historic properties. The Service implements park management plans and staffs the areas under its administration. In addition, the Service is involved with such programs as the State portion of the Land and Water Conservation Fund, National Wild and Scenic Rivers System, and the National Trails System.

National Park Service

600 Harrison Street; Suite 600
San Francisco, CA 94107
(415) 744-3929

30401 Agoura Hills Road, Suite 100
Agoura Hills, CA 91301
(818) 597-1036

U.S. FOREST SERVICE

The Angeles National Forest is the second National Forest created in the United States. As such, it has a long and storied history. Most Activities within the Forest Boundaries are regulated by the Forest Service. However, privately owned enclaves within the Forest are regulated by the County. Questions relating to



development within the Forest should be directed to:

U.S. Forest Service

701 North Santa Anita Avenue
Arcadia, CA 91006
(626)574-1613

U.S. ARMY CORPS OF ENGINEERS

The U.S. Army Corps of Engineers has been regulating activities in the nation's waters since 1890. The primary purpose of the regulatory program was to protect navigation. Today, the program has a broader base of responsibilities that includes the protection and utilization of the nation's water resources. The following laws govern the Corps responsibilities:

- a. Section 10 of the Rivers and Harbors Act of 1899. (33 USC 403) Prohibits the alteration of navigable waters of the United States without a permit from the Corps of Engineers.
- b. Section 404 of the Clean Water Act. (33 USC 1344) Prohibits the discharge of dredged or fill material into waters of the United States without a permit from the Corps of Engineers.
- c. Section 103 of the Marine Protection, Research, and Sanctuaries Act of 1972. (33 USC 1413) The Corps issues permits to transport dredged material for the purpose of dumping it into ocean waters.

**Army Corps of Engineers
Regulatory Branch**

300 N. Los Angeles Street
P.O. Box 2711
Los Angeles, CA 90053-2325
(213) 894-5606

U.S. FISH AND WILDLIFE SERVICE

The Endangered Species Act of 1973 is primarily administered by the U.S. Fish and Wildlife Service, which works in cooperation with other Federal, State, and local agencies. Their responsibilities include listing

the status of endangered or threatened plant and animal species, as well as preserving the environmental and cultural values of our national parks and historical sites. The Department assesses the Nation's energy and mineral resources, and works to assure that development is in the best public interest.

U.S. Fish and Wildlife Service

452 ARLSQ
Washington, D.C. 20240

2730 Loker Avenue West
Carlsbad, CA 92008
(619) 431-9440

**PHONE LIST OF THE COUNTY
DEPARTMENTS**

**LOS ANGELES COUNTY DEPARTMENT OF
REGIONAL PLANNING**

Hall of Records
320 W. Temple Street
Los Angeles, CA 90012
Main Information Line (213) 974-6411
(Hours: 7:30 a.m. to 6:00 p.m.; Monday through Thursday)

**County Interdepartmental Land
Development Coordinating Center**

"One-Stop Counseling Center"
Room 1360 (213) 974-6438
(Hours: 7:30 a.m. to 6:00 p.m.; Monday through Thursday)

Impact Analysis Section

Room 1348 (213) 974-6461

Subdivision Section

Room 1346 (213) 974-6433

Zoning Permits Section

Room 1348 (213) 974-6443



**LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS**

900 South Fremont Avenue
Alhambra, CA 91803
Third Floor (626) 458-5100
(Hours: 6:45 a.m. to 5:45 p.m.; Monday through
Thursday)

Land Development Division

Fourth Floor (626) 458-4907
(Hours: 6:30 a.m. to 5:30 p.m.; Monday through
Thursday)

Land Development Management Division

Fourth Floor (626) 458-4945
(Hours: 7:00 a.m. to 5:30 p.m.; Monday through
Thursday)

Subdivision Section

Fourth Floor (626) 458-4915 (Hours: 6:30 a.m. to
5:15 p.m.; Monday through Thursday)

Road Unit

Fourth Floor (626) 458-4909
(Hours: 6:30 a.m. to 5:15 p.m.; Monday through
Thursday)

Drainage and Grading Section

Fourth Floor (626) 458-4921
(Hours: 6:30 a.m. to 5:15 p.m.; Monday through
Thursday)

BUILDING AND SAFETY DEPARTMENT

900 South Fremont Avenue
Alhambra, CA 91803
Third Floor (626) 458-3173
(Hours: 6:45 a.m. to 5:45 p.m.; Monday through
Thursday)

Geology and Soils Section

Fifth Floor-Geology (626) 458-4923
Soils (626) 458-4925
(Hours: 7:00 a.m. to 5:30 p.m.; Monday through
Thursday)

Road, Sewer, Water Unit

Fifth Floor (626) 458-4910
(Hours: 6:30 a.m. to 5:15 p.m.; Monday through
Thursday)

Water Ordinance Unit

Fifth Floor (626) 458-4910
(Hours: 6:30 a.m. to 5:15 p.m.; Monday through
Thursday)

**LOS ANGELES COUNTY DEPARTMENT
OF PARKS AND RECREATION**

433 S. Vermont Avenue
Los Angeles, CA 90020
Main Information: (213) 738-2973
Park Dedication: (213) 738-2973
Trails: (213) 738-2973
(Hours: 7:30 a.m. to 5:00 p.m.; Monday through
Thursday)

**LOS ANGELES COUNTY DEPARTMENT
OF HEALTH SERVICES**

Water, Sewage, Subdivisions

2525 Corporate Place
Monterey Park, CA 9175
Supervisor-(213) 881-4157
(Hours: 8:00 a.m. to 5:00 p.m.; Monday through
Friday)

