

Applying for a Base Application on CSS

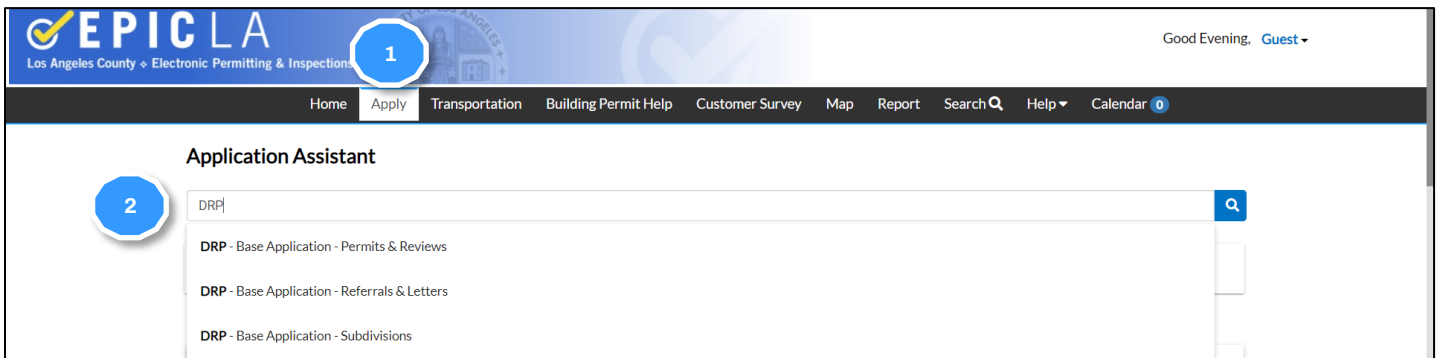
You will need to be a registered user to apply for a DRP- Base Application. Once you are registered [Log In](#).

There are **three (3) types of Base Applications**. Please refer to our [Applications and Forms](#) page to determine the appropriate Base Application to use. Find the application you wish to apply for. The application name will be listed under the Base Application you need to use. Any required attachments will be listed under the application name as well. The three Base Applications are:

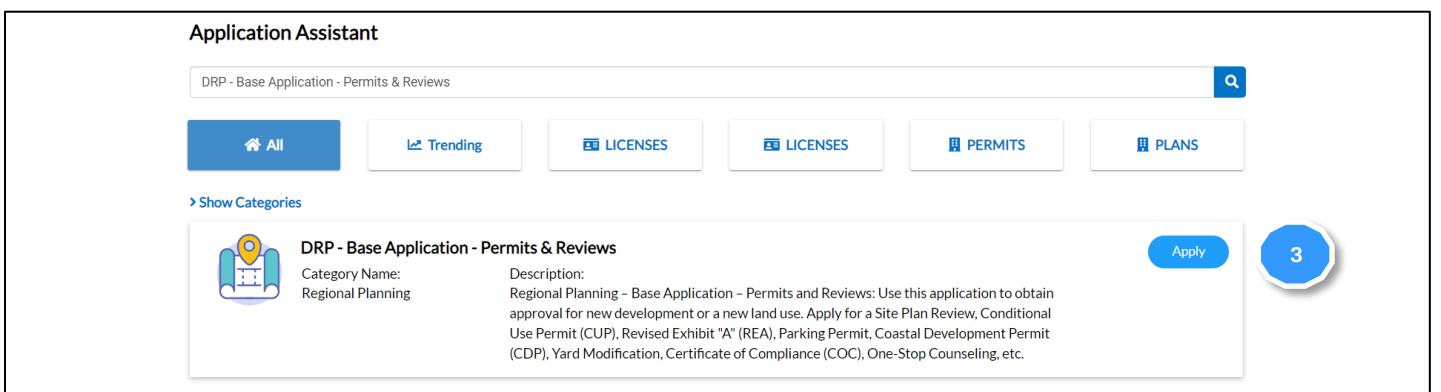
1. DRP – Base Application – **Referral and Letters**
2. DRP – Base Application – **Permits and Reviews- Select this for Rebuilds or Temporary Housing**
3. DRP – Base Application – **Subdivisions**

Apply

1. Click on **Apply** tab on the black bar towards the top of the page.
2. In the search bar type in “DRP.” The three base applications will appear. Select **DRP – Base Application – Permits and Reviews**



3. Verify you selected the correct application, then click **Apply** button.



Step 1: Locations

Enter the project location. You can enter the location using **Parcel Number** or **Address**.

1. **Click** on Add Location to begin.

