

# HOW TO FILE AN AVIATION APPLICATION

## INFORMATION:

An online **DRP - Base Application - Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to "File an Application" ([planning.lacounty.gov/how-do-i/file-an-application](https://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](mailto:info@planning.lacounty.gov).

The Airport Land Use Commission (ALUC) reviews the plans, regulations and other actions of local agencies and airport operators for consistency with the Airport Land Use Compatibility Plan (ALUCP) **within the airport influence area** for each of the public use airports in Los Angeles County, except for General William J. Fox Airfield and Brackett Field Airport, which have their own Airport Land Use Compatibility Plan. See the [General William J. Fox Airfield Land Use Compatibility Plan](#) and the [Brackett Field Airport Land Use Compatibility Plan](#).

Please refer to the [Los Angeles County Airport Land Use Commission Review Procedures](#) Section 1.5 for the types of land use actions reviewed, including what the parameters are for major land use actions. The details of land use actions subject to ALUC review and the scope of major land use actions are discussed on pages 2-4 to 2-8 of the ALUC Review Procedures. The ALUC is concerned with only the potential impacts related to noise, safety, airspace protection and overflights.

<b>REQUIREMENTS TO FILE</b>	<p>Before an application will be processed, two steps must first be completed:</p> <ol style="list-style-type: none"> <li>1. Obtain preliminary approval from the local jurisdiction.</li> <li>2. Contact the Federal Aviation Administration (FAA), Airports Division, AWP-600, P.O. Box 92007, Los Angeles, CA 90009 to seek airspace clearance. The FAA is concerned with flight safety standards and maintenance of the regional airport and airspace systems.</li> </ol>
<b>SUBMITTAL GUIDELINES</b>	<p>To file an application for the ALUC, submit an application package containing all of the items listed below according to the Aviation Project type to Epic LA using a <b>Regional Planning Permits and Reviews Base Application</b>: <a href="https://epicla.lacounty.gov/SelfService/#/home">https://epicla.lacounty.gov/SelfService/#/home</a>. Incomplete applications will not be accepted.</p> <p><b>Fees.</b> Aviation application fees may be paid online via Epic LA at (<a href="https://epicla.lacounty.gov/SelfService/#/home">https://epicla.lacounty.gov/SelfService/#/home</a>), or submitted herein (cash, check, credit card or money order). Make checks payable to Los Angeles County.</p> <ul style="list-style-type: none"> <li>• For major aviation land use action cases, please refer to the <a href="#">Fee Schedule</a>. Supplemental deposits may be required to complete the project review if actual staff costs to process the case exceed the amount on deposit. Requires ALUC hearing.</li> <li>• For minor aviation cases, including helipad and heliport projects, please refer to the <a href="#">Fee Schedule</a>. Does not require ALUC hearing.</li> </ul>

**Minor Aviation Projects**

- Completed Aviation Supplemental form.
  - A description of the existing structures, proposed project, location, current zoning, proposed zoning, and what type of impact this new use will have on the local environment.
  - A schematic drawing (plot plan) of the proposed project drawn to a convenient scale and completely dimensioned. This layout plan should show the area and elevation (stories/mound) of the proposed project as well as all existing and proposed improvements, including lighting, fences, walls, buildings, landscaping and parking.
  - A listing and/or maps of surrounding land uses within a one-mile radius.
  - Review Consistency Review Matrix for compatibility and provide additional documentation that is relevant to the project

**Minor Aviation (For a helipad or heliport project)**

- A description of the location of landing site on property, dimensions and weight capacity of pad, current zoning, structures contemplated, hours of operation, number of flights, and what type of impact this new use will have on the local environment.
- A schematic drawing (plot plan) of the aircraft landing area drawn to a convenient scale and completely dimensioned. This layout plan should show the area and elevation (stories/mound) of the proposed project as well as all existing and proposed improvements, including lighting, fences, walls, buildings, landscaping and parking.
- A listing and maps of noise sensitive land uses, such as schools, churches, hospitals and rest homes within a one-mile radius. This will include each uses name, address, direction and distance away from the proposed facility.

**For major land use action projects: (Major Aviation)**

- Property location data (assessor's parcel number, street address, subdivision lot number).
- A 700' radius map showing the relationship of the project site to the surrounding community, including the existing residential uses and densities and commercial and industrial uses and the relationship to the airport boundary and runways.
- For residential uses – and indication of the proposed number of dwelling units per acre (including any second units on a parcel); for non-residential uses, the number of people potentially occupying the total site or portions of the site at any one time.
- A detailed site plan showing the ground elevations, the location of structures, open spaces, and water bodies, and the heights of structures and trees.
- A scaled map showing relationship of the project site to the airport boundary and runways. Map should also show the current noise contours.
- A list of sensitive uses (such as schools, day care centers, hospitals) within 1 mile radius of the project site.
- Identification of any characteristics that could create electrical interference, confusing lights, glare, smoke, or other electrical or visual hazards to aircraft flight.

