



# Applicant Instructions

In order to be considered for a waived public hearing, the applicant shall first file the entitlement case with the Development Services Center, with the assumption that a public hearing will take place. Once the case has been accepted and assigned to a Project Planner, the applicant shall submit the following materials directly to the assigned Project Planner, where applicable.

## Mandatory Requirements

1. The applicant shall submit a formal request in writing to the assigned Project Planner for screening that must include:
  - a. Case Number;
  - b. Site Address;
  - c. Detailed Project Description;
  - d. Requested Actions; and
  - e. Justification stating the reasoning for the hearing waiver request. The following two findings must be made:
    - i. The project will not have a significant effect on adjoining properties or on the immediate neighborhood; and
    - ii. The project is not likely to evoke public controversy.
2. The applicant must obtain a written statement in support from the Council Office specific to the waiver request with the project address and a brief description of the project. The letter/email of support must be addressed to the Chief Zoning Administrator and sent to the Waived Hearing Coordinator in the Office of Zoning Administration at [zawaivedhearingcoordinator@lacity.org](mailto:zawaivedhearingcoordinator@lacity.org), and must cc: the Project Planner assigned to the case.

If the Council Office has any other prerequisites, the applicant will need to have met those prior to submitting the request. (i.e., the Council Office may request to vet the project with the Neighborhood Council and other stakeholders as part of their consideration of the waiver request).

## Additional Requirements

3. The applicant shall provide the following additional requirements upon request by the Project Planner:
  - a. If it is an LLC, ownership must be verified pursuant to the Department of City Planning Application Filing Instructions (CP-7810).
  - b. Signatures of abutting property owners with a corresponding abutting map.
  - c. LAPD letter of support or non-opposition for alcohol cases.
4. Community/stakeholder support is very important in the process. It is highly advisable that the applicant obtain letters of support from the following: Neighborhood Council, Homeowner's Associations, community members, and/or stakeholders.

Please be advised that the request will ONLY be considered if all the required items are submitted. Once the materials are verified by the Project Planner, the request will be submitted to the Waived Hearing Coordinator and the Chief Zoning Administrator for consideration.