

NONCONFORMING APARTMENTS MINOR CUP  
INSTRUCTIONS & CHECKLIST**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).

Use this checklist for a Minor Conditional Use Permit application for legal non-conforming apartments, pursuant to County Code Chapter [22.160](#): Minor Conditional Use Permit.

**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**REQUIRED ITEMS:**

- 1. Filing Fee for a Minor Conditional Use Permit**  
Payments are accepted online through <https://epicla.lacounty.gov>. Invoices will be provided.
- 2. Proof of Ownership**
- An **Ownership Disclosure** is required if the property is owned by an LLC, corporation, partnership or trust. The disclosure must reveal the agent for service of process or an officer of the ownership entity. 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 notarized **Letter of Authorization** (LOA) is required from the property owner 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.

- 3. Statement of Findings**  
A Minor CUP request requires a “Findings” statement prepared by the applicant (County Code Section [22.160.050](#): Findings and Decision). 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](#).
- 4. Project Narrative**
- If necessary, attach a separate document with the heading “Project Narrative.”
  - Provide a description of how the property is currently used and how you propose to use the property.
- 5. Plan Sets**
- Plan sets must be scalable with a standard architect’s or engineer’s scale combined into one PDF.
  - Plan sets need should include a site plan, floor plan and elevations. Do not submit mechanical drawings. Include topography, conceptual grading or landscape plans, as applicable.
  - You may benefit from the aid of a professional with the preparation of your drawings.

**Each site plan sheet must, include:**

- a) Project address, street name and Assessor Parcel Number(s).
- b) Applicant name, address and telephone number.
- c) Architect, engineer, designer name, street, phone number, web and e-mail address, as available.
- d) Vicinity map.
- e) Date of plan and revision dates.
- f) Scale, north arrow, and dimensions. Scale must be standard architectural or engineering scale.

**The following items may vary depending upon the complexity of the project:**

- Parcel gross and net acreage.
- Front, side and rear yard proposed and required setbacks.
- Height of existing structures, fences, walls, trees, and other significant site features.
- Location and sq. ft. of existing and proposed building(s), structure(s).
- Conceptual landscape plan with open space and landscape area calculations.
- Protected zone of on-site and off-site protected oak trees located within 50 ft. of the project. Failure to accurately indicate all protected oak trees will delay review. Refer to County Code Chapter [22.174](#): Oak Tree Permits.
- Setbacks, buffer yards and spaces between buildings with dimensions.
- Existing and proposed outdoor storage areas. Refer to County Code Section [22.140.430](#): Outside Storage.
- Conceptual grading plan showing earthwork volume (including overex), pad and/or finished floor elevations, benchmark information, retaining wall location and heights, and grading limits, if applicable.
- Existing on-site public and private easements with names of the holders, document numbers, and recorded dates.
- Label all easements as “to remain,” “to be relocated,” or “to be abandoned.”

- Parking space, aisle widths and back-up space dimensions. Indicate total number of parking spaces provided.
- Show property lines, easements, alleys, private streets, and adjacent rights-of-way and easements. Indicate existing or proposed trails, if any. Label property lines with “PL” notation.
- Label the street centerline using the “CL” notation.
- Dimensions for the existing road right-of-way width (from centerline), curb width (from centerline), and parkway width on both sides of all surrounding streets.
- Dimensions for all driveways.
- Indicate existing public sewer and water mains and the point of connections on plan.
- Indicate water purveyor.
- Provide adequate sight distance (horizontal and vertical) from all existing driveways.
- Longitudinal grades for all subterranean parking areas.
- Longitudinal grades for all private drive and fire lanes.
- Existing fire hydrant locations within 150 ft. of property line frontages, as applicable.
- Drainage and watercourses. If complex, provide a separate exhibit.
- Boundaries of constrained areas that may include resources and hazards such as slopes in excess of 25%, biologically or archaeologically sensitive areas, flood hazard zones, ridgelines, hilltops, and geographically hazardous areas. Within constrained areas, indicate the proposed pad locations and driveways. If complex, this may be prepared as a separate exhibit to the site plan.
- Indicate any Environmentally Sensitive Habitat Area (ESHA), Significant Ecological Area (SEA) or the Coastal Zone located within 50 ft. of the project.

- 6. Photographs with Photo Key Map**
  - Six (6) to ten (10) color photographs of the proposed project area with a photo-key map.
  - Ensure that at least four photos depict the existing north, south, east and west building elevations.
  - Provide the ground-level perspective, not aerial views.
- 7. Building Permit Records**
  - Building permit records are available at the local Building & Safety field office.  
<http://dpw.lacounty.gov/bsd/offices/>
- 8. Building Description Blanks**
  - Submit copies of the Assessor’s “Building Description Blanks” obtained from the Assessor’s District Office.  
<https://assessor.lacounty.gov/contact/officelocations>

### **County Departments**

Animal Care and Control: <http://animalcare.lacounty.gov/>  
 Assessor: <http://assessor.lacounty.gov/extranet/default.aspx>  
 Business License General Information: [http://ttc.lacounty.gov/Proptax/Business\\_License.htm](http://ttc.lacounty.gov/Proptax/Business_License.htm)  
 Parks and Recreation: <http://parks.lacounty.gov/>  
 Fire Department, Fire Prevention: <http://fire.lacounty.gov/FirePrevention/FirePrevContacts.asp>  
 Fire Department, Forestry: <http://fire.lacounty.gov/Forestry/Forestry.asp>  
 Public Health, Environmental Health: <http://www.lapublichealth.org/eh/>  
 Public Works, Building & Safety Offices: <http://dpw.lacounty.gov/bsd/offices/>  
 Regional Planning: <http://planning.lacounty.gov/>  
 Sheriff’s Department: <http://sheriff.lacounty.gov/wps/portal/lasd>