

# CASE FILING CHECKLIST

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City of Los Angeles - Department of City Planning

Case No. CPC 2014-4705

Staff Processor R. Anila

Date 12-17-2014

## A. PROJECT ASSESSMENT - Other Potential Entitlements

Has a LA DBS Preliminary Plan Check Service been provided?

☐ Yes ☐ No

If No, are there any other potential entitlements this project may need?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Use Allowed in Zone        | <input type="checkbox"/> Parking #                 | <input type="checkbox"/> Parking Design         |
| <input type="checkbox"/> Density                    | <input type="checkbox"/> (Transitional) Height     | <input type="checkbox"/> FAR                    |
| <input type="checkbox"/> Specific Plan/CDO/HPOZ/POD | <input type="checkbox"/> Hillside                  | <input type="checkbox"/> Coastal & Mello Act    |
| <input type="checkbox"/> Open Space                 | <input type="checkbox"/> Setback (front/side/rear) | <input type="checkbox"/> >50% Paving Front Yard |
| <input type="checkbox"/> Building Separation        | <input type="checkbox"/> Passageway                | <input type="checkbox"/> Loading Zone           |
| <input type="checkbox"/> Commercial Corner          | <input type="checkbox"/> Back-Out to Collector     | <input type="checkbox"/> Other _____            |

## B. MASTER LAND USE APPLICATION FORM

Type of application ZC-HD-DB-SPR

(Zone Change, Zone Variance, Conditional Use, Zoning Administrator's Adjustment, etc...)

### 1. Project Location & Size

- ☒ Street address  
☒ Legal Description  
☒ Total Project Size

- ☒ Lot Dimensions  
☒ Lot Area

**SUPERSEDED**

By document dated: .....

Authorized by: .....

Comment: .....

### 2. Project Description

- ☒ Description of what the project consists of, *not what is being requested*.  
Should include information such as existing/proposed # of units, parking spaces, seats/hours,  
height, use, etc...

- ☒ Present Use & Proposed Use must be complete, *especially if units are to be demolished*.

3. Request Clause

- ☐ Code Section from which a deviation is requested
- ☒ Code Section which authorizes relief
- ☒ Statement of what is requested and what is required (i.e. ZAA to allow 2' side yard in lieu of 5' required")
- ☒ List of recent or pending case numbers related to the project

4. Owner/Applicant Information

- ☒ Owner, Applicant and Contact information included

5. Applicant's Affidavit

Signatory:

- ☐ Applicant
- ☐ Lessee
- ☐ Representative
- ☐ Owner
- ☐ Notarized
- ☐ Letter of Authorization from the Owner to the Signatory (if not notarized by owner)
- ☐ Ownership Disclosure (if the person whom is authorizing the Signatory does not match ZIMAS records or a CA Business Search 'Agent for Service of Process')
- ☐ Grant Deed (if application ownership is different from ZIMAS)

Notes:

- ONE CAN NOT AUTHORIZE THEMSELVES... CORPORATE ARTICLES, OPERATING AGREEMENT OR SIMILAR IS NEEDED TO VERIFY OWNERSHIP.
- IF THERE ARE MULTIPLE PARCELS & OWNERS, ALL OWNERS NEED TO GIVE CONSENT

C. APPLICATION MATERIALS

1. Findings/Justification

- ☒ Findings for *each* entitlement that is requested

2. Community Planning Authorization Form

- ☒ If project is in a Specific Plan, HPOZ, CDO, POD, TOD, etc...

3. ZIMAS

- ☒ Include two copies of a Parcel Profile Report and *select all related parcels*

4. Building Permits and Certificates of Occupancy

- ☒ If the project has nonconforming rights, a copy of the Building Permit or Certificate of Occupancy should be submitted (from the Records Center - RM 110)

5. Original/Related Entitlement

- ☒ If the application submitted is a Plan Approval, include the original entitlement

## 6. Order to Comply



If the application submitted is a result of an Order to Comply by DBS or LAHD

## 7. Q/D Conditions



If the zoning of the project site contains a "Q" or "D"

## 8. Photographs



Photos of the entire site with an Index Map showing from what angle the photos were taken from



Aerial Photos

## 9. For CPC cases - Electronic Copy of Display Graphics on a CD



Include a copy of all significant display graphics on a CD

## 10. Vicinity Map



A map showing the surrounding area

## 11. Public Noticing

BTC receipt number CA14-1141\*Perjury affidavit (*never waived*)Ownership Map (*keyed to match the numbers on the ownership list*) [*abutting owners only*]Copy of Property owners & occupants list\* [*if radius map required*]Labels of abutting property owners list (*never waived*)

Copy of abutting property owners list\*



Applicant, owner and representative addresses must be on all labels and copies – they may not be handwritten in.



Dated within 90 days of submittal

\*waived only with pink waiver from Chief ZA

## 12. Radius Map [if applicable]

Original + <sup>10</sup>15 copies

8½" x 11" reduction of radius map



Dated within 90 days of submittal

## CUB (Alcohol) requirements:



600' Radius Map

600' list of sensitive uses (*churches, hospitals, etc...*)

1000' list of other alcohol establishments

## 13. Plans Required:

## Type:



Site Plan



Elevations



Landscape Plan



Floor Plan (# of seats for CUB cases)



Sections

Tract/Parcel Map (*not a substitute*)

Size and Number of Copies:

- ☒ i. ~~Two (2)~~ copies of FULL SIZE on 24" x 36", folded to 8½" x 11" size.
- ☒ ii. ~~Five (5)~~ copies of REDUCED SIZE on 11" x 17" paper, folded to 8½" x 11" size.
- ☒ iii. ~~Two (2)~~ copies of SMALL SIZE on 8½" x 11" paper.

14. CEQA Compliance

- ☐ Categorical Exemption
- ☐ Reconsideration of \_\_\_\_\_
- ☐ Existing ENV \_\_\_\_\_
- ☒ Environmental Assessment Form
- ☐ EIR

15. Duplicate Case Files

- ☒ 1 extra package in an unsealed, postage affixed envelope with Public Counters return address if the property has an assigned Certified Neighborhood Council
- ☐ 2 extra packages if the property is within the jurisdiction of Council District 11 or 12

The extra packages should include the following information:

- Master Land Use Application
- Vicinity Map
- Radius Map (if applicable)
- Set of Plans (must be legible and no larger than 11x17)
- Photos of the site and surrounding properties
- Findings/Written Documentation
- Environmental Assessment Form or Determination (if applicable, environmental exemptions need not be provided; EIR's may be submitted on a CD)

16. PCTS Entry

- ☐ Project Description (200 character maximum) field must include all elements of relevant information, such as:
- Existing/Proposed # of units
  - Existing/Proposed zone
  - Existing/Proposed floor area
  - Existing/Proposed use
  - Existing/Proposed height
  - Existing/Proposed # of parking spaces
  - Existing/Proposed # of seats/Hours (for food/booze establishments)
- ☐ Requested Entitlement (2000 character maximum) field must include a list of all requested entitlements.