

ZONING PERMIT INSTRUCTIONS & CHECKLIST

INFORMATION:

An online **DRP – Base Application – Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Please refer to “File an Application” (planning.lacounty.gov/how-do-i/file-an-application).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or info@planning.lacounty.gov.

INSTRUCTIONS:

- Use this checklist to submit an application for discretionary permits such as a Conditional Use Permit (CUP), Variance, Parking Permit, Non-Conforming Review, Conditional Use Permit Modification, Coastal Development Permit, Zone Change, Plan Amendment, etc.
- Do not use this checklist for Land Division or Oak Tree Permit applications.
- Failure to provide all required information may cause delay or denial of the application.
- For answers to the most frequently asked questions, visit <http://planning.lacounty.gov/faqs>.

Checklist Certification: *I certify that all requested materials have been submitted with my application and the checklist is complete. I understand that failure to submit required information may cause delay. I also understand that additional items may be requested after the application is submitted and reviewed.*

SIGNATURE: _____ DATE: _____
 PRINT NAME: _____ CHECK ONE: Owner Applicant
 Agent

Mailing Label and Ownership Map Authorization: *I hereby grant the Department of Regional Planning authorization to provide the certified mailing list, mailing labels, ownership and vicinity maps as required by [Title 22 \(Zoning Ordinance\) of the Los Angeles County Code](#).*

SIGNATURE: _____ DATE: _____
 PRINT NAME: _____ CHECK ONE: Owner Applicant
 Agent

1. [Owner Acknowledgment Form](#)
2. Digital PDF files of all the following applicable items.
3. [Environmental Assessment Information Form](#) – (Consult with staff prior to submittal)
 Prior to submittal, applicants are advised to consult with planning staff to determine if the proposed project is subject to the California Environmental Quality Act (CEQA). Your project

may be exempt. All projects must comply with CEQA. The county is required to conduct an environmental assessment (Initial Study) for projects subject to CEQA.

4. **Proof of Ownership**

An **Ownership Disclosure** is required if the property is owned by an LLC, corporation, partnership or trust. The disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.

The **Grant Deed** is required if the ownership does not match County records. Ownership on the deed must correspond exactly with the ownership listed on the application.

A **Letter of Authorization** (LOA), a notarized letter from the property owner empowering you to act on their behalf, is required if anyone other than the owner signs the application. The authorized person (agent, applicant) on the LOA must correspond with the signature on the application.

5. **Ownership & Consent Affidavit**

Signed by property owner(s) with original (wet) signatures. If property owner is not an individual, also provide a copy of the articles of incorporation, articles of organization, list of the land trust beneficiaries, etc. Provide name(s) of the person(s) authorized to sign on behalf of the organization.

6. **Certificate of Compliance (COC)**

Please be advised a recorded unconditional COC may be required prior to final plan approval. If the Assessor's Parcel Map indicates a dashed-line (deed-cut) parcel, provide a copy of the recorded COC, if available. COC application may be processed concurrently. See the [Certificate of Compliance FAQ](#).

7. **Statement of Findings**

Each zoning permit request requires a separate "Findings" statement prepared by the applicant. Your request requires accurate and complete responses. "Yes" or "no" answers are not acceptable. It is the applicant's responsibility to substantiate the Findings. See "[Guidelines for Writing Your Findings Statement](#)".

8. **Pre-Existing Site Conditions and Household Income Certification**

If you are demolishing or have demolished existing dwelling unit(s), you may be required to replace them at an affordable level.

9. **Project Narrative**

- If necessary, attach a separate sheet of paper with the heading "Project Narrative."
 - Provide a description of how the property is currently used and how you propose to use the property.
 - Describe daily or seasonal operations; number of employees, customers, visitors; number of shifts; activities; products and services, as applicable.
 - Applicants should discuss how the proposed project is consistent with the General Plan and any applicable Area or Community Plan (planning.lacounty.gov/long-range-planning).
- Describe how the proposed project complies with zoning development standards, including any applicable Community Standards District regulations.

10. Technical and Illustrative Drawings (Planning Submittal Set)

Each project submittal must include technical and illustrative drawings. All drawings should be drawn at a legible scale and should contain only relevant information. For larger sites, include numbered sheets of detailed (enlarged) plans as necessary. Include a title sheet with vicinity map and other appropriate information. Each sheet of the Planning Submittal Set should contain the following information (as appropriate):

- a. Project Address including Assessor Parcel Number
- b. Applicant and Owner Names and Contact Information
- c. Drawing Author (e.g., Architect or Engineer) Name and Contact Information
- d. Graphic and Written Scale
- e. Sheet Number
- f. Plan Version and Revision Dates
- g. Dimensions
- h. Legend
- i. Do not include construction notes, building construction details, contractor instructions or other information not relevant to the Planning Submittal Set.

