

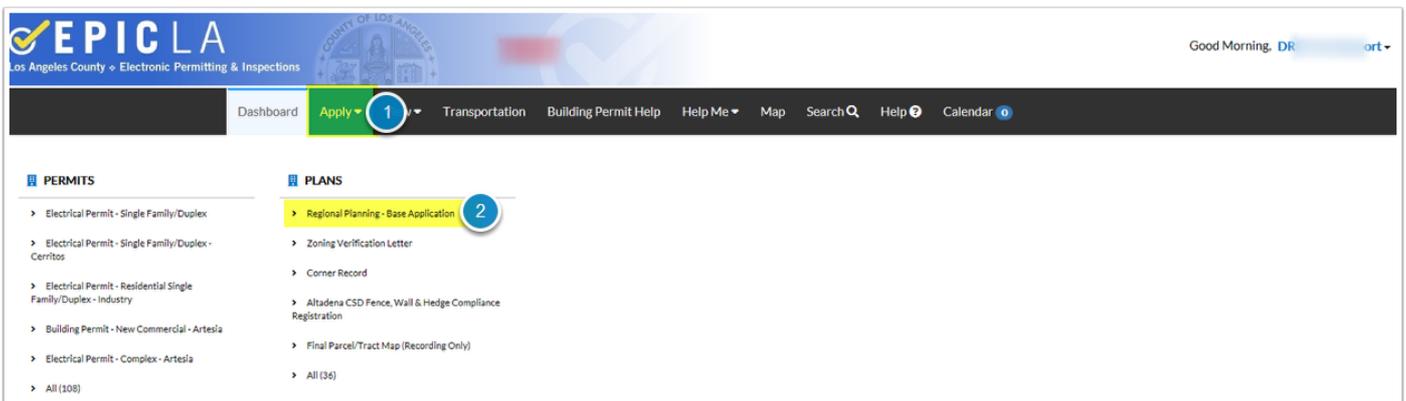
Applying for a Base Application on CSS

You will need to be a registered user in order to apply for a Regional Planning Base Application.

Once you are registered Log In.

Apply

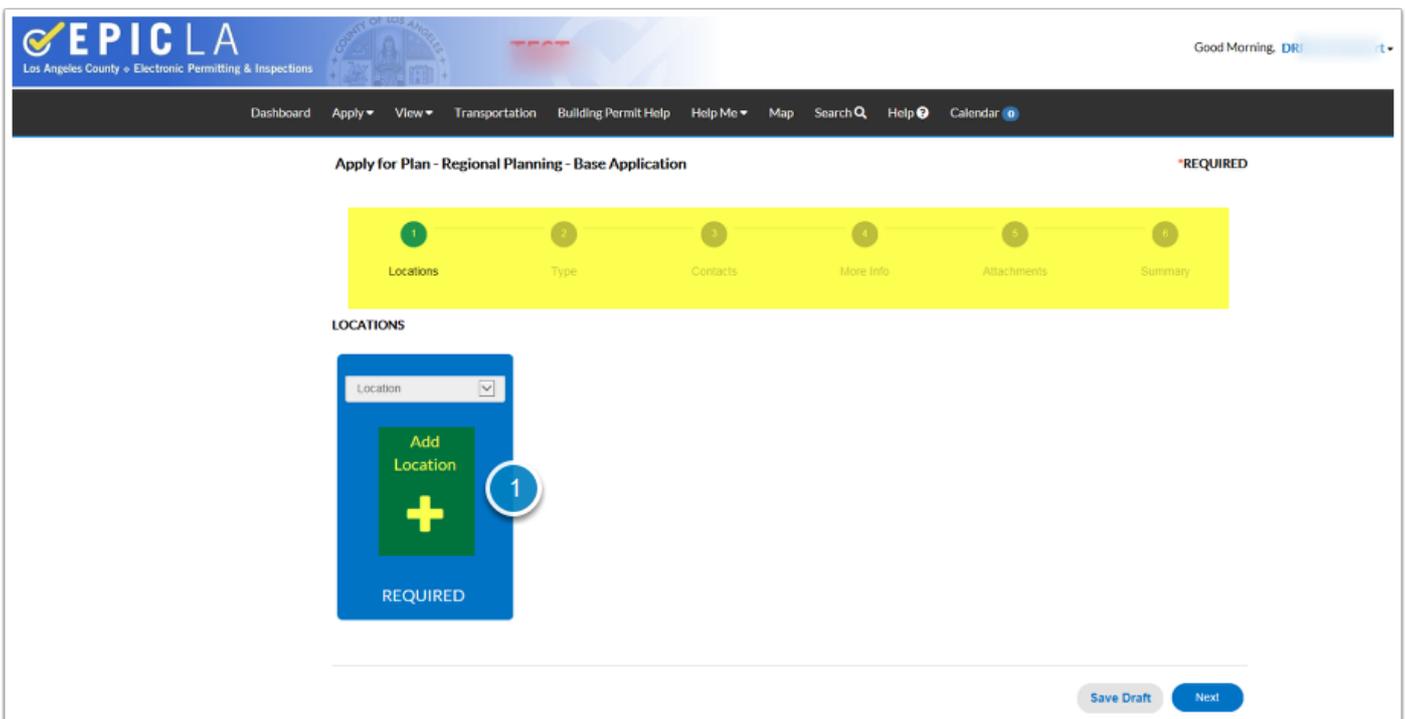
1. Click on Apply
2. Select Regional Planning - Base Application



