



Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead



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Director of Planning

TO: DRP Staff

FROM: Bruce W. McClendon, FAICP
Director of Planning

**Subject: Subdivision & Zoning Ordinance Implementation No. 07-2008
Application Filings**

In order to provide flexible customer service while ensuring that complete applications are reviewed in a timely manner, the Los Angeles County Department of Regional Planning accepts the following application filings:

- 1) Complete application filings- For complete applications where all required materials and information are provided at the time of filing and no items are missing, these applications will receive priority review and processing. The Department encourages applicants to provide a complete application filing for timely project review.
- 2) Incomplete application filings- For incomplete application filings where only one requirement is missing or improperly prepared from the list below, the Department of Regional Planning will accept the application with issuance of a Notice of Incomplete Filing and delayed processing. This Notice will identify the missing requirement and state that the application will not be processed until the missing information is submitted. Failure to submit the missing information will result in application denial due to incompleteness, including forfeiture of application fees. The applicant will be required to sign the Notice to signify acknowledgement of the incomplete filing terms and conditions. If more than one requirement is missing or it is not one of those specified in the list below, the Department will not accept the incomplete application filing.

Allowable missing application requirement:

- Photos
- Recorded Grant Deed (if property ownership recently changed)
- Building Permits (as applicable depending on application type)
- Assessor's Building Description Blanks (as applicable)
- Burden of Proof (as applicable)
- Mailing labels and affidavit (as applicable)
- Ownership maps (as applicable)
- Vicinity maps (as applicable)
- Land use maps (as applicable)
- USGS Quad Sheet or Thomas Guide Page (as applicable)
- For Second Unit applications, one item from the additional information required
- For Alcoholic Beverage Sales, one item from the additional information required