Each of the following drawings shall be included in the Planning Submittal Set for all projects unless determined to be not required by staff. Consult with Department staff if you have specific questions.

A. Site and Site Condition Plans

Site and Site Condition plans convey how structures relate to each other, how the site is to be improved and how the overall project relates to its surroundings. Each of the following site and site condition plans are required.

1. Site Plan and Site Feature Plan. A site plan with the following: (a) property lines, easements, and required setbacks, (b) proposed structures, (c) proposed access ways and thoroughfares including pedestrian walkways, parking areas with spaces delineated, and road and right-of-way improvements, and (d) other proposed site improvements such as outdoor lighting, signs, trash enclosures, bicycle parking, fences, walls and any other site features.
2. Contextual Site Plan. A Contextual Site Plans is a rendered site plan overlain an aerial image and includes the adjacent properties. Include all buildings, landscape improvements, and site features.
3. Grading Plan. The grading plans should illustrate proposed grading by drawing all proposed contours shown as solid lines and all existing contours shown as dashed lines. Include retaining walls with spot elevations and driveways as appropriate. Label any drainage courses, retention basins and other relevant features.
4. Existing Conditions Plan. Illustrate and clearly label all existing site features.
5. Demolition Plan. Clearly distinguish and label all structures, trees, and other site features to be removed or to be retained.

B. Architectural Drawings

Architectural plans, elevations, sections, and 3D perspective renderings convey the character and spatial organization of each building. Plan drawings illustrate how spaces relate to and connect with each other, provide information about circulation and movement, and demonstrate how buildings are organized. Elevations reveal the nature of the buildings' façades and how the buildings present to the public. Rendered perspective drawings provide the Department with a representation of how all project design elements work together in service of the overarching vision of the project and reveals how a proposed

project relates to its surroundings and fits in with the existing landscape. Each of the following architectural drawings are required except where noted.

1. Floor Plans of all buildings. Floor plans for each floor of a building should include labels and dimensions as appropriate. For projects with different uses, label all distinct uses. Floor plans should include and label all doors, windows, and other openings. Emergency circulation (i.e., fire escape routes) and ADA path-of-travel should also be provided. Provide additional floor plan callouts (plans drawn at a larger scale) for dwelling units, guestrooms, or any area of special significance or notable complexity as appropriate.
2. Roof Plans of all buildings. Include accessible spaces and routes, roof fixtures, drainage and runoff routes, and other elements as appropriate.
3. Rendered Building Elevations. Provide a rendered elevation of all building façades. Include scale, height, and dimensions on all elevation drawings. Building height should be measured from existing or finished grade, whichever is lower. Renderings should convey building materials, colors, and textures as well as building fenestration and articulation.
4. Contextual Perspective Drawings. Provide four perspective drawings from four distinct vantage points. Perspective drawings must be three-dimensional, rendered, and contextual. These drawings should be rendered (colored) to adequately show building materials, massing, and character. These drawings should be contextual in that they include the surrounding buildings and landscapes to provide scale and context. Proposed, existing and off-site buildings should be clearly differentiated. Perspective vantage points should be clearly labeled on an included plan drawing.
5. Material and Color Examples. Provide digital access cut-sheets, product descriptions, photos, or other references to illustrate the physical qualities of exterior materials and finishes of the project.
6. Sections (only as appropriate). If building sections are provided, clearly label the section cut on the site or floor plans.

C. Landscape Plans

Landscape plans provide valuable information pertaining to the exterior spaces of the project such as, but not limited to, plantings, permeable surfaces, and outdoor programming.

1. Technical Landscape Plan. The landscape plan should include plantings, groundcovers, hardscape materials and finishes (concrete, asphalt, pavers, etc.), and all site features (lighting, trash receptacles, benches, etc.). All plans should be clearly labeled and include a planting schedule with proposed species, cultivar, and sizes. A site feature schedule with product numbers and product descriptions should also be included. Existing and proposed plants and features should be clearly distinguished.
2. Rendered Landscape Plan. A rendered (colored) landscape plan should also be provided for illustrative purposes. This plan should include all trees and shrubs, lawns and groundcovers, retaining and seat walls, fences and privacy walls, paving and walkways, and relevant landform such as berms and raised planting beds.
3. Tree Removal Plan. Plot the location and label size, species, and reason for each tree to be removed.

D. Other Drawings (as appropriate)

- Include any other exhibits, plans, maps or other illustrative or technical drawings necessary to convey the project scope, existing conditions, design challenges or other site parameters as appropriate. Any drawings other than those mentioned in sections A through C above should be clearly labeled and their intention should be expressly defined.

