

Applying for a Base Application on CSS

You will need to be a registered user to apply for a DRP- Base Application. Once you are registered [Log In](#).

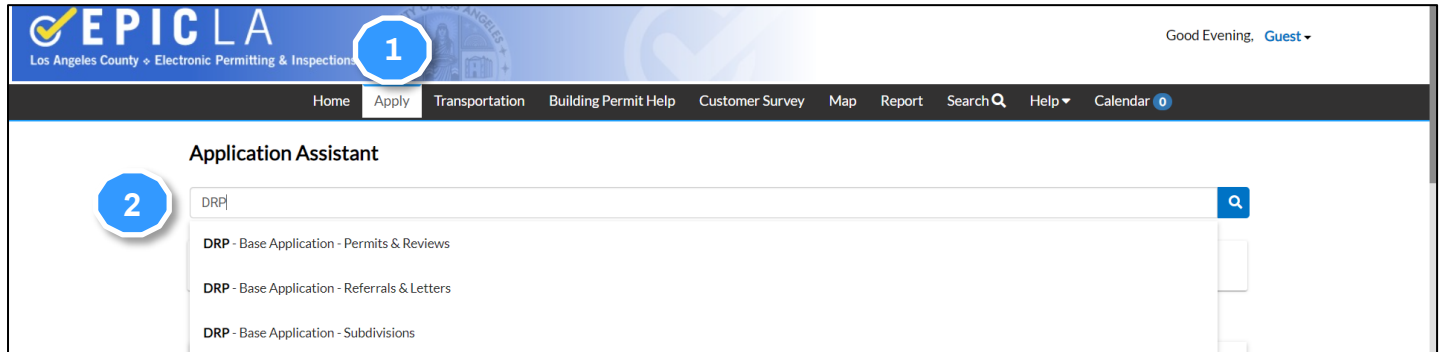
There are **three (3) types of Base Applications**. Please refer to our [Applications and Forms](#) page to determine the appropriate Base Application to use. Find the application you wish to apply for. The application name will be listed under the Base Application you need to use. Any required attachments will be listed under the application name as well. The three Base Applications are:

1. DRP – Base Application – **Referral and Letters**
2. DRP – Base Application – **Permits and Reviews**
3. DRP – Base Application – **Subdivisions**

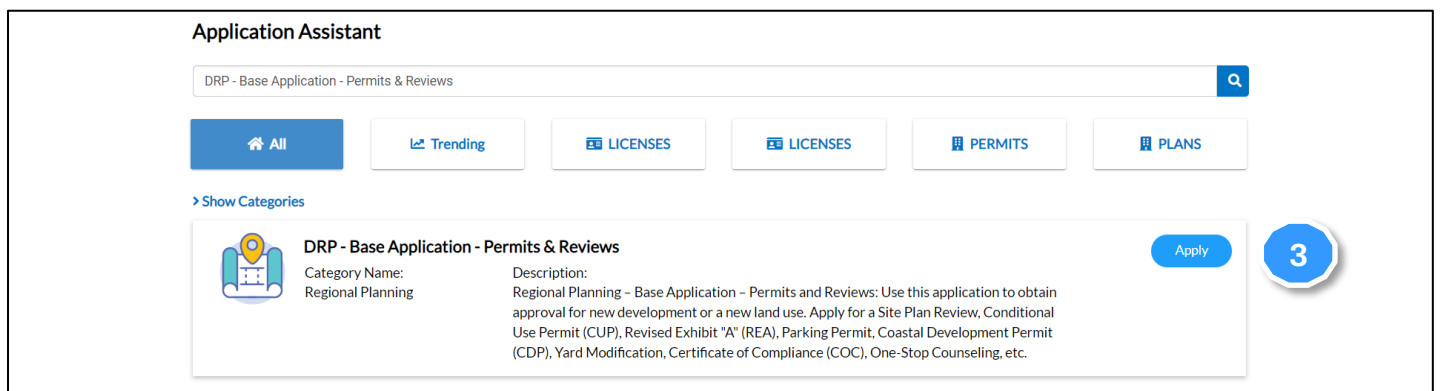
If you are applying for disaster recovery, select the appropriate **County Recovery** application type.

Apply

1. Click on **Apply** tab on the black bar towards the top of the page.
2. In the search bar type in "DRP" or "County Recovery". The application options will appear. Select the appropriate one.



