



INSTRUCTIONS:

PRIMARY CHECKLIST FOR CASE FILING

Case No. CPC-2017-3251 Staff Justin B. Jan
 Environmental Case No. ENV-2016-4630-ETX Date 8/15/17

DEPARTMENT OF CITY PLANNING APPLICATION FORM

1. Application Type TFAR-MCUP-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
- Legal description (including all contiguously owned parcels)
- Assessor's Parcel Number(s)
- Lot area
- 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.
- Housing Component Information

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.

2. Findings/Justifications/Supplemental Materials

N/A Received

Missing
Public Copy
or necessity

- Findings or Justification for each requested action
- Supplemental Materials including questionnaires (Except Director Determinations)

3. Related Documents (as applicable)

N/A Received

Letter
dated May 9, 2017

- Urban Design Guidelines Checklist(s)
- 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)
- BOE Hillside Referral Form (*for Hillside Projects only*)
- Affordable Housing Referral Form (*for Density Bonus filings*) [Apply sticker to Priority Housing Projects]
- Proof of Filing with HCIDLA for replacement housing (per AB 2222)
- Unpermitted Dwelling Unit (UDU) Inter-Agency Referral Form
- 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)
- T, Q, and D Conditions
- Original and two copies each of Initiation Request & Time Extension (*GPA filings*)

4. Zimas Profile Report

Received

- One (1) copy 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

TBD

- BTC receipt number _____
- 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)
- Dated within 180 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 180 days of submittal
- Existing Plan, Proposed Plan and Existing Zoning Maps (*GPA cases only*)
 - 8½" 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 ½" 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 PPB 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*)

Not available

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: _____ - _____ - _____

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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*)
 - Affordable Housing Data (Including Type and Income Level).
- Requested Entitlement (*2,000 character maximum*) field must include a list of all requested entitlements
- Input Housing Dwelling Unit Count Data (Including non-residential floor area).
- Upload digital attachments to E-Submit

2. Application Acceptance

N/A

Complete

- For Priority Housing Project case filings, affix Priority Housing Project sticker on folder
- 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