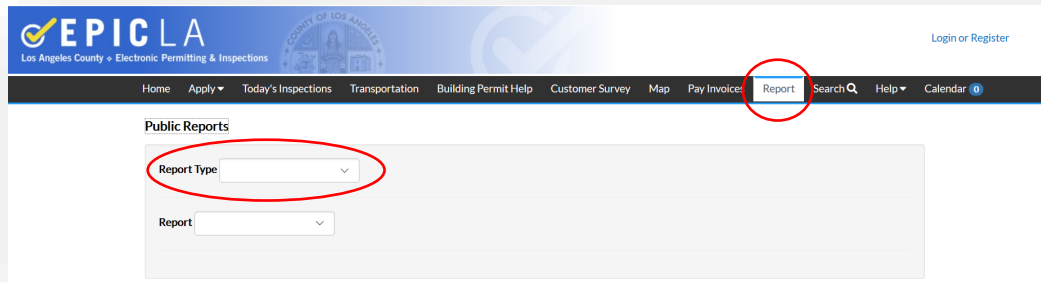


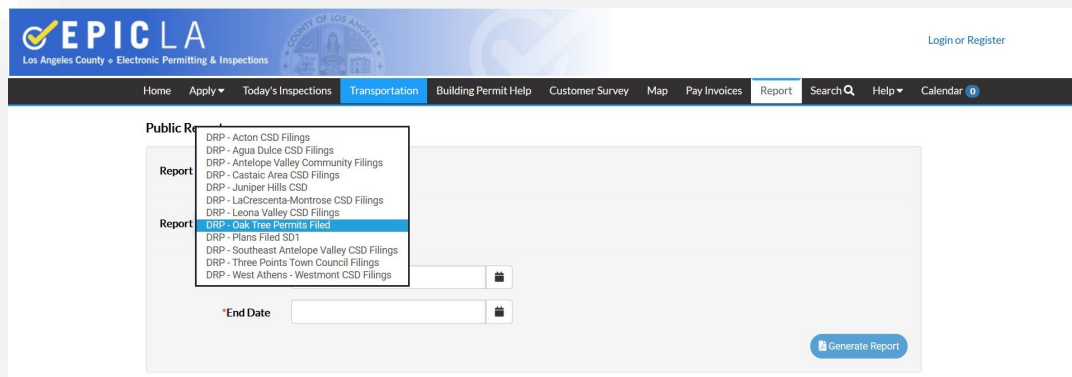
HOW TO LOOK UP AND FOLLOW A CASE:

Use the following steps to generate a report of cases that have been filed within a certain timeframe. This report is helpful if you are interested in looking up what cases have been filed in your community or tracking a specific case type, such as oak tree permit cases.

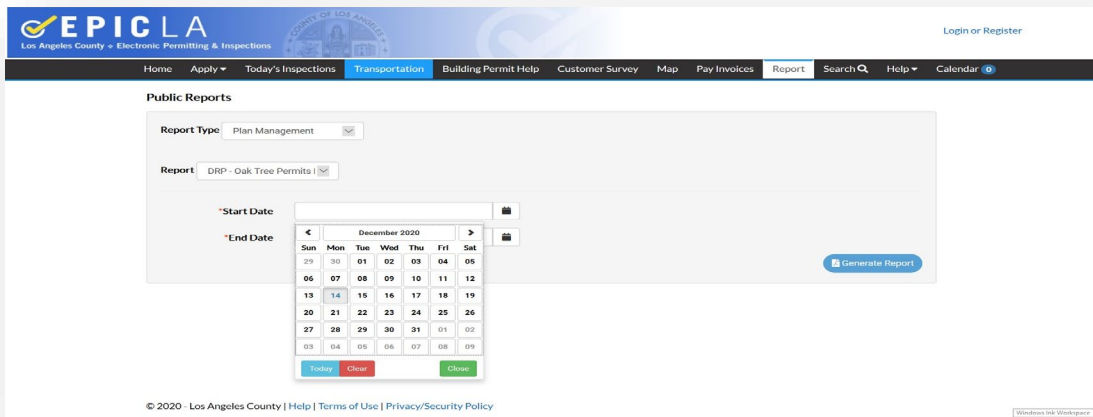
1. On the EPIC-LA site, you can look up cases or generate reports (see image below). Under **Report Type**, select **Plan Management**.