The screenshot shows the EPICLA web application interface. At the top, there is a navigation bar with the EPICLA logo and the text 'Los Angeles County • Electronic Permitting & Inspections'. Below the navigation bar, there is a main header area with the title 'Apply for Plan - Regional Planning - Base Application' and a '*REQUIRED' indicator. The main content area features a yellow progress bar with six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Summary. Below the progress bar, there is a 'LOCATIONS' section with a blue card. The card contains a search box labeled 'Location', a green button with a plus sign and the text 'Add Location', and a 'REQUIRED' label. A circled '1' is placed over the 'Add Location' button. At the bottom right of the card, there are 'Save Draft' and 'Next' buttons.

Parcel

To enter a parcel number:

1. **Click** on Parcel
2. **Enter** Parcel Number (without dashes)
3. **Click** on search icon

Results will appear:

4. **Check** the box under Action
5. **Click** on Search Associated Addresses

- This should return associated addresses for that parcel. If the applicable address shows up select it, go to step 6.

- If no associated addresses display, go to step 6.

6. **Click** on Add Selected

[← Back to Application](#)

Add Location

[Address](#) **Parcel** 1

Parcel Information

Search 30 2 3

Parcel Number	Section	Township	Range	Action
30				<input checked="" type="checkbox"/> 4

Results per page 10 1 - 1 of 1 << < 1 > >>

5 **Search Associated Addresses**

Associated Addresses

Associated Addresses for Parcel - #30		+
Address	Action	
No records to display.		

6 **Add Selected** **Cancel**

Address

To enter an Address:

1. **Click** on Address
2. **Enter** street number and street name (Do not enter the whole address. Less is Better!)
3. **Click** on Search icon

Result(s) will appear:

4. **Click** on Add under Action for the address(es) you want to include

[← Back to Application](#)

Add Location

Address 1

Add Address As

Notice only the Number and Street name were entered.

Address Information

Search 2 3

Address	Action
1 S Susana Road Compton, CA 90221	4 <input type="button" value="Add"/>

Results per page 1 - 1 of 1 << < 1 > >>

Once the address is successfully entered:
1. Click on Next, to proceed to Step 2.

Apply for Plan - Regional Planning - Base Application

REQUIRED



LOCATIONS

Type: Location
1 S Susana Road,
Compton, CA, United States,
90221

Main Address

Parcel Number
730 37

Main Parcel

Add Location

1

Step 2: Type

1. Enter the Description as "Site Plan Review to Rebuild a Residence" or "Temporary Housing."
2. Click on Next

Apply for Plan - Regional Planning - Base Application *REQUIRED

Progress: 1. Locations (checked) | 2. Type (highlighted) | 3. Contacts | 4. More Info | 5. Attachments | 6. Summary

PLAN DETAILS

* Plan Type:

Description: 1

Note: You may want to copy this, because you will be asked again.

Buttons: Back | Save Draft | Next 2

Step 3: Contacts

You will automatically be a contact to this plan. If

you would like to add additional contacts

1. **Click** on Add Contact

Note: They must already be contacts/registered in EPIC-LA.

2. **Click** on Next

Apply for Plan - Regional Planning - Base Application *REQUIRED

Progress: 1 Locations 2 Type 3 **Contacts** 4 More Info 5 Attachments 6 Summary

CONTACTS

Applicant

DRF (You)

320 Temple, Los Angeles, CA, US, 90012

Account Holder

Add Contact

+ 1

Back Save Draft **Next** 2

Step 4: More Info

This screen has required fields. **Questions will vary depending on type of Base Application you are applying for.** You will not be able to proceed without completing them.

1. Please select appropriate Use from the drop-down.

The screenshot shows a multi-step application process. The steps are: 1. Locations (checked), 2. Type (checked), 3. Contacts (checked), 4. More Info (highlighted in yellow), 5. Attachments, and 6. Summary. The 'More Info' section is titled 'MORE INFO' and 'General Information'. It contains a text input field for 'Business / Establishment Name' and two dropdown menus for 'Use - Current' and 'Use - Proposed - 1st'. A blue circle with the number '1' is positioned next to the 'Use - Current' dropdown, indicating a required field. The 'Use - Current' dropdown is currently empty, and a message below it states 'Use - Current is required.' The 'Use - Proposed - 1st' dropdown is also empty. In the top right corner, there is a 'REQUIRED' indicator. Navigation links for 'Next Section', 'Top', and 'Main Menu' are visible.

1. **Enter** the Project Description as "Rebuild for residence damaged in fire and/or temporary housing."

There are additional required fields that require a numeric value. If it is N/A.

2. **Enter** 0

The screenshot shows two required fields. The first is 'Project Description', which is a text input field with a placeholder text: 'Enter your project description. Provide as much information as possible'. A blue circle with the number '1' is next to it. The second is 'Oak Tree - Encroachment', which is a numeric input field with a placeholder text: 'Must be a numeric value. Enter 0 if N/A'. A blue circle with the number '2' is next to it. Below the input field, a message states: 'Oak Tree - Encroachment should be a whole number less than 2 billion.'

