



Primary Checklist For Case Filing

Case No. CPC 2015-2025

Staff R. Aila

Environmental Case No. _____

Date 5-29-2015

MASTER LAND USE APPLICATION FORM

1. Application Type 2C-HD-MCUP-CU-ZV-SPR
(Zone Change, Plan Amendment, Zone Variance, Conditional Use, etc.)

2. Project Location and Size

Received

- Street address in ZIMAS or BOE Referral form if address is not in ZIMAS
- Lot area
- Legal description (including all contiguously owned parcels)
- Lot dimensions
- Total project size

3. Project Description

Received

- Description of project such as existing and proposed number of units, parking spaces, seats, hours of operation, height, use, etc.
- Present and proposed use, especially if units are to be demolished.

4. Request Clause

N/A Received

- Code Section which authorizes relief
- Code Section from which deviation is required, if applicable
- Statement of request, and if applicable, what is required (e.g. CU for an auto repair facility in the C4 Zone; or a ZAA to allow a 2-foot westerly side yard in-lieu of the 5-foot required side yard)
- List of previous, recent or pending case numbers related to the project.

5. Owner/Applicant Information

Received

- Owner
- Applicant (Note: The Applicant cannot be the Representative unless the Representative has a vested interest in the project)
- Representative

6. Applicant's Affidavit

N/A	Received		N/A	Received	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owner	<input type="checkbox"/>	<input type="checkbox"/>	Applicant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Representative	<input type="checkbox"/>	<input type="checkbox"/>	Lessee (if applicant is lessee of entire site)
	<input checked="" type="checkbox"/>	Notarized			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Deed (always required for CDP's)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ownership Disclosure if property is owned by LLC, Corporation, partnership or Trust			
		<input type="checkbox"/> Agent for Service of Process			
		<input type="checkbox"/> Names and addresses of principal owners (25% interest or greater)			
		<input checked="" type="checkbox"/> Copy of current corporate articles, partnership agreement, or trust document as applicable			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of Lease (if applicant is lessee of entire site)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letter of Authorization from owner granting Power of Attorney to the Signatory (if MLU not signed by owner) <u>Notarized</u> LOA preferred if no supporting documentation to compare signature.			

Note: If there are multiple parcels and/or owners, all owners need to give consent.

APPLICATION MATERIALS

1. Authorization to File

N/A	Received	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Implementation Authorization Form if project is in a Specific Plan, CDO, POD, NOD, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HPOZ Authorization Form if project is in HPOZ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OHR Authorization Form if project contains a building constructed 45 or more years ago <u>and</u> the project includes demolition of all or any part of the building, any exterior alteration(s) of the building, and/or addition(s) to the building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management Team Authorization if project includes a General Plan Amendment request
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expedite Fee Agreement (<i>must be signed by EPS staff within 90 days of application submittal</i>)

2. Findings/Justification

Received	
<input checked="" type="checkbox"/>	Findings or Justification for <u>each</u> requested action

3. Related Documents (as applicable)

N/A Received

- Urban Design Guidelines Checklist(s)
- VTT filing to follow*
BOE Planning Case Referral Form (for new construction of floor area additions to buildings used for commercial or industrial purposes in any zone. **Note:** Not required for planning cases incidental to subdivisions)
- Hillside Referral Form (*for Hillside Projects only*)
- DOT Referral Form (*for Site Plan Review, projects with new floor area or change of use that requires an EAF, new floor area and frontage along a Major or Secondary Highway, a project that proposes bicycle parking in the public right-of-way or a project in major DOT Specific Plan area.*)
- Affordable Housing Referral Form (*for Density Bonus filings*)
- Mello Form
- Original/Related Entitlements (always required for Plan Approvals)
- Building Permits & Certificate of Occupancy (*for Density Bonus filings and projects with nonconforming rights*)
- Order to Comply (by LADBS or Housing)
- Q Conditions/ D Limitations
- Original and two copies each of Initiation Request & Time Extension (*GPA filings*)

