

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" (<http://planning.lacounty.gov/how-do-i/file-an-application>).

Applicants are advised to consult with planning staff prior to applying at **213-974-0051** or info@planning.lacounty.gov.

Use this checklist for a Coastal Development Permit (CDP), pursuant to the Santa Monica Local Implementation Program (LIP):

- This checklist is used in conjunction with the Zoning Permits Checklist.
- Failure to provide all required information may cause delay or denial of the application.
- Additional approvals pursuant to other sections of Title 22 and/or other parts of LA County Code may be required.
- For answers to the most frequently asked questions: <http://planning.lacounty.gov/faqs>.
- **All application materials below are required at submittal. Failure to provide required documents will result in a rejection of the application. Consult with planning staff to confirm required information.**
- **Additional applications materials may be required, as determined by the department, depending on the project.**

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

1. **PROOF OF COMPLETION OF A “COASTAL ONE-STOP” PRE-APPLICATION REVIEW.** This may be in the form of the notes page given to the applicant following their “one- stop” meeting with Department of Regional Planning. One-Stop notes shall include comments from the Department of Regional Planning, Department of Public Works, Fire Department, and Department of Public Health.

2. **COMPLETED LAND USE APPLICATION CHECKLIST.**
(https://planning.lacounty.gov/wp-content/uploads/2022/09/landuse_checklist.pdf)

3. **BIOLOGICAL INVENTORY OR BIOLOGICAL ASSESSMENT REPORT**
 - a. **Biological Inventory.** For all new development, a biological inventory, containing the following information in Accordance with County Code Section [22.44.840\(P\)](#), which generally includes a biological survey and survey map, native tree survey and map, a description of the plants, animals, and habitats found on the project site, review of the plants, animals, and habitats likely to occur on the project site based on a California Natural Diversity Database (CNDDDB) query as well as local knowledge, on sites that have been subject to wildfire or unpermitted development, including but not limited to, vegetation removal or grading, the plants, animals, and habitats likely to have occurred on the site based on historical records and habitat found in surrounding undisturbed areas, assessment of need for additional surveys due to timing/season of initial survey (potential for missing sensitive species) and assessment for need of protocol level species surveys (based on CNDDDB query results and local knowledge), proximity of the project site to locations of known sensitive resources within 200 feet, and photo documentation.

 - OR
 - b. **Biological Assessment Report.** For all new development located in, or within 200 feet of, H1, H2, or H2 "High Scrutiny" Habitat as mapped on the Biological Resources Map, a biological assessment report (BA), prepared in accordance with County Code Section [22.44.1870](#). The BA shall consist generally of the following: a site-specific investigation, conducted in spring, carried out by a qualified biologist or resource specialist is required to identify, characterize, and delineate the habitat types present as well as any special status plant or animal species, a discussion of the physical characteristics of the site, including, topography (e.g., slope orientation), soil types, habitat and/or wildlife migration corridors, and microclimate, a list of sensitive species and habitats that could occur on the site, results of the field study which include discussion field methods used, the vegetation community types present on the property and generally indicate the location of the vegetation communities on adjacent properties, existence or suitable trees for nesting or roosting birds, potential wetland areas, oak and or native tree report, discussion of assessment, existing and proposed development, frequency and effects of wildfire, steps to avoid impacts to biological resources, and completed biological assessment checklist.

4. **PROOF OF LEGAL ACCESS.**
Any new development that is not accessed directly from a public roadway. Evidence of legal access may include easements.

5. PROOF OF WATER AVAILABILITY.

a. Proof of water service. Should a project rely on publicly available water, application shall include a form or letter from the local water agency usually in the form of a “will-serve letter”.

OR

b. Water well plan. For development relying on an on-site water well, a water well plan, prepared by a registered well driller, that shall include a well testing report and well of adequate size, capacity, and design to serve the proposed development for the life of the project. Well testing requires an Approval in Concept from the Department of Regional Planning prior to testing. Consult with staff prior to siting or conducting such testing. Water wells also require a Water Well Permit from the Department of Public Health prior to testing, <http://publichealth.lacounty.gov/eh/AreasofInterest/waterwell.htm>. The resulting water-well report shall also address County Code Section [22.44.840\(W\)](#) regarding well impacts on groundwater and nearby creeks, streams or seeps on nearby habitat.

