

IN-PERSON BASE APPLICATION

FOR IN-PERSON SUBMITTALS ONLY: Submit this application with all applicable supplemental forms and required materials. ~~Supplemental forms and materials must be submitted digitally on a USB flash drive. Refer to any pertinent permit checklist for required submittal material.~~

Check box for requested application below. Fill out applicable information on next page.

REFERRAL AND LETTERS APPLICATIONS

<input type="checkbox"/> ABC Referral <input type="checkbox"/> Animal Permit Referral <input type="checkbox"/> Business License Referral <input type="checkbox"/> CDP Santa Monica Mountains LCP Conformance Review	<input type="checkbox"/> DMV Referral <input type="checkbox"/> Rebuild Letter <input type="checkbox"/> Yard Sale Registration <input type="checkbox"/> Zoning Verification Letter
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PERMITS AND REVIEWS APPLICATIONS

<input type="checkbox"/> Animal Permit <input type="checkbox"/> CDP – Type: _____ <input type="checkbox"/> Certificate of Compliance <input type="checkbox"/> Certificate of Exception <input type="checkbox"/> CSD Modification <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Conditional Use Permit – Minor <input type="checkbox"/> Conditional Use Permit - Modification <input type="checkbox"/> Housing Permit <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Oak Tree Permit – Administrivia <input type="checkbox"/> Oak Tree Permit – Discretionary <input type="checkbox"/> One- Stop Counseling <input type="checkbox"/> Parking Deviation – Minor <input type="checkbox"/> Parking Permit <input type="checkbox"/> Plan Amendment	<input type="checkbox"/> Revised Exhibit “A” <input type="checkbox"/> SEA Counseling <input type="checkbox"/> SEA Permits <input type="checkbox"/> Shared Water Well <input checked="" type="checkbox"/> Site Plan Review Disaster Recovery <input type="checkbox"/> Site Plan Review – Amendment <input type="checkbox"/> Community Serving Small Business Concierge Service <input type="checkbox"/> Special Events Permit <input type="checkbox"/> Special Events Permit – Temp Outdoor Dining <input type="checkbox"/> Substantial Conformance Review <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change <input type="checkbox"/> Zoning Conformance Review <input type="checkbox"/> Other: _____
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SUBDIVISION APPLICATIONS

Please note all applications for subdivision cases must be submitted online at <http://epicla.lacounty.gov>. For more information, please contact our Subdivisions section at subdivisions@planning.lacounty.gov.

STEP 1: SUBJECT PROPERTY

ASSESSOR'S PARCEL NUMBER(S) _____

PROPERTY ADDRESS (IF APPLICABLE) _____

BUSINESS/ESTABLISHMENT NAME (IF APPLICABLE) _____

STEP 2: RECORD OWNER

NAME _____

ADDRESS _____

CITY/STATE _____

ZIP _____ TELEPHONE _____

EMAIL*** _____

APPLICANT/AGENT

NAME _____

ADDRESS _____

CITY/STATE _____

ZIP _____ TELEPHONE _____

EMAIL *** _____

Preferred contact: Owner Applicant/Agent

RECORD OWNER OR APPLICANT EMAIL MUST BE PROVIDED

STEP 3: PROJECT DESCRIPTION & PROPOSED USE

STEP 4: PROJECT & PROPERTY DATA

Existing use(s) and structure(s) (sq. ft.) and dwelling units:

Existing structure(s) to be demolished (if applicable)?

No Yes *If yes, how many:* _____
sq. ft.

Proposed use(s), structure(s) and additions (sq. ft.) and units:

Proposed Sign(s) (sq. ft.):

Is grading proposed? No Yes *If yes, cubic yards:*

CUT + FILL = TOTAL GRADING

Will grading be balanced on-site? No Yes

If no, complete the Export/Import fields below.

EXPORT _____ IMPORT _____

Are there slopes of 25% or more on the subject property?

No Yes *If yes, topographic lines must be depicted on the siteplan.*

Are retaining walls proposed? No Yes

If yes, submit wall cross-sections and elevations with depictions of both natural and finished grade.

Are there any oak trees on or next to the subject property?

No Yes

If yes, how many: _____
Encroachments Removals

Proposed industrial, commercial, or residential (30+ units):

Is estimated valuation of project \$500,000 or greater?

No Yes *Note: Final valuation will be determined by Building & Safety.*

Proposed commercial or industrial: If property is owned solely by a nonprofit organization, and will premises will be operated/used exclusively for nonprofit purposes, or will premises by privately owned and dedicated exclusively to artistic or cultural use?

No Yes