

## LAND USE APPLICATION INSTRUCTIONS

### OIL & GAS PROJECTS - CONDITIONAL APPROVAL (LAMC 13.01)

City of Los Angeles – Department of City Planning

1. The **LAND USE APPLICATION FOR OIL AND GAS PROJECTS** must be filled out completely. The application must be signed and notarized by the property owner/owners, lessee, authorized agent of the owner or officers of a corporation.

All items listed in this instruction list must be provided by the applicant before an application is considered to be complete.

- a. **PROOF OF OWNERSHIP.** In order to accept any application submitted to City Planning, the property owner is required to have given consent to file said application on their property. Proof of Ownership can provided as necessary:
- i. 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 or an officer of the ownership entity. The disclosure must list the names and addresses of the principal owners (25% interest or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.
  - ii. The **Grant Deed** is required *if* the ownership does not match City Records. Ownership on the deed must correspond EXACTLY with the ownership listed on the application.
  - iii. A notarized **Letter of Authorization** (LOA) is required from the property owner *if* anyone *other than the owner signs and* notarizes the application. The authorized person on the LOA must correspond with the signatory listed on the application.
  - iv. A **Lease Agreement** is required when the applicant is the lessee of the entire site and signs/notarizes the application.
- b. **SIGNATURES** of adjacent property owners who support your request **may** be included on a supplemental sheet. The Signature Sheet is the third page of the Master Land Use Application available under the Forms & Processes section at [www.planning.lacity.org](http://www.planning.lacity.org)

#### 2. RELATED DOCUMENTS

- a. **Oil Drilling District Ordinance:** Provide a copy of the Ordinance that established the Oil Drilling District.
- b. **Past Environmental Studies:** Provide any and all noise, air quality, traffic, water quality or other environmental studies previously conducted by any environmental or other regulatory agency (state, local, or federal) for any portion of, or the entire, drill site within the last ten years.
- c. **Past Notices of Violation:** Any and all Notices of Violation, requests to comply, or other similar notifications or orders issued by any agency (state, local, or federal) within the last ten years.
- d. **SCAQMD Reports:** Any and all reporting submitted to the South Coast Air Quality Management District pertaining to any portion of, or the entire drill site within the last ten years
- e. **Existing/Related Entitlements.** All permits issued by any state, local, or federal agency pertaining to any portion of, or the entire drill site within the last ten years. Include a copy of the original decision letter or any entitlements that are relevant to the proposed project. Contact Automated Records at City Hall, Room 575 or call (213) 978-1259.
- f. **Building Permits and Certificates of Occupancy.** If the project has nonconforming rights (such as parking, setbacks or use), provide a copy of the permit that establishes the nonconforming right. Building Permits and Certificates of Occupancy are available at the Department of Building & Safety Records Center, 201 N Figueroa Street, 1<sup>st</sup> floor, or at 6262 Van Nuys Boulevard, Ste. 251.
- g. **Order To Comply.** A copy of the Order to Comply is required if the application is being submitted as a result of an Order to Comply issued by a state or local agency.
- h. **Referrals from Other Agencies.** Please provide a copy of any referrals from other City Agencies. (See Question 5.)

3. **PHOTOGRAPHS**

- a. **Color photographs** of the entire site and surrounding area/buildings are required. The photographs must be printed or mounted on an 8½" x 11" paper and keyed to numbers on the accompanying *Index Map*
- b. An **Index Map** with arrows and keyed numbers indicating from where and what direction the photos were taken.
- c. A color **aerial photograph** of the entire site and surrounding area/buildings.

4. **MAPS**

- a. Provide a map showing the surrounding area with the project site highlighted from an internet mapping website (i.e. Yahoo! Maps, MapQuest, Google Maps, etc...) or Thomas Guide.
- b. Provide a scale map that shows the property, its dimensions, and all immediately adjoining property or public streets. Highlight all residential buildings, churches, schools, hospitals, playgrounds, nursing homes, day care or childcare centers, athletic facilities, long-term health care facilities, rehabilitation centers, convalescent centers, retirement homes, transient lodgings, libraries, hospitals, nursing homes, auditoriums, concert halls, amphitheaters or other places of assemble.
- c. Provide a scale map of the surface location oil and gas wells and production facilities located on the property. Please also show the approximate path and bottom hole location of each existing and proposed well. Label each well with its API number.

