

CASE CONDITION CLEARANCE/EFFECTUATION

The Los Angeles Department of City Planning is instituting on-line submissions for Case Condition Clearances/Effectuations. This process **must** be completed once you have received your letter of approval and before commencing alcohol service.



EMAIL SUBMISSION INSTRUCTIONS

- You must submit by email via the planning.ccu.@lacity.org address the documents below.
- Submit the documents as attachments in PDF format only.
- In the subject line of the email place the following information: [CCC- ZA-XXXX-XXX-CUB-Site Address-DBA](#).
- After the submittal is reviewed for completeness, you will receive via email an invoice to pay the fees online.
- Once approved and fees paid, the notice of effectuation will be sent to ABC to release your license.
- Stamped approved plans will be emailed back to applicant.

DOCUMENTS AND FEES

- Site Plan: Must include summary table – Size; No. of indoor &/ outdoor seats;
- The signed notarized Master Covenant and Agreement – Form [CP-6770](#)
 - After approval this will be returned to you for recordation. (Recorder requires original docs.).
 - Please provide us the address you would like the Covenant returned to so you may have it recorded.
- Floor Plan:
 - Plans must be drawn to scale, all spaces properly labeled and seating enumerated.
 - Must include True North Arrow; Suite No. (if applicable); area sq. footage.
 - The plans will be compared to the Exhibit A of the decision for substantial conformance.
- Estimate of Fees (Currently the fees are \$4,739.19): Broken down as follows:
 - Misc. Clearance fees - \$2,155.00
 - Monitoring of Conditional Use permits - \$952.00
 - Inspection and Field Compliance Review of Operations - \$746.00
 - Surcharges - \$886.19.
- Name of the ABC Rep processing your case and the pending license number.

STEPS TO FOLLOW AFTER YOU HAVE PAID YOUR FEES

- You will be required to record the (returned) signed covenant and agreement [CP-6770](#) with the County Recorder's office. Go to the County Recorders Website for further instructions on how to file.
- Failure to complete the recordation process may invalidate your effectuation.
- When you receive the recorded Master Covenant and Agreement, make a front and back copy and email it to planning.ccu.@lacity.org. Type "Returned recorded Covenant and Agreement, ZA-xx-xxxx CUB.