**LOS ANGELES COUNTY DEPARTMENT OF
FORESTRY AND FIRE WARDEN**

Fire Protection Engineering

5823 Rickenbacker Road
Commerce, CA 90040
(213) 890-4125
(Hours: 8:00 a.m. to 5:00 p.m., Monday through
Thursday; to contact any inspectors by phone, call
between 8:00 a.m. to 10:00 a.m. weekdays)

**LOCAL AGENCY FORMATION
COMMISSION, LOS ANGELES COUNTY**

Los Angeles County
Kenneth Hahn Hall of Administration, Room 383
500 West Temple Street
Los Angeles, CA 90012
(213) 974-1448



GLOSSARY

ANIMAL PERMIT

Permit established to allow the keeping or maintaining of wild or domestic animals not considered a public menace or exceeding the number permitted on a parcel of land. (EXAMPLE: horses or exotic animals).

APPEAL TO THE REGIONAL PLANNING COMMISSION

Appealing the actions of the Hearing Officer, who conducts the public hearing, to the Regional Planning Commission, which is the final decision-making authority. Not necessarily all RPC actions can be appealed to the Board.

AVIATION CASE

Submitted to the RPC when a new airport or helicopter site is proposed. The Planning Commission analyzes potential impacts of the airport or heliport site on the surrounding areas within the planning boundaries established.

CEMETERY PERMIT

Permit required when the interment of one or more human bodies or cremated humans remains is made in or upon any property. (EXAMPLE: burial park -earth interments, mausoleum - vault interments).

CERTIFICATE OF COMPLIANCE

A document issued by the Director of Planning to a property owner after determining that the property meets the requirements of compliance with the State Map Act. (EXAMPLE: For a Final Parcel Map).

COASTAL DEVELOPMENT PERMIT

Established to ensure that any development, public or private, within the local coastal zone conforms to the policies and programs of Los Angeles County Local Coastal Program Land Use Plans and Implementation Program, in accordance with Division 20 of the Public Resources Code.

COASTAL DEVELOPMENT PERMIT AMENDMENT

Revision to a Coastal Development Permit that was previously approved by the County. Application for an amendment must be submitted to the Planning Director and should include maps, drawings, and the required filing fee. (EXAMPLE: Material change; construction of a coastal bike trail).

CONDITIONAL USE PERMIT

Permit which allows certain uses which need special consideration. A local ordinance allows certain land uses only after a Conditional Use Permit is obtained. (EXAMPLE: Residential in a commercial zone).

CONDITIONAL USE PERMIT FOR LOW AND MODERATE INCOME HOUSING

Permit for an increase in housing units over what the zoning ordinance states.

CONDITIONAL USE PERMIT FOR SIGNIFICANT ECOLOGICAL AREAS

Permit that is required to protect natural resources contained in Significant Ecological Areas from development, which may result in environmental degradation or destruction of life and property. (EXAMPLE: development of a subdivision containing movement corridors for allowing animal migratory paths).



CONDITIONAL USE PERMIT FOR SUBDIVISION DIRECTIONAL SIGN

Issued for the display of a temporary signage used for directions to a single subdivision development.

CONDOMINIUM CONVERSION NOTIFICATION

A fee paid to notify tenants that a Tentative Tract Map of the residential property is being converted to a condominium project. (EXAMPLE: Stock cooperative project, community apartment project).

DEVELOPMENT AGREEMENT

Contract between the developer and the County that specifies what the developer is permitted to perform, and what the developer is required to perform within the project area. The developer obtains the rights to build-out under existing rules in exchange for comparable regard to public benefits. (EXAMPLE: Building an office tower above the area's height limit, and also providing low-income housing to the same area; both the developer and the local jurisdiction must benefit).

EXPLOSIVE STORAGE PERMIT

Permit required for the storage of substances commonly used for detonation purposes.

GENERAL PLAN AMENDMENT

Revisions to the Los Angeles County General Plan, which is the comprehensive policy document. The plan contains "Countywide" elements which apply to issues in unincorporated areas, and "Communitywide" elements which are more detailed plans for certain communities in unincorporated areas.

HIGHWAY REALIGNMENT

Adjustments of established roadways by the alignment of the surveyed centerline.

INITIAL STUDY

Conducted by the lead County agency, the agency (i.e., Regional Planning Department) considers all aspects of a proposed project to determine if there are potential significant environmental effects.

MINOR LOT LINE ADJUSTMENT

Adjustment of the property line where property is taken from one parcel to create an additional adjacent parcel.

MOBILE HOME PERMIT

Permit required for placement of a mobile home on a parcel of land in place of a single-family residence, when allowed in that zone.

NON-CONFORMING USE

Lawful use existing on the effective date of the zoning restriction and continuing since that time in non-conformance to the current County ordinance.

OAK TREE PERMIT

Oak tree permits are required to remove, prune or develop within dripline of Oak trees. The objective is to preserve and enhance as many healthy oak trees in the development process, create favorable conditions for the presentation and propagation of this unique, threatened plant heritage. (EXAMPLE: Permit required if it is needed to trench through a tree's "protected zone" for the accommodation of easements).

PARCEL MAP WAIVER

Waives the Final Parcel Map requirement for the minor division of land. The subdivider is required to pay a filing fee to obtain the waiver to the advisory agency.

PARKING PERMIT

Established to provide greater flexibility in the design of particular uses that have special characteristics by reducing the number of parking



spaces otherwise required for such uses (i.e., senior citizens and handicapped persons housing developments), in addition to conserving land and promoting efficient land uses (i.e., compact parking or allowing off-site or shared parking).