6. ROOF OF WATER FOR FIRE PROTECTION.

Proof that water for fire protection will be available in quantities and pressures required by the Water Ordinance, set out at Division 1 of Title 20 of this Code, or by a variance granted pursuant to said Division 1. The Director may accept as such proof a certificate from the person who is to supply water that water can be supplied as required by said Division 1 of Title 20, also stating the amount and pressure, which certificate also shall be signed by the Forester and Fire Warden, or a certificate from the Department of Public Works or applicable Water District that such water will be available.

7. PROOF OF AVAILABILITY WASTEWATER DISPOSAL.

a. Preliminary Approved Septic Plot Plan. (Also referred to as on-site wastewater treatment systems (OWTS)) For development relying on an on-site wastewater treatment system, a septic plot plan, prepared by a registered sanitarian, that shall include a percolation testing report and septic system design of adequate size, capacity, and design to serve the proposed development for the life of the project. Percolation testing requires an Approval in Concept from the Department of Regional Planning prior to testing. Consult with staff prior to siting or conducting such testing. Following the percolation test needed to prove septic availability, the Septic Plot Plan shall be reviewed in concept by the Department of Public Health to be imported into the application materials. http://www.publichealth.lacounty.gov/EH/EP/lu/lu_septic.htm. Leach fields shall be located at least 100 feet and seepage pits shall be located at least 150 feet from any stream, as measured from the outer edge of riparian canopy, or from the stream bank where no riparian vegetation is present, and at least 50 feet outside the dripline of existing oak, sycamore, walnut, bay, and other native trees;

OR

b. Should a project rely on publicly available sewer, application shall include a form or letter from the local wastewater agency usually in the form of a “will-serve letter”.

8. TITLE REPORT

Provide a copy of the latest property title report including copies of all easement documents, covenants, and deed restrictions.

9. CERTIFICATE OF COMPLIANCE (COC)

Please be advised that a recorded unconditional COC may be required prior to final plan approval. If the Assessor’s Parcel Map indicates a dashed-line (deed-cut) parcel, provide a copy of the recorded COC, if available. COC application may be processed concurrently. (http://planning.lacounty.gov/view/certificate_of_compliance_faq/)

10. STATEMENT OF FINDINGS

Each zoning permit request requires a separate “Findings” statement prepared by the applicant. 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”. https://planning.lacounty.gov/wp-content/uploads/2022/10/cup-guidelines_findings.pdf

11. ARCHITECTURAL PLAN SET

- Prior to application, consult planning staff on the types of plans required. Paper plan sets may be required, as determined by planning staff.
- Plan sets must be scalable with a standard architect’s or engineer’s scale in PDF format.
- Plan sets need only include title sheet, site, floor and elevation plans. 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.
- Architectural plans may include a cover sheet, which should include project scope, consultant information, vicinity map, reduced site plan, page number, legend, etc.
- Architectural plans typically include a cover sheet, site plan, floor plans, roof plan, elevations, and sections. Additional detail sheets may be necessary to show additional details and may include but are not limited to: parking plan, landscape plan, native tree plan, utility plan, topography plan, survey, traffic plan, erosion control plan, drainage plan, mechanical plan, electrical plan, lighting plan and detail sheets.
- Certain development standards may require additional detail sheets to confirm compliance and may include, colors and materials, lighting, fencing, etc.
- Legends. Plans shall include a legend(s) for all symbols, abbreviations, line types and notations used on a page or within a plan set.
- **Each plan sheet must include:**
 - Project address, street name and Assessor Parcel Number(s).
 - Applicant name, address and telephone number.
 - Architect, engineer, designer name, street, phone number, web and e- mail address, as available.
 - Sheet number.
 - Legend.
 - Date of plan and revision dates.
 - Scale, north arrow, and dimensions. Scale must be standard architectural or engineering scale.

12. Site Plan

The following items may vary depending upon the complexity of the project: Project Address and Assessor’s Parcel Number(s), Sheet Number(s), Vicinity Map, Date, Revision Number(s), Scale, North Arrow, Dimensions, Scope of Work, Streets to the centerline, On-site access roads, Septic and well locations, Oak and native trees, Setbacks, Fences, Bike/ Vehicle parking, Vehicle back-up, Landscaping, Driveway widths, etc. A full-size site plan should be provided in addition to a cover sheet.