Disclaimers

Please make sure to read all disclaimers.

Disclaimers [Previous Section](#) | [Top](#) | [Main Menu](#)

I hereby certify the following:

1. I am the property owner or have obtained the property owner's/owners' consent to the submittal of this application and contents therein; and

2. I have carefully reviewed and prepared the application and plans in accordance with the instructions; and

You will need to acknowledge that you have read and understood the above disclaimers before proceeding to Step 5.

1. **Select Yes**
2. **Click on Next**

12. I understand that denials may result in no refunds; and

13. I understand that planning staff is not permitted to assist the applicant or proponents and opponents of a project, in preparing arguments for or against the project; and

14. I understand that there is no guarantee – expressed or implied – that an approval will be granted. I understand that such application must be carefully evaluated and after the evaluation has been conducted, that staff's recommendation or decision may change.

"I have read and understood the above disclaimers"

I have read and understood the above disclaimers is required.

Save DraftNext12

Step 5: Attachments

1. **Upload** the following required attachments:

- Application Form
- Photos
- Site Plan

Additional files can be uploaded if applicable. Use dropdown to select the appropriate category.

Required attachments vary per project. To avoid delays, refer to the [Applications & Forms](#) page and upload all required attachments. Additional documents/requirements will be listed on the page in the application checklist or under the application type.

2. **Click** on Next

The screenshot displays a multi-step application process for a 'Base Application'. The progress bar at the top shows six steps: 'Locations', 'Type', 'Contacts', 'More info', 'Attachments', and 'Summary'. The 'Attachments' step is currently active and highlighted in yellow, with a '5' inside a green circle above it. A 'REQUIRED' label is visible in the top right corner.

Below the progress bar, there is a section titled 'Attachments' with a dashed border and the instruction 'Please attach your documents.' Below this, there are four attachment cards. The first three are green and labeled 'Application Form', 'Photos', and 'Site Plan'. Each has an 'Add Attachment' button with a plus sign and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwt. Each card also has a 'REQUIRED' label at the bottom. The fourth card is blue and labeled 'Access Easement', with a dropdown menu showing 'Access Easement' and a plus sign. It also lists supported file formats. A blue arrow points to the dropdown menu.

At the bottom of the interface, there is a 'Back' button on the left, a 'Save Draft' button in the center, and a 'Next' button on the right. A large '1' is circled around the 'Save Draft' button, and a large '2' is circled around the 'Next' button.

Step 6: Summary

Review that all the information is accurate.

Apply for Plan - Regional Planning - Base Application *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Summary

Locations

Location 1	38	Tree Street, Palmdale, CA, United States, 93551
Location 2	30	

Basic Info

Type	Regional Planning - Base Application
Description	Please enter a description. Note: You may want to copy this, because you will be asked again.
Applied Date	06/19/2018

Contacts

Contact 1	DR: [Redacted] Support CSS: [Redacted] Unit 320 W Temple Street, Los Angeles, CA, US, 90012
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Once all information has been reviewed

1. **Click** on Submit

Attachments

Attachment 1	Application.docx
Attachment 2	Photos.docx
Attachment 3	Site Plan.docx

1

Back Save Draft Submit

Once your base application has been submitted you will receive a message with your Plan Number stating that your application was submitted successfully.

✓ Your plan application was submitted successfully.

Plan Number: RPAP2018

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Regional Planning - Base Application	District: Blank	Applied Date: 06/19/2018
Status: New - Online	Project Name:	Expiration Date:
	Assigned To:	Completion Date:
Description: Please enter a description. Note: You may want to copy this, because you will be asked again.		

You will also receive an email with your case number and details on what to expect next.

- New Online Application - RPAP202Yahoo/Inbox ★

donotreply@lacounty.gov

Tue, Jul 13 at 12:46 PM ★

To: [redacted]

Dear Applicant,

Thank you for your submittal. Your Department of Regional Planning base application (RPAP) has been received. Here is what to expect next:

- Your application will be assigned for review and within a week, a planner will verify that your application is complete.
- If all required application material has been provided, your application will be accepted and issued a plan number (RPPL). An invoice will follow.
- If the application is found to be incomplete, you will receive a request for additional items or information from the assigned planner.
- Please note: Failure to provide the requested items within two weeks will result in your base application being voided. You will be required to submit a new base application once you are able to provide all the required material and information.

Please note that while every attempt is made to review your application in a timely manner, review times may vary depending on the number of cases under review. To follow up on your application please log into EPIC-LA and click on the name listed next to the "Assigned To" note on the plan details page. This will generate an automatic email from you to the assigned planner.

Thank you,

DRP Staff

Visit <https://planning.lacounty.gov/view/epic-la> for Regional Planning's EPIC-LA guide.