REVISIONS

Modifications made on a tentatively approved Tract or Parcel Map (major or minor) that are required for approval by the advisory agency. (EXAMPLE: changes in grades or street locations).

SITE PLAN REVIEW

Applies to developments where it is not clear that the project complies with zoning codes. The planning agency is vested with the responsibility of reviewing site plans. (EXAMPLE: Heights and Setbacks, Parking, and plan approval necessary prior to the issuance of building permits).

SPECIFIC PLANS

Sets forth goals, objectives, policies and programs for a localized area. They go into greater detail than the General Plan or the Zoning Ordinance, as they address specific areas of concern, such as architecture and landscaping.

SUBDIVISION

Process by which a tract of land is divided into smaller parcels, lots or building sizes to be eventually sold and/or developed. A subdivision is any division of land for the purpose of sale, lease or financing, and is governed by the State Subdivision Map Act.

SURFACE MINING PERMIT

Established to regulate the surface mining and reclamation of mined lands. The production and conservation of minerals is encouraged while preserving recreation, wildlife, watershed, and aesthetic enjoyment during and after mining operations. The permit is intended to mitigate or prevent adverse effects to the environment. Lands

are returned to a usable condition for alternative land uses with no residual hazards to public health or safety. Required for operations on any property within the unincorporated area of Los Angeles County.

TEMPORARY USE PERMIT

Permit established to allow certain land uses or activities that may be appropriate at specific locations temporarily, but inappropriate on a permanent basis. (EXAMPLE: Carnivals, exhibitions, and religious observances). No more than six weekends or seven days during any 12-month period.

TENTATIVE PARCEL MAP

A map required for a subdivision consisting of four or fewer parcels of land or condominium units (i.e., Minor Land Division).

TENTATIVE TRACT MAP

Required when property is proposed to be divided into five or more lots or condominium units.

VARIANCE

Permit issued to construct a structure or commence an activity not otherwise permitted under the current zoning regulations. (EXAMPLE: Floor area ratios for buildings, lot sizes, off-street parking requirements).

ZONE CHANGE

Ordinance change to permit property to development to a use or density that is not allowed by the existing zoning. Proposed land use must be consistent with the Los Angeles County General Plan. (EXAMPLE: zone change from a residential use to a commercial use).

ZONING

Zoning is the method by which jurisdictions designate properties into various densities and land uses. There are four basic categories: (1) Residential; (2) Commercial; (3) Industrial; and (4) Agricultural.



LOS ANGELES COUNTY DEVELOPMENT CASE PROCESSING FILING FEE LIST

Revised September, 1995 (and annually thereafter)

ENVIRONMENTAL FEES

Initial Study / Environmental Assessment

\$731.00

Environmental Impact Reports

Minor EIR, based on four environmental factors or less, \$3,000.00 deposit*.

Major EIR, based on more than four factors, \$5,000.00 deposit*.

Fire Department Review

\$1,000.00 deposit*, additional deposits may be required if the actual review costs exceed 80% of the deposited funds. More complex projects may require additional funding.

Public Works Traffic Study

\$1,175.00-\$3,528.00.

Appeal to the DRP Environmental Review Committee \$158.00

SUBDIVISION FEES

Tentative Map - Major Land Division (Multi-Unit Condo/Apt.) - \$11,402.00 (including \$5,000 initial deposit* to DRP) plus \$86.00/lot 11-25, plus \$59.00/lot 26-50. Plus \$29.00/lot 51-100, plus \$11.00/lot 101+.

Major Land Division Before Tentative Approval (Major Revision Received) - \$3,222.00 (including \$1,000.00 initial deposit* to DRP) plus 30% of the per lot filing fees, beginning with the third major revision and each additional revision thereafter.

Major Land Division Revised Map - \$5,784.00 (including \$3,000.00) initial deposit* to DRP) plus 50% of the per lot filing fees.

Major Land Division Amendment - \$3,114.00 (including \$2,000.00 initial deposit* to DRP) plus 20% of the per lot filing fees.

Tentative map - Minor Land Division - \$8,685.00 (including \$4,000.00) initial deposit* to DRP).

Minor Land Division Revision Before Tentative Approval (Major Revision Received) - \$2,608.00 (including \$1,000.00 initial deposit* to DRP) beginning with the third revision and for each additional revision thereafter.

Minor Land Division Revised Map - \$5,071.00 (including \$3,000.00 initial deposit* to DRP).

Minor Land Division Amendment - \$1,828.00 (including \$1,000.00 initial deposit* to DRP).

Certificate of Compliance

\$693.00 plus \$174.00 for each subsequent request requiring recordation of documents, including the clearance of conditions and amendments.

Minor Lot Line Adjustment \$882.00 with a maximum of four lots per less application.

Parcel Map Waiver \$1,000.00 initial deposit*

Condominium Conversion Notification

\$500.00 initial deposit*

Tentative Tract and Parcel Map Major and Minor Time Extensions \$307.00

Tentative Tract and Parcel Map Major and Minor Re-Hearing Fee \$307.00

Appeal To The RPC \$880.00 Applicant
\$440.00 Non-Applciant

*Plus supplemental fees and deposits, as required, when actual costs exceed the amount of deposit.

Note: Fees change annually in March or every year.



Appeal To The Board of Supervisors

Plus transcript \$913.00 Applicant
\$456.00 Non-Applicant

ZONING FEES

NOTE: FEES CHANGE ANNUALLY IN MARCH OR EVERY YEAR.