13. Building Site Area Diagram. Applications shall include a site plan diagram that outlines the project’s Building Site Area (BSA), as defined County Code Section [22.44.630](#). "Building site" means the approved area of a project site that is or will be developed, including the

building pad and all graded slopes, all structures, decks, patios, impervious surfaces, and parking areas.

The following development may be excluded from the total building site area:

- The area of one access driveway or roadway that does not exceed 20 feet in width and is the minimum design necessary, as required by the County Fire Department;
- The area of one approved Fire Department turnaround that is the minimum design necessary to ensure safety and comply with Los Angeles County Fire Department requirements and not located within the approved building pad; and
- Graded slopes exclusively associated with the access driveway or roadway and hammerhead safety turnaround indicated above, and grading necessary to correct an adverse geological condition.
- Fuel modification area required by the County Fire Department for approved structures, and confined animal facilities approved pursuant to County Code Section [22.44.1940](#) may extend beyond the limits of the approved building site area. To the extent feasible, OWTS shall be sited within the approved building site area and/or the associated irrigated fuel modification zones, and in an area that can be accessed from existing or approved roads for maintenance purposes.

c. In Rural Villages- Gross Structural Area Diagram. For development in Rural Villages, applications shall include a diagram based on a topographic survey indicating the Slope Intensity Formula and maximum Gross Structural Area (GSA). The resulting GSA shall be noted on the cover sheet.

- i. If a project's GSA is based on a building site that includes portions of more than one existing parcel, the applicant shall merge the parcels into one lot. Merger of parcels for GSA purposes may require a Lot Line Adjustment or Merger pursuant to County Code Section [22.44.2140\(A\)\(3\)\(c\)](#).

d. Floor Plans

Label all rooms and spaces, dimensions, Existing v. Proposed square footage by floors. Floor plans shall include all habitable and finished floors, attics, basements, cellars or crawl spaces.

e. Elevations

Label the maximum height, Materials, Finishes, depict fences/wall/gates, Natural v. Finished Grade

f. Sections

Label the maximum height from natural or finished grade, whichever is lower, provide sections of all levels and maximum roof peaks, section labels shall be shown on the site plan and floor plans. Applicants shall prepare at least two sections, in planes that represent north/south and east/west orientation. Additional sections may be required to address various levels or changes in topography. Sections shall include all floor levels, including all habitable and finished floors, attics, basements, cellars or crawl spaces.

12. GRADING PLAN SET

Applicants may be required to provide grading plans to show the total cut, fill, recompaction necessary to construct a project. For DRP, grading is calculated cumulatively, and all grading amounts added together (example: over- excavation/recompaction + cut + fill + etc.= total grading)

Consult with planning staff to determine if grading plans are required and which grading sheets should be prepared. Detailed grading plans for all grading, whether on-site or off-site, including grading for any necessary road construction or improvements that is prepared by a registered engineer. The amount of cut and fill material shall be identified, with totals listed separately, and breakdown of amounts for different components of the project (including but not limited to the access road, driveway, building pad, remedial grading). Representative grading cross sections shall be included. A LID/Hydromodification Plan shall be provided, if required pursuant to County Code Section [22.44.1515](#).

13. LANDSCAPE PLAN.

Landscape plan for all cut and fill slopes and other areas that would be disturbed by proposed construction activities, including areas that would be disturbed by required fuel modification or brush clearance, that meets the requirements of County Code Section [22.44.1240](#).

14. LAND USE MAP

- One (1) 700 ft. land use map, including a land use legend with symbols. Do not color-code map. Must be at a standard, measurable scale.
- Indicate the existing land uses (residential with number of units, commercial, industrial, open space, schools, parks, religious facilities, etc.) on a scaled map.

15. PRELIMINARY APPROVED FUEL MODIFICATION PLAN

This plan shall include the location and amount of any fuel modification or brush clearance that would be required on the site and on adjoining properties to comply with fire safety requirements for the proposed development, based on a fuel modification plan that has received stamped preliminary approval from the Fire Department Forestry Division. If the full 200-foot radius of fuel modification cannot be located completely on the project site, a plan shall be provided by the applicant that shows the area of the 200-foot brush clearance radius that would be located on adjoining parcels.

