

# SPECIAL EVENTS PERMIT 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).

Due to the required processing time, the Department of Regional Planning is unable to accept applications submitted less than **60 days** in advance.

Decisions on Extended-Term Special Events Permits may be appealed, which can extend the processing time by two months or longer.

**REQUIRED ITEMS:**

1. [Owner Acknowledgement Form](#)
2. [Special Events Permit Supplemental Form](#)
3. **Acknowledgement Letter** from the local office of the Los Angeles County Sheriff's Department or Highway Patrol, as applicable.
4. **Site Plan** drawn to scale depicting the following:
  - a. Lot or parcel dimensions and nearby streets/roadways.
  - b. Location of all buildings on the subject property.
  - c. Specific location where the event will take place.
  - d. All oak trees and their protected zones within and close to the project site (see oak tree diagram attachment for instructions).
  - e. Location and layout of parking within the subject property to serve the event (include number of parking spaces provided).
  - f. If additional off- site parking is to be used, depict on the plot plan, or provide a separate parking plan. Also provide a letter of authorization with the property owner's original signature indicating permission for the off- site parking.

**FOR EXTENDED-TERM SPECIAL EVENTS PERMITS PROVIDE THE FOLLOWING, IN ADDITION TO THE ABOVE:**

1. [Special Events Permits Statement of Findings](#)