Animal Permit

\$587.00 without a public hearing

\$1,461.00 with public hearing

Appeals To The RPC \$880.00 Applicant
\$440.00 Non-Applicant

Appeals to the Board of Supervisors

\$913.00 Applicant
\$458.00 Non-Applicant

Aviation Case \$734.00

Cemetery Permit \$3,838.00

Coastal Development Permit

\$860.00 without a public hearing
\$3,838.00 with a public hearing. However, when filed concurrently with any other application, petition or tentative map required by this Title 22 or Title 21 of this code which is the subject of a public hearing for the same or substantially the same property, a reduction of \$880.00 shall be applied to the coastal development permit.

Coastal Development Permit Amendment

\$860.00

Conditional Use Permit \$3,776.00

Conditional Use Permit For Land Reclamation Projects

\$3,776.00 in addition to any fees or deposits required by subsection B of Section 22.60.100.

Conditional Use Permit For Low And Moderate Income Housing \$1,562.00

Conditional Use Permit For Significant Ecological Areas \$5,945.00

Conditional Use Permit for Subdivision Directional Signs

\$3,890.00 for each sign or 2 or more sign faces on the same structure if they relate to the same subdivision.

Conditional Use Permit Time Extensions

\$311.00

Revised Exhibit "A"

Residential Maximum 10 lots per application: Commercial and Industrial \$650.00

Development Agreement \$3,000.00 deposit plus supplemental fees and deposit is, as required, when actual costs exceed the amount on deposit.

Environmental Review Board

\$1,041.00 for a director's review of a single-family residence;
\$3,043.00 for a concurrent case other than a single family residence, in addition to any concurrent case fees;
\$3,455.00 for a director's review of a development other than a single family residence.

Explosive Storage Permit \$3,780.00

Highway Realignment \$3,6458.00

Interim Management Permits for Surface Mines \$1,246.00

Mobile Home Permit

\$3,890.00; \$311.00 for time extensions.

Nonconforming Use/Structure Review

\$3,890.00

*Plus supplemental fees and deposits, as required, when actual costs exceed the amount of deposit.



Oak Tree Permit

\$475.00 without a public hearing; \$2,075.00 with a public hearing, in addition to any fee or deposits required by subsection B of section 22.60.100.

OAK TREE INSPECTION FEE SCHEDULE

# of trees identified for review	Permit Fee
1-15	\$ 171.00
16-50	\$ 220.00
51-100	\$ 414.00
101-200	\$ 451.00
201-400	\$ 557.00
401-999	\$ 788.00

When the number of trees under review is 1,000 or more, the applicant shall pay a deposit of \$1,000.00 to the Fire Department. Additional funds may be required if the review costs exceed 80% of the deposited funds. All funds not utilized will be reimbursed to the applicant.

Parking Permit \$3,890.00

General Plan Amendment

Local plan amendment \$3,000.00 (Deposit)
 Countywide plan amendment \$3,000.00 (Deposit)
 Plus supplemental fees and deposits, as required, when actual costs exceed the amount on deposit.

Re-Hearing Fee \$311.00

Site Plan Review - Zoning consistency, coastal approval in concept \$502.00

Site Plan Review, Commercial/Industrial - \$669.00, where site plan has 20,000 s.f. or more of gross floor area.

Site Plan Review, Residential in hillside areas, yard modifications - \$669.00

Specific Plans \$3,000.00 Deposit, plus

supplemental fees and deposits, as required, when actual costs exceed the amount on deposit.

Surface Mining Permit/Reclamation Plans

\$3,890.00

Temporary Use Permit

\$669.00 without a public hearing
 \$1,576.00 with a public hearing

Variances \$3,890.00;
 Time extensions \$311.00

Zone Changes \$5,155.00

ENVIRONMENTAL SURCHARGES

Initial Study No Fee

Environmental Impact Report

-Minor EIR No Fee
 -Major EIR No Fee

SUBDIVISION SURCHARGES

Tentative Tract or Reactivation

In which no condominiums are proposed

Lots 1-25	\$30.00
Lots 26-50	\$20.00
Lots 51-100	\$15.00
Lots 101-200	\$10.00
Lots 200+	\$5.00

Condominium Project

Units 1-50	\$10.00
Units 51-100	\$5.00
Units 101-200	\$3.00

No surcharge fee shall be required for any unit(s) in excess of 200 units.

Minor Land Division or Reactivation \$300.00

Revisions No Fee



Certificate of Compliance	No Fee	Setback Modifications	No Fee
Minor Lot Adjustment	No Fee	Surfacemining Permit/ Reclamation Plans	No Fee
Parcel Map Waiver	\$25.00	Zone Changes	\$400.00
Condominium Conversion Notification	No Fee	Zone Changes Equestrian Highway Realignment	\$400.00 No Fee
ZONING SURCHARGES		Low and Moderate Income Housing Permit	\$50.00
Animal Permit	No Fee	Temporary Use Permits	No Fee
Approval in Concept (for Coastal Commission)	No Fee	General Plan Amendment	\$600.00
Cemetery Permit	No Fee	Environmental Documentation	No Fee
Conditional Use Permit	\$50.00	Development Agreement	\$400.00
Conditional Use Permit For Land Reclamation Projects	\$50.00	Oak Tree Permit	No Fee
Conditional Use Permit for Subdivision Directional Sign	No Fee		
Conditional Use Permit Significant Ecological Areas	\$50.00		
Variance	\$50.00		
Explosive Storage Permit	No Fee		
Mobilehome Permits	No Fee		
Nonconforming Use/ Structure Review	No Fee		
Parking Permit	No Fee		
Plot Plan Review	No Fee		
Revised Plot Plan Review	No Fee		