11. Land Use Radius Map

Required for the following permit types: **Adult Business Permit, Cemetery Permit, Conditional Use Permit (CUP) for Alcohol Beverage Sales, Explosives Permit, Plan Amendment, and Zone Change**. Also required for the following permit types when a project proposes industrial uses within Green Zones or within a 500-foot radius of residential uses and/or other sensitive uses: **CUP, Non-Conforming Review, and Variance**.

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

12. Occupant Load Certification

- Required for projects that contain amusement, assembly, drinking, eating or entertainment. Submit the occupancy load certification (stamped plan) obtained from [Public Works - Building & Safety Division](#) (Refer to County Code Chapter [22.112](#): Parking). Failure to provide occupancy load certification may cause delay.

13. Parking Matrix

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

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

14. Photographs

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

15. Building Permit Records

- For all existing buildings on the subject property that are greater than 120 sq. ft. Building permit records are available at the local [Building & Safety field office](#).
- If the project has nonconforming rights and was constructed prior to 1933, submit copies of the Assessor's "Building Description Blanks" obtained from the [Assessor's District Office](#).

16. Oil and Gas Wells

Provide information for all active, idle, or abandoned oil and gas wells located on or within 500 feet of the subject property. Include the following information:

- Number
- Location (Depict on plan set, and provide coordinate information)
- Operational status

17. Supplemental Information for a Wireless Facility (WF)

For WF development guidelines, refer to Section 22.140.760 of the County Code and the [Wireless Facilities Guidelines](#).

- a. Coverage analysis to demonstrate that the proposed facility is necessary to close a significant gap in service area coverage.
- b. Existing and proposed coverage maps.
- c. Site analysis that includes:
 - Co-location feasibility on existing facilities located within $\frac{1}{4}$ mile of proposed project site.
 - Non-co-location sites considered and why they were not selected.
 - Description of why the proposed project site is the least visually intrusive site considered.
 - If proposed site is in a residential zone, description of why the proposed project site in a non-residential zone is not considered or selected.
- d. Map that depicts alternative site locations, including existing facility sites considered for co-location and proposed project site location.
- e. Design analysis that includes:
 - Describe how the proposed facility is designed to minimize the visual impact to the surrounding area.
 - Alternative designs that were considered and why they were deemed infeasible.
- f. Color photo simulations of "before" and "after."
- g. Provide name and contact information of WF carrier, if different from the applicant.
- h. Reports on the individual and cumulative radio frequency emissions (RFE) levels of each wireless facility demonstrating that such emissions comply with adopted FCC guidelines prior to upgrade of the wireless facility and/or immediately after installation or upgrade and activation of the wireless facility.
- i. Copy of the FCC License or Construction Permit applicable for the intended use of the proposed facility.
- j. If a proposed facility to be installed is within a Fire Hazard Severity Zone as determined by Cal Fire <https://osfm.fire.ca.gov/fhsz-maps>, a report that details measures employed to mitigate any fire hazards posed by the facility to surrounding vegetation and/or structures.
- k. A Historic Resource Assessment may be required if the proposed facility will be located on property containing a historic resource.
- l. Evidence of insurance coverage for the operator of a facility which shall be maintained, including similar coverage for any subcontractors that perform work on the facility, and shall include the following coverages:
 - **Commercial Automobile Liability Insurance** providing coverage for bodily injury, including death and property damage, with combined single limits of Two Million dollars (\$2,000,000) each accident covering all owned, non-owned and hired autos.

- **Commercial General Liability Insurance** with a limit of Five Million dollars (\$5,000,000) per occurrence for bodily injury and property damage and Five Million dollars (\$5,000,000) general aggregate including contractual liability and products and completed operations coverage. Such insurance shall (i) include the County its officers, and employees as additional insureds as their interest may appear under this approval, but only for Operator's negligent acts or omissions; (ii) be primary for all purposes; and (iii) contain standard cross-liability provisions.
- **Workers' Compensation Insurance** with statutory limits, in accordance with the laws of the State of California, and employer's liability insurance with limits of One Million dollars (\$1,000,000) each accident/disease/policy limit. Operator shall require its insurer to waive all rights of subrogation against the County, its officers, agents and employees. Insurance is to be placed with insurers with a Bests' rating as approved by County's Executive Officer, but in no event less than a A.M Best rating of at least A-VII. Upon receipt of notice from its insurer, the Operator will provide the County with thirty (30) calendar days prior written notice of cancellation of any policy required herein. The insurance required hereunder shall be maintained until the facility has been removed from the project site.