4. ZIMAS Profile Report

Received

- Two (2) copies of Parcel Profile Report selecting all contiguously owned properties
- One (1) copy of ZIMAS aerial view

5. Photographs

Received

- Neighboring properties also, on 8 1/2" x 11" paper
- Index map showing from which direction photos were taken

6. Vicinity Map

Received

- Location map showing surrounding area (*should minimally show nearest Collector Street*)

7. Public Noticing

N/A Received

- BTC receipt number LA15-401
 - Perjury affidavit (*never waived*)
 - Labels of abutting property owners (*never waived*)
 - Copy of abutting property owners list (*never waived*)
 - Copy of owners and occupants list (for projects requiring radius maps only)
 - Applicant, owner and representative must be on all labels and copies – cannot be handwritten in
 - Dated within 90 days of submittal
- Posting to be done by: BTC Applicant or Representative

8. Maps (as applicable)

N/A Received

- Ownership Map—must include all contiguously owned properties, keyed to match numbers on the ownership list (*abutting notification cases only*)
- Radius Map—must include all contiguously owned properties, keyed to match numbers on the ownership and occupant lists
 - Original plus seven (7) copies
 - 8 ½" x 11" copy
 - Dated within 90 days of submittal
- Existing Plan, Proposed Plan and Existing Zoning Maps (*GPA cases only*)
 - 8 ½" x 11" size maps (*color preferred, old ZIP-a-tone acceptable, individually prepared—not just ZIMAS printouts*)
 - Five (5) copies each

9. Plans Required (each folded to 8 ½" x 11")

N/A Received

- Size and number of all Plans
 - One (1) full size on 24" x 36" paper
 - Four (4) reduced size on 11" x 17" paper

- One (1) reduced size on 8 1/2" x 11" paper (for Expedite Processing cases only)
- Plot Plan
 - Includes all contiguously owned parcels (identify which parcels are not a part of project)
 - Summary of information table
- Floor Plans
- For CUB cases, Floor Plans include # of seats, alcohol storage area and outdoor seating areas
- Elevations
- Color renderings of project in conjunction with landscaping (all PID cases)
- Sections (if project involves multiple levels or subterranean parking or basement floors)
- Landscape Plan (for projects with 6+ new units, include Open Space area and summary table)

10. Electronic Copy of Application Materials

Received

- Copy of significant documents on flash drive or CD (PDF format only)

11. CEQA Compliance

Received

- Categorical Exemption recommended
- Environmental Assessment Form
- Reconsideration of: _____ - _____ - _____
- Existing ENV: _____ - _____ - _____
- EIR

12. Duplicate Case Files

N/A Received

- Certified Neighborhood Council in an unsealed, postage affixed envelope with Public Counter return address (for all cases)
- LAPD (for CUB's only)

- Council Office (*for CUB's only*)
- California Coastal Commission (*for CDP's only*)
- Fire Department (*for Amateur Radio Antenna only*)

STAFF REQUIREMENTS

1. PCTS Entry

Complete

Project Description (*200 character maximum*) field must include relevant information such as:

- Existing/Proposed use
- Existing/Proposed zone
- Existing/Proposed number of units
- Existing/Proposed floor area
- Existing/Proposed height
- Existing Proposed number of parking spaces
- Existing/Proposed number of seats/hours (*for food/beverage establishments*)

Requested Entitlement (*2,000 character maximum*) field must include a list of all requested entitlements

Upload digital attachments to E-Submit

2. Application Acceptance

N/A

Complete

For Expedite Processing case filings, affix red Expedite stickers on case folders and MLUA

For CUB filings, include Date Information and LAPD notification sticker on inside cover of case file

For Coastal Development Permit filings, include "All Areas" and Specified Coastal Zone labels

Photocopy Neighborhood Council packet envelope and insert in case file

Give posting instructions to applicant if BTC is not posting

Invoice and receipt number recorded in PCTS