ADDITIONAL REQUIREMENTS FOR SPECIFIC TYPES OF PROJECTS WITHIN THE SMM LCP AREA

16. SCENIC RESOURCE AREAS. Projects located in or visible from a mapped scenic resource area shall not exceed a height of 18 feet. Consult with staff to determine if additional analysis, photo-renderings or topographic studies are necessary.

17. SIGNIFICANT RIDGELINE. Projects located near a significant ridgeline shall include a topographic site plan showing the mapped extent of the significant ridgeline and project elements.

18. STREAMS, CREEKS, DRAINAGES. Additional requirements for development within 25 feet of any drainage course shall be subject to a hazard analysis to identify invasive species or contaminants which may potentially be moved from or introduced into the drainage course, causing ecological damage and furthering the spread of unwanted species to new habitats.

- a. The Director shall determine the content and format of the hazard analysis, and make this determination available in writing to impacted applicants.
- b. The hazard analysis shall be prepared by the applicant and reviewed by the staff biologist.
- c. If it is determined that development activity presents a risk for spreading invasive species or contaminants, the applicant must submit a Hazard Analysis and Critical Control Points (HACCP) Plan designed to prevent the spread of invasive species and contaminants. The HACCP Plan will be reviewed by the department biologist, and development must follow the requirements of the approved HACCP Plan.

19. ADDITIONAL REQUIREMENTS FOR NEW DEVELOPMENT ON A BEACH, BEACHFRONT OR BLUFF- TOP PROPERTY SHALL INCLUDE THE FOLLOWING, AS APPLICABLE:

- a. **Slope Stability Analysis:** An analysis of beach erosion, wave run-up, inundation and flood hazards prepared by a licensed civil engineer with expertise in coastal engineering. All applications for bluff-top development shall include a slope stability analysis, prepared by a licensed Certified Engineering Geologist and/or Geotechnical Engineer or Registered Civil Engineer with expertise in soils. These reports shall address and analyze the effects of said development in relation to the following:
 - I. The profile of the beach;
 - II. Surveyed locations of mean high tide lines acceptable to the State Lands Commission;
 - III. The availability of public access to the beach;
 - IV. The area of the project site subject to design wave run-up, based on design conditions;
 - V. Foundation design requirements;
 - VI. The need for a shoreline protection structure over the life of the project;
 - VII. Alternatives for protection of the septic system;
 - VIII. The long-term effects of proposed development of sand supply;
 - IX. The FEMA Base Flood Elevation and other mapped areas (A,B, or V zones);
 - X. Future projections in sea level rise;
 - XI. Project alternatives designed to avoid or minimize impacts to public access;
 - XII. Slope stability and bluff erosion rate determination performed as outlined in County Code Section 22.44.2210.
- b. **Easements/Dedications:** Applications for new beachfront or bluff-top development, including but not limited to shoreline protective structures, shall include a site map that shows all easements, deed restrictions, or "Offers to Dedicate" and/or other dedications for public access or open space and provides documentation for said easements or dedications. The approved development shall be located outside of and consistent with the provisions of such easement or offers.
- c. **State Lands Commission Determination:** All applications for proposed development on a beach or along the shoreline, including a shoreline protection structure, shall contain written evidence of a review and determination from the State Lands Commission relative to the proposed project's location to or impact upon the boundary between public tidelands and private property. Such determination shall be a filing requirement for a CDP and any application filed without such determination shall be determined to be incomplete.
- d. **Coastal Commission Jurisdiction:** For beachfront development that will be subject periodically to wave action, unless the State Lands Commission determines that there is no evidence that the proposed development will encroach on tidelands or other public trust interests, the County shall reject the application on the ground that it is within the original permit jurisdiction of the Coastal Commission, and shall direct the applicant to file his or her application with the Coastal Commission.

20. ADDITIONAL REQUIREMENTS FOR CDPS FOR LAND DIVISIONS:

- Line-of-sight analysis showing the view of the project site, including each proposed building site from public viewing areas.
- Information regarding transfer of development credits, as required by County Code Section [22.44.1230](#).
- In an application for a lot line adjustment, if any of the parcels to be adjusted are improved with a structure that required a building permit, the applicant shall provide an inspection report from the Building and Safety Division of the Department of Public Works certifying that changes in lot lines will not violate any ordinances or

regulations administered by that department. The Department of Public Works shall collect any fees required for this service.