REFERENCES, SOURCES, AND ADDITIONAL INFORMATION

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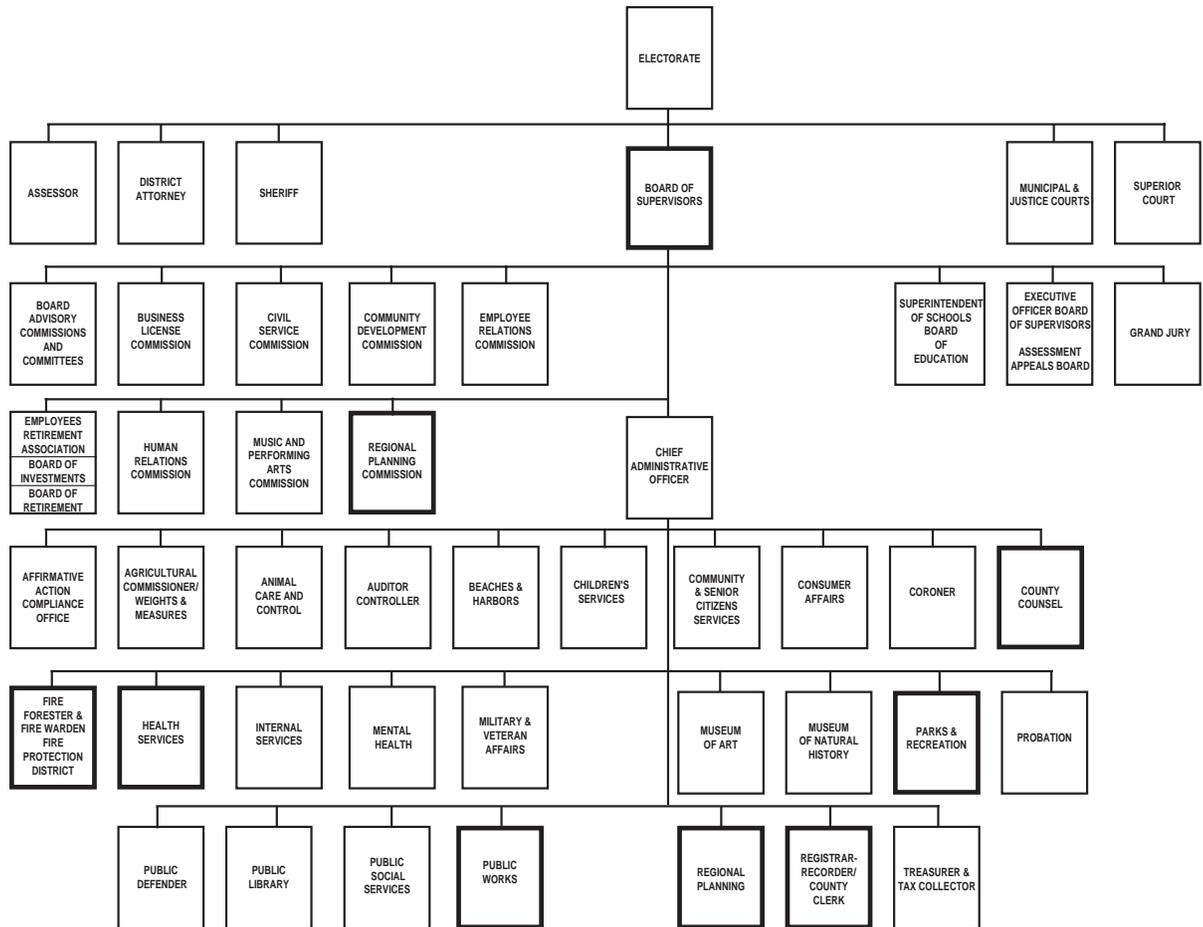
APPENDIX