Step 1: Locations

Enter the project location. You can enter the location using **Parcel** number or **Address**.

1. Click on Add Location to begin



Parcel

To enter a parcel number:

1. **Click** on Parcel
2. **Enter** Parcel Number (no dashes)
3. **Click** on search icon

Results will appear

4. **Check** the box under Action
5. **Click** on Search Associated Addresses

- This should return associated addresses for that parcel. If the applicable address shows up select it, go to step 6.

- If no associated addresses display, go to step 6.

6. **Click** on Add Selected

The screenshot shows the 'Add Location' section of the application. It includes a 'Parcel' button (1), a search input field with a search icon (2, 3), a table of search results with an 'Action' column containing a checkmark (4), a 'Search Associated Addresses' button (5), and an 'Add Selected' button (6). The 'Associated Addresses' section below shows 'No records to display'.

◀ Back to Application

Add Location

Address Parcel 1

Parcel Information

Search 30 2 3

Parcel Number	Section	Township	Range	Action
30				<input checked="" type="checkbox"/> 4

Results per page 10 1 - 1 of 1 << < 1 > >>

5 Search Associated Addresses

Associated Addresses

Associated Addresses for Parcel - #30 +

Address	Action
No records to display.	

6 Add Selected Cancel

Address

To enter an Address:

1. **Click** on Address
2. **Enter** number address and street name (Do not enter the whole address. Less is Better!)
3. **Click** on Search icon
Result(s) will appear
4. **Click** on Add under Action for the address(es) you want to include

← Back to Application

Add Location

Address **1**

Add Address As

Address Information

Search **2** **3**

Notice only the Number and Street name were entered.

Address	Action
18 1 S Susana Road Compton, CA 90221	4 <input type="button" value="Add"/>

Results per page 1 - 1 of 1 << < 1 > >>

Once the address is successfully entered;
1. Click on Next, to proceed to Step 2.

Apply for Plan - Regional Planning - Base Application *REQUIRED

1 **Locations** 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

LOCATIONS

Type: Location
1 S Susana Road,
Compton, CA, United States,
90221

Main Address

Parcel Number
730 37

Main Parcel

Remove

Location

Add Location

+

1

Save Draft **Next**

Step 2: Type

1. Enter the Project Description
2. Click on Next

Apply for Plan - Regional Planning - Base Application *REQUIRED

1 Locations 2 **Type** 3 Contacts 4 More Info 5 Attachments 6 Summary

PLAN DETAILS

*** Plan Type** Regional Planning - Base Application

Description

Please enter a description. **1**

Note: You may want to copy this, because you will be asked again.

Back **Save Draft** **Next** **2**

Step 3: Contacts

You will automatically be a contact to this plan.

If you would like to add additional contacts

1. **Click** on Add Contact

Note: They must already be contacts in they system.