3. Verify you selected the correct application, then click **Apply** button.



Step 1: Locations

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

1. **Click** on Add Location to begin.

The screenshot shows the EPIC LA web application interface. At the top, there is a navigation bar with the EPIC LA logo and the text 'Los Angeles County • Electronic Permitting & Inspections'. Below the navigation bar, there is a header for the 'Apply for Plan - Regional Planning - Base Application' form. The form has a progress bar with six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Summary. The 'Locations' step is highlighted in yellow and marked as 'REQUIRED'. Below the progress bar, there is a 'LOCATIONS' section with a blue box containing a green 'Add Location' button with a yellow plus sign. A circled '1' is next to the button. At the bottom right, there are 'Save Draft' and 'Next' buttons.

Parcel

To enter a parcel number:

1. **Click** on Parcel
2. **Enter** Parcel Number (without 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

[← Back to Application](#)

Add Location

Address

Parcel

1

Parcel Information

Search

30

2

Q

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** street number 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 cel

Add Address As Location

Search

Notice only the
Number and Street
name were entered.

Address Information

Search 18 1 Susana 2 3

Address	Action
18 1 S Susana Road Compton, CA 90221	4 Add

Results per page 10 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



LOCATIONS

Type: Location

18 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 Description – Describe what application is being requested, such as “Site Plan Review” or “Business License Referral.”
2. **Click** on Next

Apply for Plan - Regional Planning - Base Application *REQUIRED

✓
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.

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

Back

Save Draft

2
Next

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/registered in EPIC-LA.

2. **Click** on Next

Apply for Plan - Regional Planning - Base Application *REQUIRED

✓
Locations

✓
Type


3
Contacts

4
More Info


5
Attachments

6
Summary

CONTACTS

Applicant

DRI (You)
320 Temple, Los Angeles, CA,
US, 90012

Account Holder ☐

Add Contact

1

Back

Save Draft

2
Next

Step 4: More Info

This screen has required fields. **Questions will vary depending on type of Base Application you are applying for.** 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

4
More Info

5
Attachments

6
Summary

MORE INFO

General Information

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

Business / Establishment Name

*Use - Current

Use - Current is required.

*Use - Proposed - 1st

1

1. **Enter** the Project Description – describe what is being proposed, such as “convert garage into ADU” or “Addition to existing residence.”

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"

Yes

I have read and understood the above disclaimers is required.

1

Save Draft

Next

2

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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. Additional documents/requirements will be listed on the page in the application checklist or under the application type.

2. **Click** on Next

Apply for Plan - Regional Planning - Base Application REQUIRED

Locations Type Contacts More Info **Attachments** 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, dwtk

REQUIRED

Photos

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwt, dwtk

REQUIRED

Site Plan

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwt, dwtk

REQUIRED

Access Easement

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwt, dwtk

1 2

Back Save Draft Next

Step 6: Summary

Review that all the information is accurate.

Apply for Plan - Regional Planning - Base Application *REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Summary

Locations

Location 1

38000 Free Street, Palmdale, CA, United States, 93551

Location 2

30000

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 Task Support

CSS Support

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

1

Submit

Once your base application 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: RPAP2018

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 with your case number and details on what to expect next.

New Online Application - RPAP202

Yahoo/Inbox

donotreply@lacounty.gov

Tue, Jul 13 at 12:46 PM

Dear Applicant,

Thank you for your submittal. Your Department of Regional Planning base application (RPAP) has been received. Here is what to expect next:

- Your application will be assigned for review and within a week, a planner will verify that your application is complete.
- If all required application material has been provided, your application will be accepted and issued a plan number (RPPL). An invoice will follow.
- If the application is found to be incomplete, you will receive a request for additional items or information from the assigned planner.
- Please note: Failure to provide the requested items within two weeks will result in your base application being voided. You will be required to submit a new base application once you are able to provide all the required material and information.

Please note that while every attempt is made to review your application in a timely manner, review times may vary depending on the number of cases under review. To follow up on your application please log into EPIC-LA and click on the name listed next to the "Assigned To" note on the plan details page. This will generate an automatic email from you to the assigned planner.

Thank you,

DRP Staff

Visit <https://planning.lacounty.gov/view/epic-la> for Regional Planning's EPIC-LA guide.