COUNTY OF LOS ANGELES ORGANIZATIONAL CHART

LOS ANGELES COUNTY DISTRICT MAPS



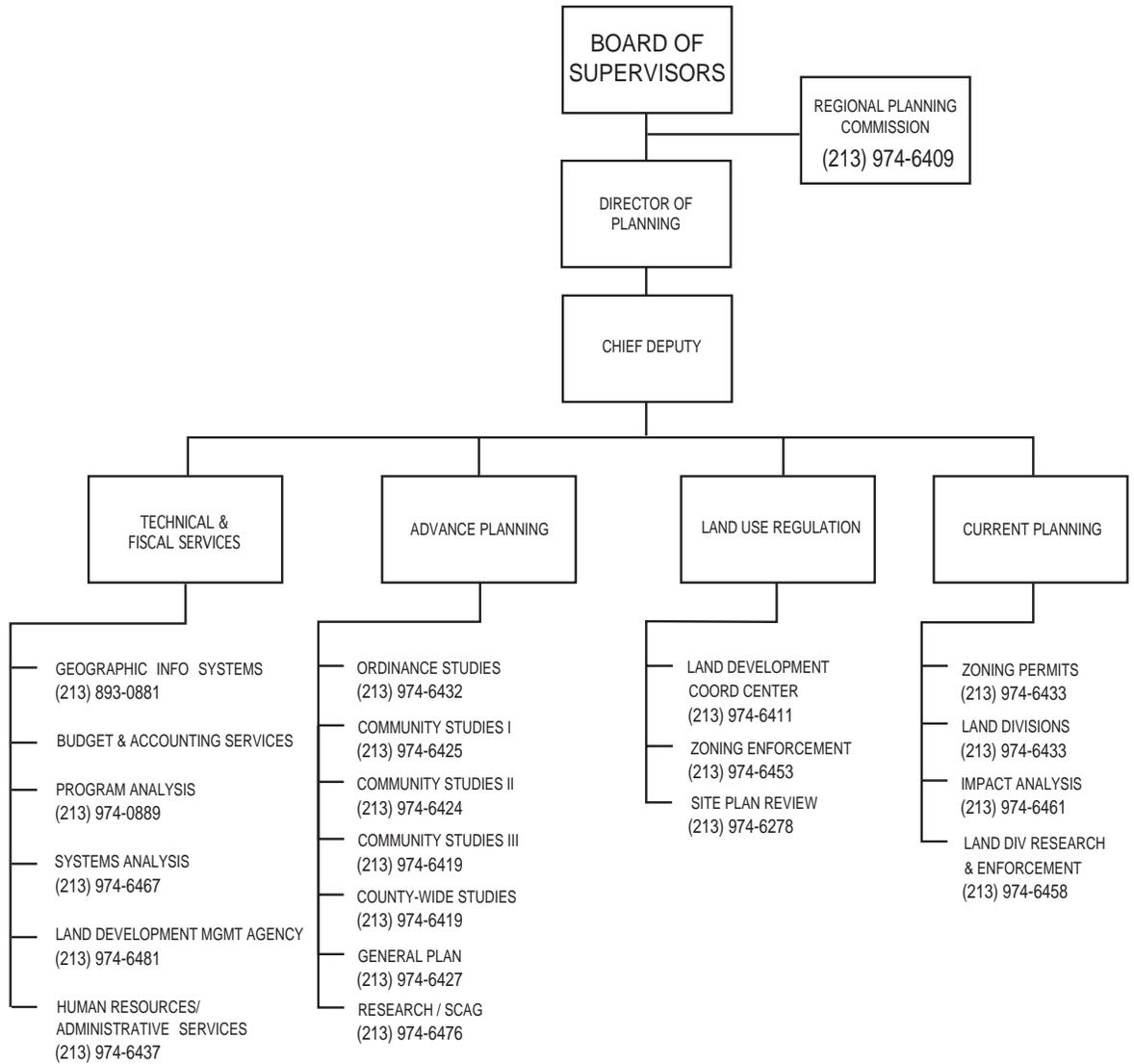
COUNTY OF LOS ANGELES ORGANIZATIONAL CHART

