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.
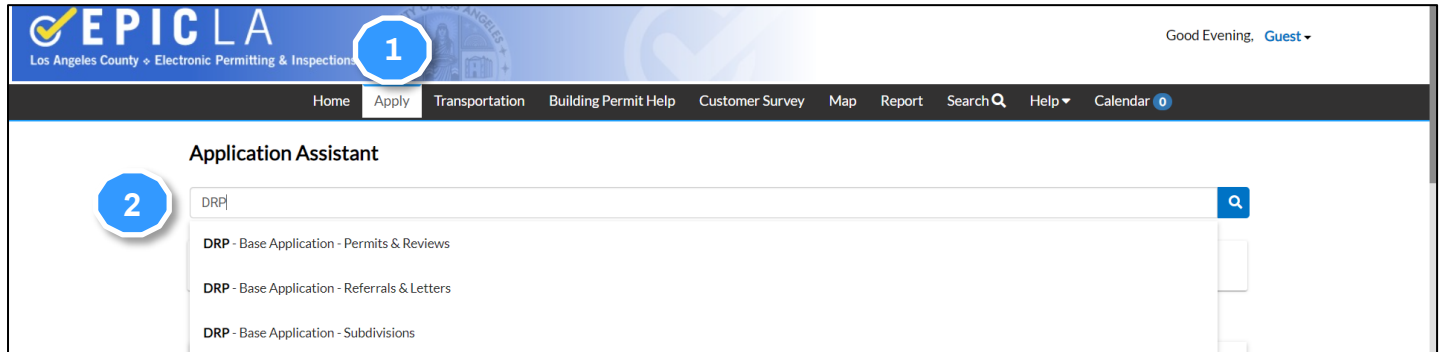
3. Verify you selected the correct application, then click **Apply** button**.**
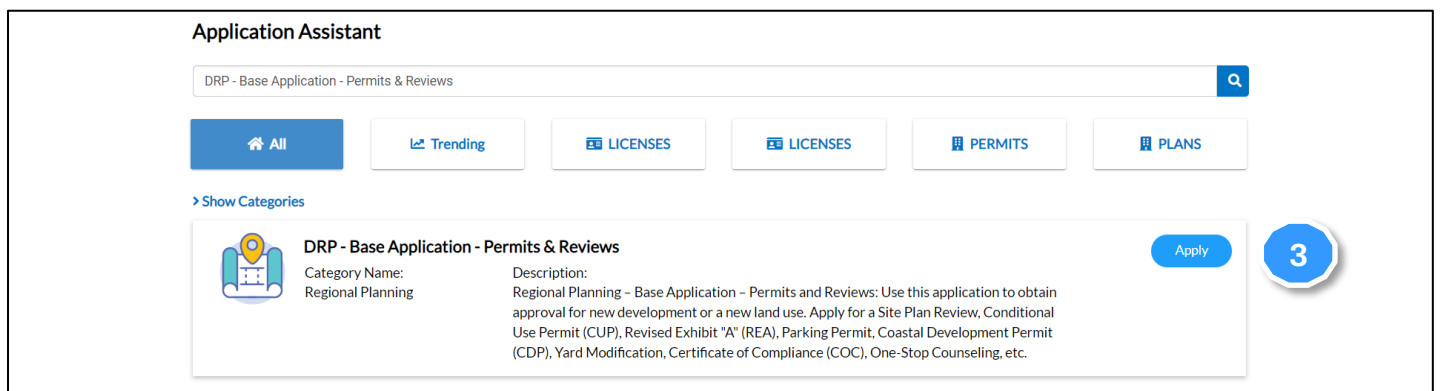
Step 1: Locations

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

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

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

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

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

LOCATIONS

Type: Location

1   1 S Susana Road,
Compton, CA, United States,
90221

Main Address ☑

Parcel Number

73   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

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

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.

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

Disclaimers

Please make sure to read all disclaimers.

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

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

Step 6: Summary

Review that all the information is accurate.

Once all information has been reviewed
1. **Click** on Submit

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

You will also receive an email with your case number and details on what to expect next.