5. **PLANS**

- a. **TYPE.** Provide the following types of plans:
  - i. **Plot Plan** must be submitted for all cases. (*See Plot Plan Instructions*) Attach a plot plan showing any existing and proposed improvements, areas of operations and manner of vehicular access to public streets.
  - ii. **Floor Plans** should be submitted if the request involves the interior lay-out of a project. (*See Floor Plan Instructions*)
  - iii. **Elevations** must be submitted if the request involves issues regarding height, aesthetics or design elements. For CPC/APC cases, color elevations are mandatory if anything is constructed. (*See Elevation Instructions*)
  - iv. **Color Renderings** are highly recommended for all cases to assist in evaluating a proposed project.
  - v. **Sections** should be submitted if the project involves multiple levels or subterranean/basement floors which can only be shown through a section cut of the property.
  - vi. **Landscape, Hardscape, and Open Space Plans** must be submitted for certain projects. (*See Landscape Plan Instructions*)
  - vii. **Protected Trees.** Identify and label on the plot plan the following Southern California native tree species: **a)** Oak trees (excluding the Scrub Oak); **b)** Southern California Black Walnut; **c)** Western Sycamore; **d)** California Bay.

The *Plot Plan, Floor Plans, Elevations & Landscape Instructions* are available under the [Forms & Processes](http://www.planning.lacity.org) section at [www.planning.lacity.org](http://www.planning.lacity.org).

b. **SIZE AND NUMBER OF COPIES**

- i. **One (1)** copies of **FULL SIZE** colligated plans, preferably **24" x 36"**, folded to 8½" x 11" size.
- ii. **Four (4)** copies of **REDUCED SIZE** colligated plans on **11" x 17"** paper, folded to 8½" x 11" size.

6. **CITYWIDE DESIGN GUIDELINES CHECKLIST.** A completed copy of the applicable checklist is required if the discretionary project meets the following criteria:

- A discretionary Planning Department application that requires a building permit, and

- Building or structure that is visible from the public right-of-way, and
- The project involves the construction of, addition to, or exterior alteration of any building or structure.

7. **PUBLIC NOTICING:**

- a. The **Abutting Property Owners' List** includes those properties adjacent, across a street/alley, to the rear or having a common corner with the subject property. Names and addresses of owners shall be secured from the City Clerk's Land Records Division, 201 N Figueroa St, Suite 730. Two (2) sets of the list are required: one (1) on self-adhesive labels, plus one (1) photocopy. All of the labels must be typewritten and prepared according to the *Mailing Procedures* handout.
- b. **1,500 FOOT NOTIFICATION.** Oil and Gas projects require notification to extend 1,500' from the outer boundaries of the drill site. Provide the following in addition to the Abutting Property Owners' List:
- i. A **Radius Map + 7 copies**, with a minimum size of 18" x 24" prepared according to the *Radius Map Requirements and Guidelines* document (Form CPC-7826) available at the Public Counters and the Planning Department website.
- ii. A list of the **Property Owners' & Occupants** within 1,500' corresponding to the Radius Map. Names and addresses of owners shall be secured from the City Clerk's Land Records Division, 201 N Figueroa St, Suite 730. Six (6) sets of the list are required: five (5) on self-adhesive labels (for BTC purposes), plus a one (1) photocopy. The labels must be typewritten and prepared according to the *Mailing Procedures* handout.

The Radius Map and Property Owners & Occupants List can be prepared by a number of professionals in the industry. A *Map Makers List* is available under the Forms & Processes section at [www.planning.lacity.org](http://www.planning.lacity.org).