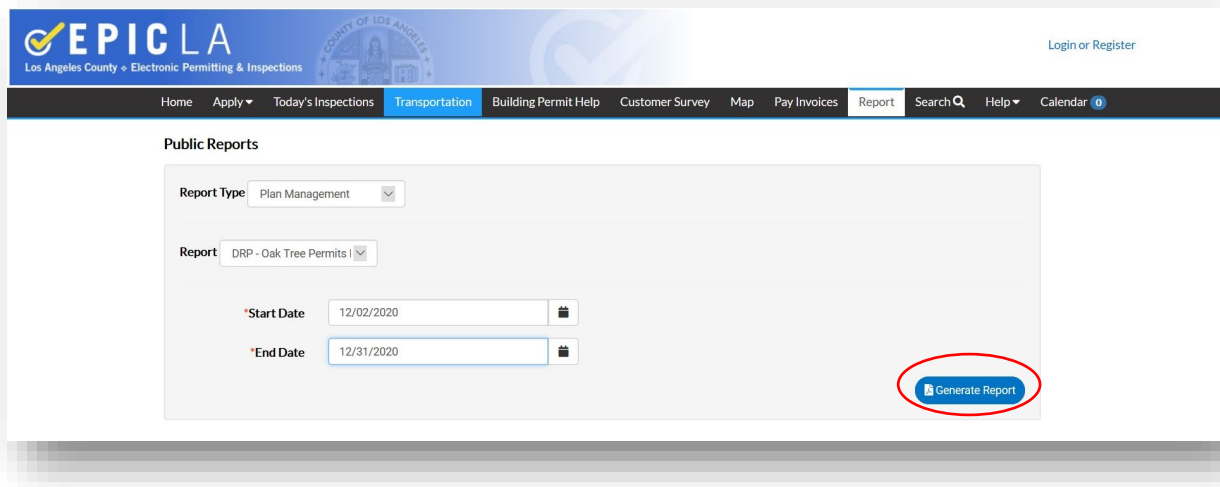
2. Select the preferred report:



3. Select the date range for cases filed. (Note: This means that an application was filed within this time range.)



- When a report is selected and the filing range has been identified, click the **Generate Report** button on the bottom right:



- With the list that is generated, you will see the case numbers:

Oak Tree Permits Filed From 01/01/2020 to 12/14/2020

Department of Regional Planning

Project Name/ Plan Number	Workclass	Application Date	Description	Address	Parcel Number	Zone Code	Status	Planner
2019-001049 RPPL2020000316	Oak Tree Permit - Discretionary	01/21/2020	Oak tree encroachment for removal of pipeline and associated structures within the Rancho San Francisco and Ferguson Leases.	26835 Pico Canyon Road, Stevenson Ranch CA 91381	2826009906	SP-H	Approved	Steven Jones
2020-000223 RPPL2020000380	Oak Tree Permit - Administrative	01/23/2020	Oak Tree Permit for one encroachment	2829 Willowhaven Drive, La Crescenta CA 91214	5867019034	R-1-10000	Approved	Bryan Moller
2020-000343 RPPL2020000619	Oak Tree Permit - Discretionary	02/04/2020	2020-000343 - Adult residential facility for up to 20 residents. Encroachment of 8 oak trees.	3190 Triunfo Canyon Road, Agoura Hills CA 91301	2063002098	R-R-20	Review	Clark Taylor

This information can be used to look up the case status. See “How to Look Up a Specific Case.”