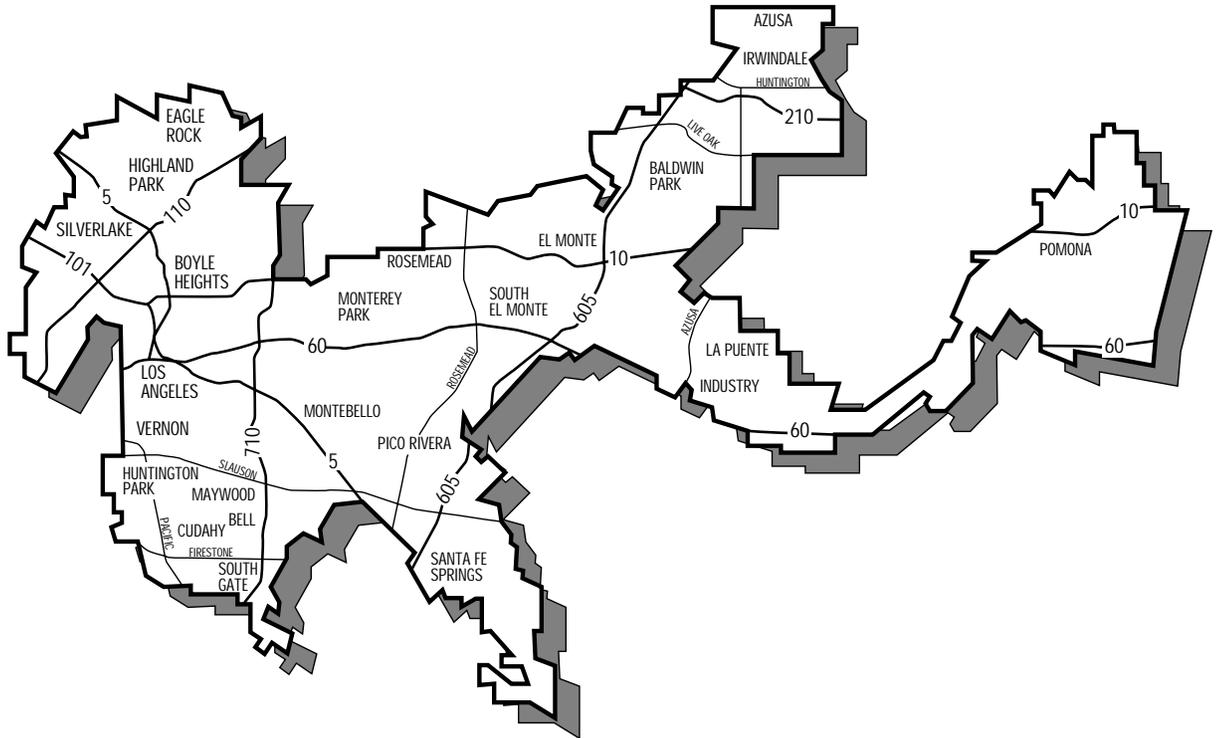


 Departments that interact regularly with Dept. of Regional Planning



DEPARTMENT OF REGIONAL PLANNING ORGANIZATIONAL CHART





FIRST SUPERVISORIAL DISTRICT OF THE COUNTY OF LOS ANGELES

Gloria Molina, Supervisor

Kenneth Hahn Hall of Administration

500 West Temple Street, Room 856

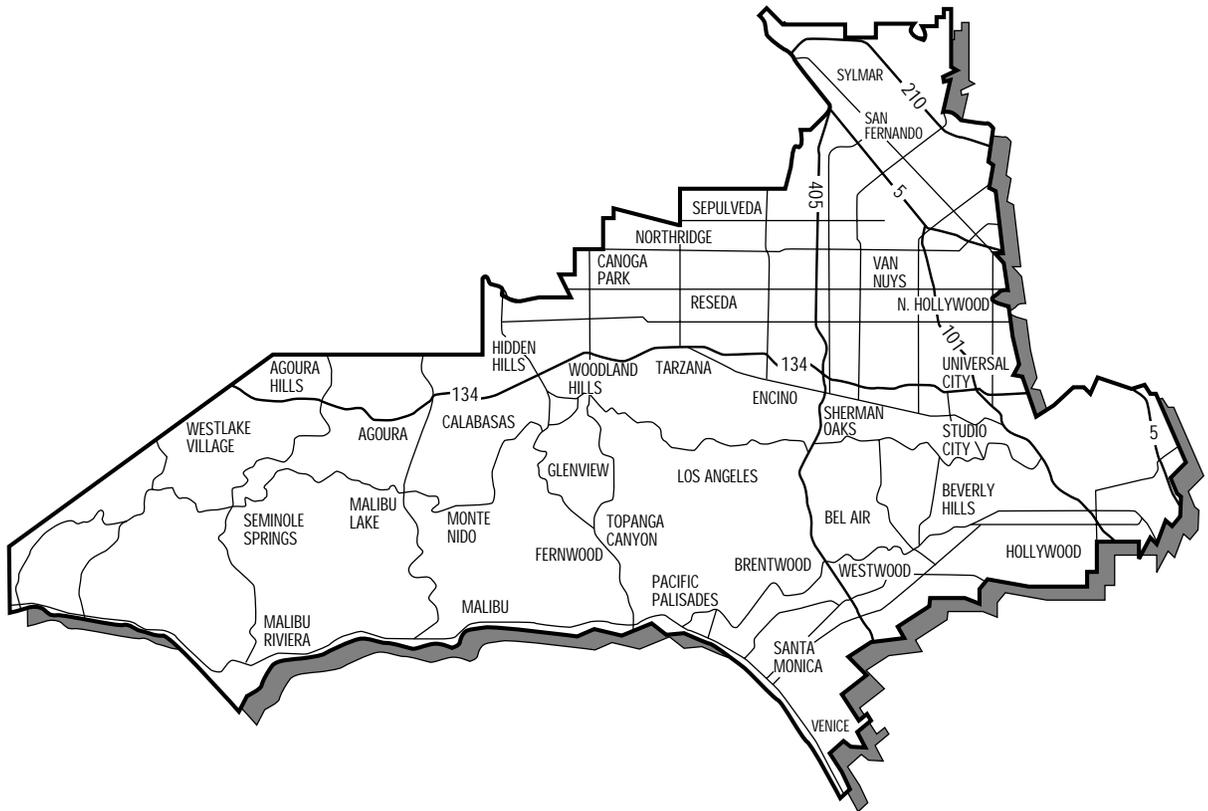
Los Angeles, CA 90012

(213) 974-4111



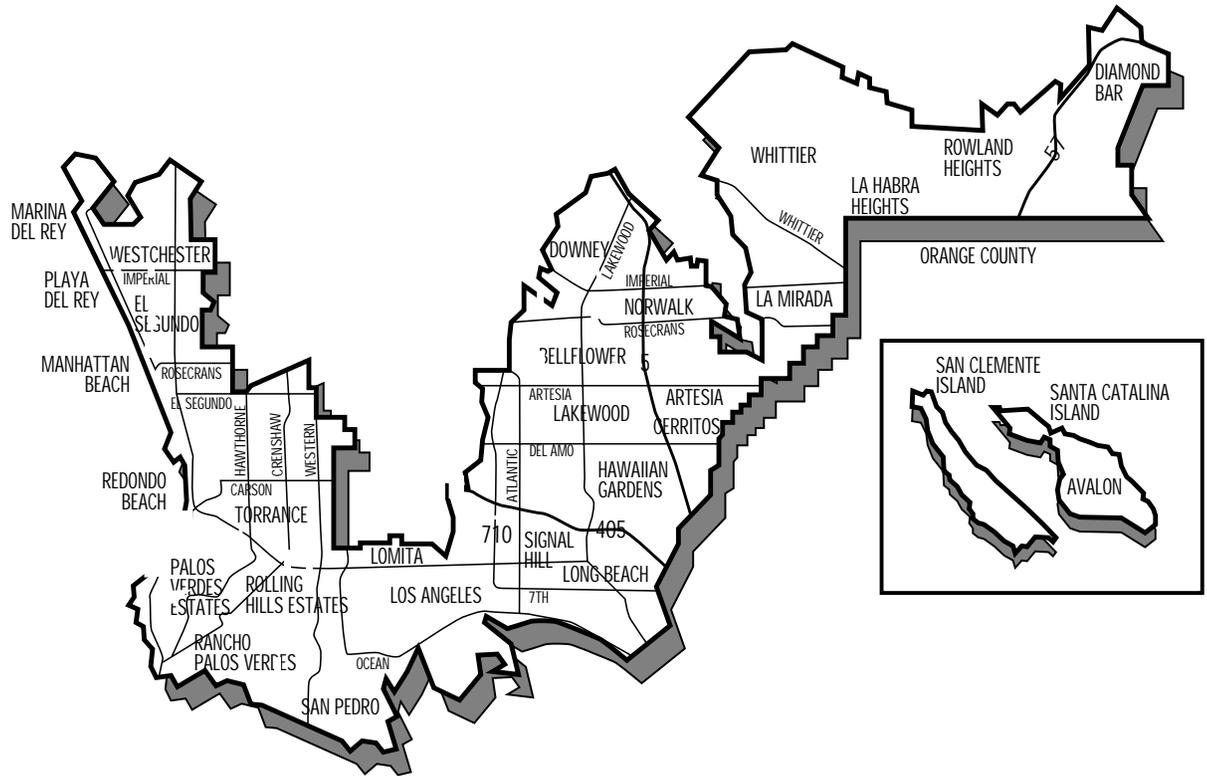
SECOND SUPERVISORIAL DISTRICT OF THE COUNTY OF LOS ANGELES

Yvonne Brathwaite Burke, Supervisor
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 866
Los Angeles, CA 90012
(213) 974-2222