- c. The **Owner's, Applicant's and Representative's Names** must be included as an individual label in both the Property Owners/Occupants List as well as the Abutting Property Owners list.
- d. A **Penalty of Perjury Statement** certifying the lists' accuracy is required and is attached to the *Mailing Procedures* handout.
- e. A copy of the **BTC Receipt**, which verifies that the self-adhesive labels on the owners/occupants lists have been submitted to BTC, is required at filing. BTC is the Department's contractor for the mailing of public hearing notices. Refer to the *Mailing Procedures* handout for BTC's location, fees and hours.
- f. A **County Assessor's Map** or **City Clerk's District Map** or **ZIMAS Map** indicating which property belongs to which owner, keyed by numbers next to each name on the Abutting Property Owners' List is required. The City Clerk's District Map can be obtained from the City Clerk's Land Records Division, 201 N Figueroa St, Suite 730.
- g. The property owner and occupant data must be **dated within 90 days** of submittal.

The *Mailing Procedures* handout is also available under the Forms & Processes section at [www.planning.lacity.org](http://www.planning.lacity.org).

8. **ELECTRONIC COPY OF DOCUMENTS ON A CD OR FLASH DRIVE.** Bring an electronic copy of all required documents on a CD or flash drive. When scanning the documents, please create *one file for each document*, i.e. "Floor Plan.pdf", "Photos.pdf", "Findings.pdf", etc. Compiling all documents into one file will cause distribution and system upload issues.
9. **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).** CEQA is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. All projects are required to comply with CEQA through a Categorical Exemption (CE), Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR).

All applications for oil activities require an **Environmental Assessment Form (EAF-O, Form CP-7832)**. The EAF-O may be filed prior to or simultaneously with the application, and will result in a staff determination as to the appropriate level of environmental review.

- 10. STANDARD URBAN STORMWATER MITIGATION PLAN (SUSMP).** Applicants are encouraged to check if their project requires compliance with SUSMP *prior* to submitting an application to City Planning as the design of a project may require alterations in order to incorporate SUSMP standards. Visit the Department of Public Works, Bureau of Sanitation, Water Shed Division, SUSMP Section at 201 N Figueroa St, 3<sup>rd</sup> Floor or call (213) 482-7066.
- 11. GREEN BUILDING CODE & PRIORITY PROCESSING**
- a. **Mandatory Compliance.** All projects (excluding tenant improvement projects and any project under 500 square feet) filed on or after January 1, 2011 must meet the mandatory level of the LA Green Code. The Department of Building and Safety shall administer and enforce this requirement.
- b. **Voluntary Compliance & Priority Processing (LA Green Code Tier 1).** Any project filed on or after January 1, 2011 may seek priority processing by voluntarily complying with LA Green Code Tier 1. A condition will be applied to the entitlement requiring Building & Safety ensure compliance with the LA Green Code Tier 1 standards.
- 12. DUPLICATE CASE FILES**
- a. **Certified Neighborhood Councils (CNC).** A duplicate copy of the case file in its own separate, *unsealed* envelope, addressed to the CNC for the area in which the project is located, *with the proper postage required*, and the Public Counter's address as the return address. CNC names and addresses can be obtained from the Jurisdictional Information tab in ZIMAS. Projects in an area served by more than one CNC must provide a duplicate file for each.
- b. **EAF-O.** A duplicate copy of the case file in its own separate, *unsealed* envelope, labeled "EAF-O," is also required.
- 13. CASE FILING PROCEDURES.** When all the above requirements are met, please make sure the following procedures and materials are provided before submitting an application:
- a. **Location.** An application may be filed only at the Downtown Planning Public Counter, Development Services Center, 201 North Figueroa Street.
- b. **Additional Documents.** If there are circumstances which may further a more complete understanding of the project, do not hesitate to submit additional information. The documents submitted with the application and the public hearing constitute the primary opportunity to clarify and define the project
- c. **Folding.** Nothing in the file should be larger than 8½ "x 11"; otherwise fold it.
- d. **Filing Fee.** A fee must be paid at the time of filing the application per Article 9 of the LAMC.