

# PRIMARY CHECKLIST FOR CASE FILING

CASE NO.:					STAFF:								
ENV CASE NO.:						_ DA1	ſE:						
SITE ADDRESS:													
APPLICATION TYPE:													<u> </u>

(e.g., General Plan Amendment, Zone Change, Zone Variance, Conditional Use)

# DEPARTMENT OF CITY PLANNING APPLICATION FORM PROJECT LOCATION

Comp.	Incomp.	N/A	
			Street Address in ZIMAS or BOE Referral Form if not in ZIMAS
			<b>Unit/Space Number</b> ( <i>if proposing a CUB or CUX, the field is <u>required</u>, even if "N/A"</i> )
			Legal Description (including all contiguously owned parcels)
			Assessor's Parcel Number(s)
			Lot Area

### **PROJECT DESCRIPTION**

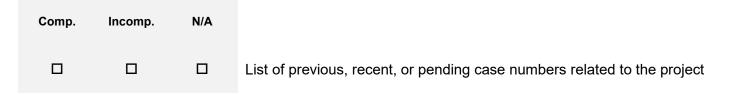
Comp.	Incomp.	N/A	
			Present and Proposed Use
			<b>Proposed Project</b> , including any demolition, number of units, height, floor area, parking spaces, seats, hours of operation

Comp.	Incomp.	N/A	
			Existing Site Conditions
			Housing Component Information
			Public Right-of-Way Information

# **ACTION(S) REQUESTED**

Comp.	Incomp.	N/A	
			Authorizing Code Section(s)
			Code Section(s) from which deviation is required, if applicable
			Action(s) Requested (i.e., narrative of what is required vs. what is requested)

# **RELATED CITY PLANNING CASES**



### **PROJECT TEAM INFORMATION**

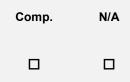
Comp.	Incomp.	N/A	
			<b>Applicant</b> (Note: The Representative <u>cannot</u> be the Applicant unless the Representative has a vested interest in the project; i.e., Owner, Owner-in-Escrow, Lessee, or any person benefitting from the project)
			Owner

Comp.	Incomp.	N/A	
			Representative
			Other

# **PROPERTY OWNER AFFIDAVIT**

Comp.	Incomp.	N/A	
			Matches Assessor's Information in ZIMAS
			<b>Ownership Disclosure</b> if property is owned by LLC, Corporation, Partnership, or Trust
			□ Agent for Service of Process
			□ Names and addresses of principal owners (25% interest or greater)
			Copy of current corporate articles, partnership agreement, or trust, as applicable
			<b><u>Notarized</u></b> Letter of Authorization from Owner granting Power of Attorney to the Signatory ( <i>if Application is not signed by Owner</i> )
			Grant Deed (always required for CDPs)
			<b>Multiple Owners</b> ( <i>If there are multiple parcels and/or owners, all owners need to give consent</i> )
			Copy of Lease (if Applicant is lessee of entire site)
			Notarized
			Owner Affidavit
			Applicant Declaration

# (OPTIONAL) NEIGHBORHOOD CONTACT SHEET



Neighborhood Contact Sheet

# SUPPLEMENTAL FILING REQUIREMENTS RELATED DOCUMENTS/REFERRALS

Comp.	Incomp.	N/A	
			Specialized Requirement Form(s)
			Findings or Justification for each Requested Action
			Geographic Project Planning Referral
			Case Consultation Referral Form
			Redevelopment Project Area Form
			HPOZ Authorization Form
			Affordable Housing Referral Form
			TOC Referral Form
			<b>Optional HCA Vesting Preliminary Application</b> (eligible only for Housing Development Projects that have not yet filed an application)
			UDU Inter-Agency Referral Form
			Mello Form

Comp.	Incomp.	N/A	
			<b>Tree Disclosure Statement</b> (any protected trees or shrubs on the project site and/or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project)
			<b>Urban Forestry Referral Form</b> (any project that requires a Tree Disclosure Statement <u>and</u> is within the Mt. Washington/Glassell Park SP, or for an SB 9 Urban Lot Split or Parcel Map in the Valley)
			<b>Citywide Design Guidelines Compliance Review Form</b> ( <i>construction of new main building, VTT; excludes &lt; 4 units, QPSH, SB 35 or AB 2162 projects</i> )
			Management Team Authorization (General Plan Amendments)
			Expedited Fee Agreement
			<b>Preliminary Zoning Assessment</b> (projects that result in 2+ new units- Section VI must be completed / include plans signed by LADBS staff for Project Planning to deem complete)
			Transportation Study Assessment (LADOT Referral Form)
			<b>BOE Planning Case Referral Form</b> ( <i>PCRF</i> ) (see DCP Application Filing Instructions for applicable thresholds)
			Hillside Referral Form (BOE)
			Building Permits and Certificates of Occupancy (LADBS)
			Order to Comply
			LID Referral Form (replacing > 500 sq ft impervious area)
			<b>Replacement Unit Determination Letter (RUD)</b> from LAHD for projects subject to HCA ( <i>AB 2556 RUD if not subject to HCA</i> )
			<b>No Net Loss Declaration</b> (for single-unit projects, ADUs/JADUs, or SB 9 Two Unit Developments)
			Copy of Recorded Covenants, Affidavits, or Easements on the property

## **VICINITY MAP**

Comp.	Incomp.	
		Location Map showing surrounding area (show nearest Collector Street)

## **PHOTOGRAPHS**

Comp.	Incomp.	
		Index Map showing from which direction photos were taken
		Project Site
		Neighboring Properties

# ZIMAS PARCEL PROFILE REPORT & MAPS

Comp.	Incomp.	
		One copy of Parcel Profile Report selecting all contiguously owned properties
		One copy of a <b>ZIMAS map</b> aerial view selecting all contiguously owned properties <sup>1</sup>

### **PLANS REQUIRED**

Comp.	Incomp.	N/A	
			One full sized set on 24" x 36"
			Four reduced sized sets on 11" x 17"

<sup>&</sup>lt;sup>1</sup> Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.