**Major Aviation (For General Plan Updates & Amendments, Specific Plan Updates & Amendments & Zone Code Changes, Updates & Amendments)**

- The latest draft of the project document.
- Any environmental document (initial study, draft environmental impact report, etc.) that may have been prepared for the project.
- Any staff reports regarding the project that may have been presented to local agency decision makers.
- Presentations, study sessions on the project.
- Documentation that confirms to the ALUC that the local jurisdiction's planning commission or other body making recommendations to the decision making body has taken action on the project. This should not be the final action (i.e. city council action), but the preliminary action, a stage at which the project has already been subject to public

	<p>review and is considered near its final form. There is a 30-day period after submission to deem the projects materials complete. After project materials are deemed complete by the ALUC staff, the 60-day period commences for project review and the ALUC public hearing.</p> <ul style="list-style-type: none"> <li>• A completed consistency review matrix. To download the form, click the link here: <a href="http://planning.lacounty.gov/applications-and-forms/">planning.lacounty.gov/applications-and-forms/</a> then scroll down to Aviation Permit.</li> </ul> <p><b>Major Aviation (For Airport Master Plans or Airport Development Plans)</b></p> <ul style="list-style-type: none"> <li>• Copies of local jurisdiction’s Conditional Use Permit and reports with environmental data.</li> <li>• The FAA Landing Area Proposal (which includes all other landing areas, obstructions and noise considerations).</li> <li>• A layout plan drawing of the proposed facility or improvements showing the location of property boundaries; runways or helicopter takeoff and landing areas; runway or helipad protection zones and aircraft or helicopter approach/departure flight routes.</li> <li>• A map of the proposed airspace surfaces as defined by Federal Aviation Regulations, Part 77, if the proposal would result in changes to these surfaces.</li> <li>• Activity forecasts, including the number of operations by each type of aircraft proposed to use the facility, the percentage of day versus night operations, and the distribution of takeoffs and landings for each runway direction.</li> <li>• Existing and proposed flight track locations, current and projected noise contours, and other supplementary noise impact data that may be relevant.</li> <li>• A map showing existing and planned land uses in the areas affected by aircraft activity associated with implementation of the proposed master plan or development plan.</li> <li>• Any environmental document (initial study, draft environmental impact report, etc.) that may have been prepared for the project.</li> <li>• Identification and proposed mitigation of impacts on surrounding land uses.</li> <li>• Documentation that confirms to the ALUC that the local jurisdiction’s planning commission or other body making recommendations to the decision making body has taken action on the project. This should not be the final action (i.e. city council action), but the preliminary action, a stage at which the project has already been subject to public review and is considered near its final form.</li> </ul>
<p><b>CASE PROCESSING</b></p>	<p>All applications will be submitted online via Epic LA <a href="https://epicla.lacounty.gov/SelfService/#/home">https://epicla.lacounty.gov/SelfService/#/home</a>. Incomplete applications will not be accepted. ALUC Planning Staff will examine the materials for completeness and perform an analysis of the project.</p> <ul style="list-style-type: none"> <li>• ALUC Staff may take up to 30 days to determine if an application is complete.</li> <li>• The date of referral is deemed to be the date on which all applicable project submittal information as listed above is received by ALUC Staff.</li> </ul> <p>Reviews by ALUC Staff and when applicable the ALUC shall be completed within 60 days of the date of when a fully complete application is received.</p>
<p><b>COMMISSION DECISION</b></p>	<p>When this procedure is concluded, the applicant will receive notification of the date the proposal will appear on the ALUC agenda.</p> <ul style="list-style-type: none"> <li>• Only major aviation cases require an ALUC hearing. A major aviation case is reviewed as a “discussion and possible action” item. This is a public hearing and the applicant or a representative may attend the meeting to answer any possible questions from the ALUC.</li> <li>• The ALUC makes a determination that the project is consistent or inconsistent with the adopted airport land use compatibility plan for that airport.</li> </ul> <p>The ALUC will make a final decision on the case to forward to the California Department of Transportation, Division of Aeronautics. The local jurisdiction can overrule the ALUC by a 2/3 vote.</p>