

**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](http://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 to request an Exemption Determination pursuant to the Santa Monica Mountains Local Implementation Program (LIP).

Do not use this checklist for a Coastal Development Permit (CDP), or any other permit application.

Additional approvals pursuant to other sections of Title 22 and/or other parts of LA County Code may be required.

If staff determines the proposed project is not exempt from the LIP, the applicant will need to apply for a CDP to authorize their proposed development.

For roof-mounted solar projects, please submit only the materials required in Nos. 2 through 9.

**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 necessary to make an exemption determination of may be requested after the application is submitted and reviewed.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_ CHECK ONE:  Owner  Applicant  
 Agent

1. [Owner Acknowledgement Form](#)

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 of 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 **Letter of Authorization** (LOA), a notarized letter from the property owner empowering you to act on their behalf, is required 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. Project Description**

- If necessary, attach a separate sheet of paper with the heading “Project Description.”
- Provide a description of how the property is currently used and how you propose to use the property.
- Describe, in detail, proposed new construction, modifications, remodels, amounts of grading, etc. Include as much information about the proposal as possible. Lack of information will result in denial of the submission.

**4. Architectural Plans**

- Plans must be drawn to scale using a standard architect’s or engineer’s scale, combined into one PDF.
- Plan sets need only include title sheet(s), site, floor and elevation plans. Do not submit mechanical drawings. Include topography, conceptual grading, fuel modification 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 depict the following:
  - 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) Sheet number.
  - e) Vicinity map.
  - f) Date of plan and revision dates.
  - g) Scale, north arrow, and dimensions. Scale must be standard architectural or engineering scale.

**5. Elevation Plan** – Elevations must be submitted if the request involves a building with issues regarding height or other required façade design elements.

— **Each elevation sheet must include:**

- a) Project address, street name and Assessor’s 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) Date of plan and revision dates.
- e) Sheet number.
- f) Scale and exterior dimensions. Scale must be standard architectural or engineering scale.

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

- Elevation sections, if the project involves multiple levels or subterranean floors.
- Natural and finished grade, as applicable.
- All elevations (north, south, east, west) of each building proposed, drawn to scale.
- Dimensional representation of wall openings, windows, doors, etc.
- Elevations of parking structures or other accessory structures.
- Proposed materials and colors.
- Method of screening for mechanical and electrical equipment.
- Location of proposed signage, if applicable.

**6. Floor Plan** – Floor plans must be submitted of all existing and proposed structures.

— **Each floor plan sheet must include:**

- a) Project address, street name and Assessor's 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) Date of plan and revision dates.
- e) Sheet number.
- f) Indicate scale, dimensions and north arrow. Scale must be standard architectural or engineering scale.

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

- Label rooms, areas, and closets.
- Label floor plans for all structures on the property.
- Interior partition walls (draw at nominal thickness).
- Exterior walls.
- Show the outline of covered and uncovered patios and porches, label patios and porches.
- Label doors with the proper symbol. Show all door swings.
- Stairs showing directional arrows for "Up" or "Down" including all interior and exterior stairs
- Chimneys, smokestacks, etc.
- Indicate where all sections and details are indicated using standard symbols and notations.

**7. Photographs**

- Six (6) to ten (10) color photographs of the proposed project area with a photo-key map.
- Ensure photos are from public right-of-way views. Show areas of the proposed project, along with the front, side and rear yard setbacks. Provide the ground-level perspective, not aerial views.

**8. Coastal Development Permits (CDPs) and Building Permit Records**

- Submit all CDPs previously approved on the subject property. CDPs obtained from the Coastal Commission are available from that agency, either online (<http://www.coastal.ca.gov/>) or at their office in Ventura.
- Submit building permits for all existing buildings on the subject property. Building Permit records are available at the local Building & Safety field office. <http://dpw.lacounty.gov/bsd/offices/>
- If the building(s) were constructed prior to 1933, submit copies of the Assessor's "Building Description Blanks" obtained from the Assessor's District Office. <http://assessor.lacounty.gov/extranet/contactus/districtOffice.aspx>

**9. Existing and Conceptually Approved Fuel Modification Plans**

- 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 preliminary approval from the Fire Department Forestry Division (<http://www.fire.lacounty.gov/forestry-division/forestry-fuel-modification/>).
- 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.

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>