Comp.	Incomp.	N/A	
			Plot Plan
			Include all contiguously owned parcels; identify which are not a part of the project work scope.
			Summary table of project details
			Floor Plans
			For CUBs, identify alcohol storage and include total # of indoor/outdoor seats, numbered seats, and square footage
			Elevations
			Sections
			Landscape and Irrigation Plans
			<b>Open Space Plan</b> (for projects with 6+ new residential units)
			Color Renderings of project with landscaping (all Commission cases)

# CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

Comp.	Incomp.	N/A	
			Categorical Exemption Recommended
			Prepare Notice of Exemption (NOE) Form
			Print copies for Case File and Duplicate Case File
			□ Scan copy for Electronic Copy of Application Materials and e-submit

Comp.	Incomp.	N/A	
			Environmental Assessment Form (EAF)
			EAF Checklist Items
			Environmental Impact Report (EIR)
			Existing ENV
			Addendum to Existing ENV
			Other (e.g., Statutory Exemption)

# **DUPLICATE CASE FILES**

Comp	o. Incomp.	N/A	
			<b>Certified Neighborhood Council (CNC)</b> in an unsealed, postage affixed envelope with DSC return address ( <i>ALL CASES for properties with NCs</i> )
			□ Add USPS Tracking Label to envelope
			LAPD (CUBs only)
			Council Office (CUBs only)
			DCP Application Form
			NOE, EAF, or Environmental Determination
			Findings/Justification
			Vicinity Map

Comp.	Incomp.	
		ZIMAS Map
		Photographs
		Project Plans
		Additional Materials

# **ELECTRONIC COPY OF APPLICATION MATERIALS**

Comp.	Incomp.	N/A	
			Electronic copy of application materials (PDF format only)
			DCP Application Form
			NOE, EAF, or Environmental Determination
			Findings/Justification
			Vicinity Map
			ZIMAS Map
			Photographs
			Project Plans
			Additional Materials

# DSC STAFF REQUIREMENTS

# **PCTS ENTRY**

#### Housing Project Suffixes (No Additional Fees are Required)

Comp.	N/A	
		HCA - Housing Development Projects that create 1+ new residential units or lots
		<b>VHCA</b> – Housing Development Projects with a signed, optional HCA Vesting Preliminary Application, in lieu of the HCA suffix
		<b>PHP</b> - Housing Development Projects with $\leq$ 10 units, proposing $\leq$ 20% rental units for Low Income, or 30% for-sale units for Low- or Moderate-Income households

#### **Project Description**

#### Comp.

Include relevant information such as Existing/Proposed: (200 character maximum)

- Use
- Number of dwelling units
- Floor area
- Height/stories
- Number of parking spaces
- Number of seats/hours/type of alcohol consumption (for food/beverage establishments)
- Affordable Housing Data (*including unit type and income level*)

#### **Requested Entitlement**

#### Comp.

List requested entitlements; cite applicable LAMC Sections (2,000 character maximum)

## Application Info Tab

Comp.	Remember to click "Update" to save information.
	Project Team Information
	□ Applicant
	□ Representative
	Email address <u>and</u> phone number for the individual checked as the "Primary Contact for Project" on page 4 of the DCP Application Form
	Not required, but if submitted, input BTC Receipt information on the "Application Info" tab

#### Case Info Tab

Comp.	Remember to click "Update" to save information.
	Select Processing Unit on the "Case Info" tab
	Enter USPS Tracking No. into PCTS under "Additional Information"
	If the Project is a "Significant Planning Entitlement", press the blue "SEND Ethics Registration Confirmation" button and select <u>only</u> the email for the individual marked as the "Primary Contact for Project" on page 4 of the DCP Application Form

## Housing Dwelling Unit Data

Comp.

Input Dwelling Unit Data (including non-residential floor area)

## Upload Digital Attachments to E-Submit

Comp.	Incomp.	N/A	
			DCP Application Form
			NOE, EAF, or Environmental Determination
			Findings/Justification
			Vicinity Map
			ZIMAS Map
			Photographs
			Project Plans
			Additional Materials
			Scanned or Digital PDF of Paid Invoice

### **CASE FILE PREPARATION**

Specific Type of Case Filings - Stickers

Comp.	N/A	
		PHP – Affix PHP sticker on top right corner of Main and ENV Case File
		<b>EPS</b> – Affix red Expedite Sticker to top right corner of Case Files (Main and ENV) and on DCP Application Form
		<b>CUB</b> – Affix LAPD sticker on inside left of Case File; leave date blank for Admin Staff to fill out when the Duplicate Case File is distributed

# All Case Filings

Comp.	N/A	
		Photocopy NC Packet envelope and insert in Case File
		Insert Electronic Copy of Application Materials in Case File
		Print out invoice showing payment with Receipt No. and insert in Case File
		<b>Rubber band the following to the Case File</b> for Admin Staff to upload to P Drive for ZIMAS/Systems:
		□ Aerial View from ZIMAS with all contiguously owned parcels highlighted
		Photocopy of pages 1 and 4 of the DCP Application Form
		Photocopy of Site Plan