18. Supplemental Information for Alcoholic Beverage Sales

- Completed Findings for Alcoholic Beverage Sales (see County Code Chapter [22.140.030.F](#): Alcoholic Beverage Sales)
- Indicate the requested [Alcoholic Beverage Control \(ABC\) license type number](#).
- Copy of current ABC license, if applicable.
- Add the following items to the Land Use Radius Map (#12):
 - List and label all uses that sell alcohol within a **500-ft.** radius. Indicate each location with the appropriate [ABC license type number](#) and operating hours.
 - List and label all schools, parks, playgrounds, places of worship, or any similar sensitive use within a **600-ft.** radius.
- One (1) digital copy of shelf plans for off-site (retail) beverage sales. Show location of alcohol sales and storage on floor plan. Indicate the percentage of the total retail shelf space proposed for alcoholic beverage sales.

19. Supplemental Information for Hillside Management Areas (HMA)

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

- [Sensitive Hillside Design Measures Checklist](#)
- [Hillside Management Findings](#)
- Site Photographs. Six panoramic or composite color photographs taken from each corner of the development site and from the highest elevation points within the development site, taken no more than 90 days prior to application submission, along with a photograph key. Additional photographs may be required if the Director determines such materials are necessary for adequate evaluation.
- Proposed Development Exhibits. The following exhibits, each of the same size and scale, showing the natural topography of the site in accordance with the Hillside Design Guidelines:
 1. A **slope map** that includes the following:
 - a. The land use designation(s) and all existing and proposed development including the following:
 - i. Construction or expansion of any structure or impervious surface such as hardscape;

- ii. Construction of any street, highway or other access road;
 - iii. Construction or expansion of any infrastructure, such as water and sewerage lines, drainage facilities, telephone lines, and electrical power transmission and distribution lines;
 - iv. Grading, such as cut, fill, or combination thereof, including off-site grading;
 - v. Removal of any vegetation, including fuel modification;
 - vi. Subdivisions; or
 - vii. Lot line adjustments.
- b. The following slope categories as determined by a licensed civil engineer, licensed land surveyor, or a registered geologist; and associated color for: Zero to 24.99 % natural slope (green), 25 to 49.99 % natural slope (yellow), and 50 % or greater natural slope (red).
- c. A table listing:
- i. Number of gross and net acres;
 - ii. Land use designation(s);
 - iii. Proposed non-residential sq. ft. and/or proposed number of units; and
 - iv. Proposed grading amounts within each slope category and within the overall project boundary.
2. An **open space exhibit** that includes the following:
- a. Proposed lot configuration, proposed streets, proposed grading design, and proposed open space areas.
 - b. Number and label each proposed open space area.
 - c. Indicate natural open space or improved open space, as an open space lot or with "Open Space – Restricted Use Area" delineation.
 - d. Show and describe the type of improved open space within each improved open space area.
 - e. A table listing:
 - i. Acreage and percentage of natural and/or improved open space area on each proposed lot;
 - ii. Total acreage and percentage of natural open space area; and
 - iii. Total acreage and percentage of improved open space area.
3. A **hillside constraints map**, including topographic features such as slopes, hilltops, ridgelines that may contain hazards and, when developed, may cause visible alteration of the topographic feature and its views.
4. A **vegetation exhibit** showing existing groundcover, shrubs, and trees.

— Information on Proposed Structures. If a new structure is proposed, exterior elevation cross sections at a scale satisfactory to the Director, including proposed building, retaining wall heights and proposed retaining wall construction materials.

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

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

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

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

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

Each site plan must include:

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

The following additional materials are also required:

- Completed [Findings statement for Utility-Scale Ground-Mounted Solar Energy Facility](#)
- *(If requesting a modification to development standards)* Additional Findings statement
- Color photo simulations of the project area “before” and “after” construction of the project.
- Landscaping Plans. Each landscaping plan must depict:
 - Any required fencing.
 - Proposed plant species palette, including the number and size of each plant.
 - Proposed water usage for planting and maintaining proposed landscaping.
 - Proposed timing and phasing of proposed landscaping.

- Decommissioning Plan.
- Hydrology Study.
- Conceptual Dust Control Plan.
- Glare Study.
- Description of amount and source of water necessary for construction and operation.

21. Supplemental Information for Significant Ecological Areas (SEA)

For general info, please visit: [Significant Ecological Areas Program](#)

SEA counseling must be completed before submittal of SEA application.

The following additional materials are required for SEA counseling:

- Completed [SEA Counseling Supplemental Form](#)
- [SEA Counseling Application Checklist](#) items including but not limited to the following:
 - Biological Constraints Map (BCM) drawn to scale and depicting the requirements listed in [Chapter 6 of the SEA Implementation Guide](#).
 - Conceptual Project Design must depict and is not limited to the following details:
 - Proposed locations of structures
 - Fuel modifications/brush clearance zones
 - Utility access and driveways
 - Exploratory testing
 - Other areas of proposed natural open space to be recorded in order to meet SEA Development Standards

The following additional materials are required for SEA application:

- Completed [SEA Findings](#)
- Biological Constraints Analysis Report