

## 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 “[How to Apply Online](http://planning.lacounty.gov/apps)” on our applications page (<http://planning.lacounty.gov/apps>).

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 FOLLOWING ITEMS MUST BE UPLOADED TO YOUR APPLICATION:

1. [Owner Acknowledgment Form](#)
2. **Site Plan:** Plans must be drawn to scale and combined into one PDF. Plans must depict the following:
  - a. Proposed construction, excavation, grading and/or landfill. Where a change in grade is proposed, the change in grade within the protected zone of each plotted tree shall be specified.
  - b. The location of all oak trees proposed to be removed, damaged, encroached, or relocated, or within 200 feet of proposed construction, grading, landfill or other activity. Each tree shall be assigned an identification number on the plan, and a corresponding permanent identifying tag shall be affixed to the north side of each tree. These identifications shall be utilized in the Oak Tree Report and for physical identification on the property where required.
  - c. The protected zones of any oak trees and the distance from the protected zone to any structure. [A protected zone is defined as the area within five (5) feet of the dripline of an oak tree **AND** 15 feet from the trunk of the oak tree. The more restrictive measurement shall apply. Show the true dripline of the oak trees and not just a circle (see [oak tree diagram](#) attachment for instructions)].
  - d. Location and size of all proposed replacement trees.
  - e. Location of all surface drainage systems.
3. **Oak Tree Report** prepared by a certified oak tree consultant/arborist, as deemed acceptable by the Director of LA County Planning and County Forester and Fire Warden. The report shall include all applicable requirements identified in County Code Section [22.174.040.B.2](#).
4. **Oak Tree Protection Plan** that depicts and/or describes the protective measures that are being implemented to protect the remaining oak trees on the property. The Oak Tree Protection Plan shall describe in detail how the proposed development on the property will be accomplished without endangering the health of the remaining oak trees on the subject property.
5. **Photographs:** At least six (6) different color photographs (no aerial photos) of the entire subject property **AND** area proposed for development within the property. Include a photo key and location of subject photos.
6. **Alternative Site Designs Analysis:** On a separate sheet or plan from the proposed site plan, depict and/or describe alternative designs that have been considered for the proposed development on the subject property. The Analysis shall demonstrate or include the following:
  - a. Describe how the proposed design was chosen among the alternatives.

- b. Describe in detail how the proposed development on the property has been designed to avoid the removal or encroachment of any oak trees on the site to the greatest extent feasible.
- c. Demonstrate that the proposed design is the least impactful design possible for the proposed development on the property.

7. Signed [Letter of Attestation](#) by Owner and/or Applicant.

**FOR OAK TREE PERMITS WITH PUBLIC HEARING, PROVIDE THE FOLLOWING IN ADDITION TO THE ITEMS LISTED ABOVE:**

- 1. [Oak Tree Permit Statement of Findings.](#)
- 2. [Ownership and Consent Affidavit.](#)
- 3. [Environmental Assessment Information Form](#)