2. **Click** on Next

Apply for Plan - Regional Planning - Base Application *REQUIRED

1
Locations

2
Type

3
Contacts

4
More info

5
Attachments

6
Summary

CONTACTS

Applicant



DRF (You)

320 Temple, Los Angeles, CA,
US, 90012

Account Holder

Add Contact
+

1

Back

Save Draft **Next**

Step 4: More Info

This screen has required fields. You will not be able to proceed without completing them.

1. Please select appropriate Use from the drop-down.

Apply for Plan - Regional Planning - Base Application *REQUIRED

Locations Type Contacts **More Info** Attachments Summary

MORE INFO

General Information [Next Section](#) | [Top](#) | [Main Menu](#)

Business / Establishment Name

***Use - Current** 1

Use - Current is required.

***Use - Proposed - 1st**

1. **Enter** the Project Description with as much information as possible.

There are additional required fields that require a numeric value. If it is N/A.

2. **Enter** 0

***Project Description** Enter your project description. Provide as much information as possible 1

***Oak Tree - Encroachment** Must be a numeric value. Enter 0 if N/A 2

Oak Tree - Encroachment should be a whole number less than 2 billion.

Disclaimers

Please make sure to read all disclaimers.

Disclaimers [Previous Section](#) | [Top](#) | [Main Menu](#)

I hereby certify the following:

1. I am the property owner or have obtained the property owner's/owners' consent to the submittal of this application and contents therein; and
2. I have carefully reviewed and prepared the application and plans in accordance with the instructions; and

You will need to acknowledge that you have read and understood the above disclaimers before proceeding to Step 5.

1. **Select Yes**
2. **Click on Next**

12. I understand that denials may result in no refunds; and

13. I understand that planning staff is not permitted to assist the applicant or proponents and opponents of a project, in preparing arguments for or against the project; and

14. I understand that there is no guarantee – expressed or implied – that an approval will be granted. I understand that such application must be carefully evaluated and after the evaluation has been conducted, that staff's recommendation or decision may change.

***I have read and understood the above disclaimers**

I have read and understood the above disclaimers is required.

[Save Draft](#) [Next](#)

Step 5: Attachments

1. **Upload** the following required attachments:

- Application Form
- Photos
- Site Plan

Additional files can be uploaded if applicable. Use dropdown to select the appropriate category.

Required attachments vary per project, to avoid delays refer to the [Applications & Forms](#) page and upload all required attachments.

2. **Click** on Next

Apply for Plan - Regional Planning - Base Application REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) **5. Attachments** 6. Summary

Attachments

Please attach your documents.

Application Form Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwt, dwtfx REQUIRED	Photos Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwt, dwtfx REQUIRED	Site Plan Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwt, dwtfx REQUIRED	Access Easement (dropdown) Add Attachment + Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwt, dwtfx OPTIONAL
---	---	--	---

1 (circled) | Back | Save Draft | **Next** (circled)

Step 6: Summary

Review that all the information is accurate.

Apply for Plan - Regional Planning - Base Application *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Summary

Locations

Location 1	38	Tree Street, Palmdale, CA, United States, 93551
Location 2	30	

Basic Info

Type	Regional Planning - Base Application
Description	Please enter a description. Note: You may want to copy this, because you will be asked again.
Applied Date	06/19/2018

Contacts

Contact 1	DRP Test Support CSS Department 320 W Temple Street, Los Angeles, CA, US, 90012
-----------	---

Once all information has been reviewed

1. **Click** on Submit

Attachments

Attachment 1	Application.docx
Attachment 2	Photos.docx
Attachment 3	Site Plan.docx

Back Save Draft **Submit**

1

Once it has been submitted you will receive a message with your Plan Number stating that your application was submitted successfully.

✓ Your plan application was submitted successfully. ✕

Plan Number: RPAP20180 ██████████

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Regional Planning - Base Application	District:	Blank	Applied Date:	06/19/2018
Status:	New - Online	Project Name:		Expiration Date:	
		Assigned To:		Completion Date:	

Description: Please enter a description. Note: You may want to copy this, because you will be asked again.

You will also receive an email advising you that a planner will respond to you within seven business days.

New Online Application - RPAP20180 4 Inbox ✕

 **donotreply@lacounty.gov**
to me ▾

Thank you for submitting your application. Plan Application Number: RPAP20180 ██████████ 4.

A planner from the Department of Regional Planning will respond to you within seven business days.