THIRD SUPERVISORIAL DISTRICT OF THE COUNTY OF LOS ANGELES

Zev Yaroslavsky, Supervisor
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 821
Los Angeles, CA 90012
(213) 974-3333



FOURTH SUPERVISORIAL DISTRICT OF THE COUNTY OF LOS ANGELES

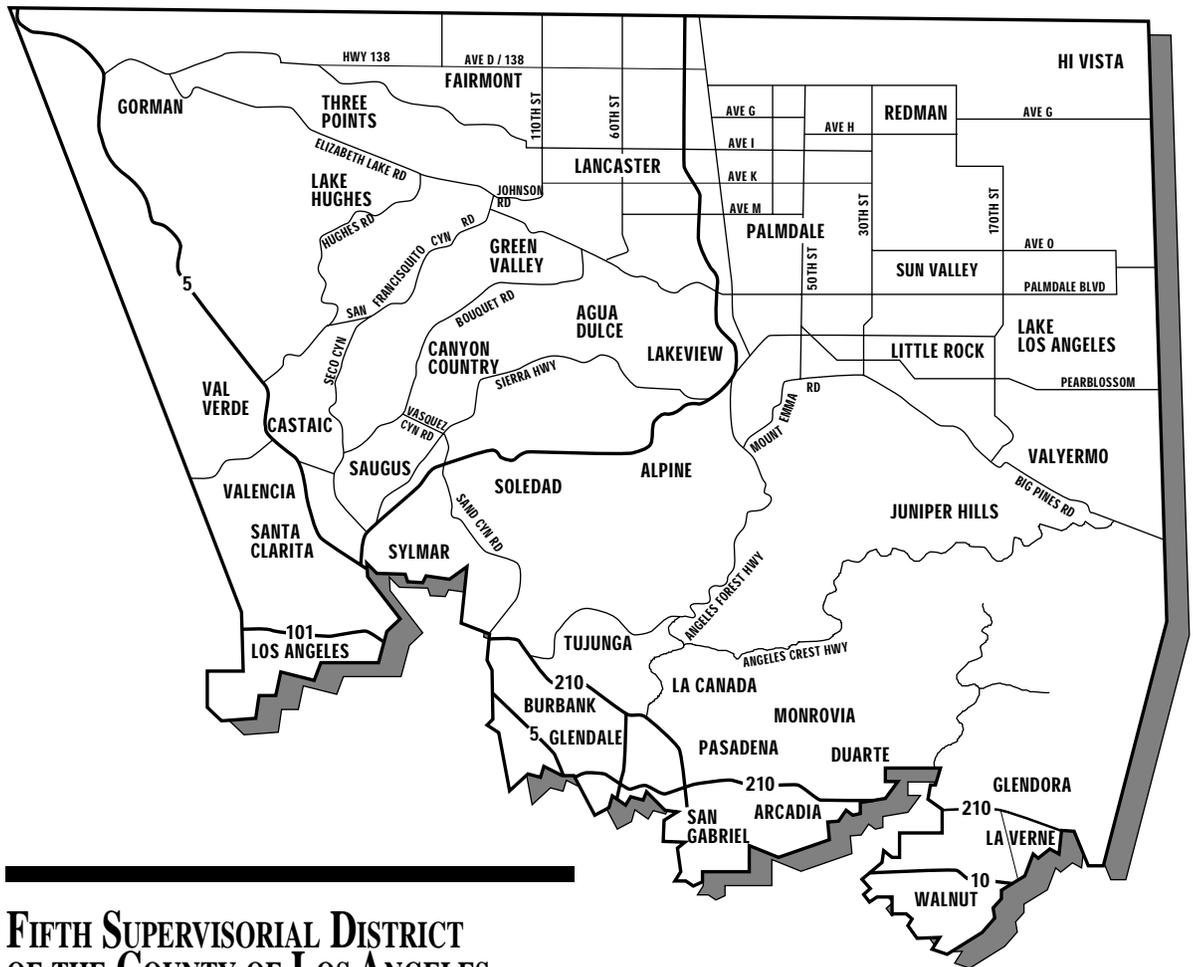
Don Knabe, Supervisor

Kenneth Hahn Hall of Administration

500 West Temple Street, Room 822

Los Angeles, CA 90012

(213) 974-4444



FIFTH SUPERVISORIAL DISTRICT OF THE COUNTY OF LOS ANGELES

Michael D. Antonovich, Supervisor
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 869
Los Angeles, CA 90012
(213) 974-5555



Los Angeles County Department of Regional Planning Applicant's Guide to Development and Permit Processing

**320 West Temple Street
Los Angeles, CA 90012
(213) 974-6411**

Prepared By:



**Urban Vision
359 San Miguel, Suite 105
Newport Beach, CA 92660
(949) 718-1133**



**FORMA Systems
17500 Redhill Ave. Suite 100
Irvine, CA 92614
(949) 660-1900**

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