APPLICATIONS

CERTIFICATE OF COMPLETION
LANDSCAPE AND SITE DESIGN ORDINANCE STANDARDS

Related Code Sections

For properties subject to Chapter 1 of the Los Angeles Municipal Code (LAMC), LAMC Section 12.40 H requires that prior to a final Certificate of Occupancy, the architect of record and the landscape practitioner, as defined in LAMC Section 12.40 D, must file a Certificate of Completion once the approved project has been constructed to certify to Los Angeles City Planning that the project, as installed, complies with LAMC Section 12.40 and has been substantially constructed as represented on the submitted and Final Approved Plan Set, which includes the following: Site Plan, Floor Plan, Elevations, Sections, Landscape Plan, Project Details and Sheet Notes, in substantial conformance with the project's approved Administrative Review Form (CP-4106) and relevant Conditions of Approval, if applicable.

Submittal Instructions: Applicants must submit the completed Certificate of Completion to Los Angeles City Planning for review and signature prior to issuance of a Certificate of Occupancy by the Department of Building and Safety. At the time of submittal, applicants must provide photographs demonstrating compliance with the design standards listed in the ADM case and Final Approved Plan Set, as well as an invoice from the Department of Public Works confirming payment of the applicable Guarantee Tree Fee (LAMC Section 62.177), for any required Street Tree that Urban Forestry has determined cannot be planted. Once the Certificate of Completion has been reviewed and signed by Los Angeles City Planning, applicants must submit the form and accompanying documentation to the Los Angeles Department of Building and Safety (LADBS) prior to Final Inspection and issuance of a Certificate of Occupancy.

Any substitution from the Final Approved Plan Set must be approved in writing by the Director of Planning prior to issuance of a Certificate of Occupancy. If substitutions are made without prior approval, the Project's Certificate of Occupancy may be delayed.

Project Information

Date: _____

LADBS Permit Application Number (15-digit): _____

City Planning Case No(s).: _____

Street Address: _____
(same as address on Building Permit application)

Architect of Record and Landscape Practitioner Certification

The undersigned Architect of Record and Landscape Practitioner (LAMC Section 12.40 D) hereby certify that:

1. They are the certifier of the plans and documents submitted for the above project, or the authorized successor;

2. Plans have been stamped by a licensed architect or a licensed structural engineer (if applicable) and a landscape practitioner;

3. The project as installed has been constructed as represented on the Planning Department-approved Final Approved Plan Set in conformance with the project's approved Administrative Form (CP-4106). Building placement, vehicular access and parking, pedestrian circulation, fenestration, massing and articulation, open space, site amenities, and public right-of-way and private property landscape elements shall match approved Exhibit "A".

4. Landscape elements including trees, shrubs, groundcover, hardscape and other materials as depicted on the Landscape Plan in Final Approved Plan Set have been installed on the project site and in the public right-of-way;

5. A copy of the Planning Department approved Landscape and Site design Ordinance Administrative Form (CP-4106) and the Final Approved plans have been provided to the Department of Building and Safety (LADBS) at the time of Plan Check and made available in the field to LADBS Inspectors throughout construction, including during demolition, site preparation and grading activities;

6. Where public right-of-way trees and/or landscaping is shown on approved Final Approved Plan Set, an A-, B-, or R-Permit will be required for installation. Landscape documents as approved by LA City Planning in the Final Approved Plan Set have been provided to the Bureau of Engineering and Bureau of Street Services. The Urban Forestry Division has reviewed and inspected locations to determine placement of required Street Trees; and

7. Landscape documents shall include planting and irrigation plans prepared as per the Landscape Plan Instructions (CP-6730), with documentation of the project's compliance with the Landscape and Site Design Ordinance.

8. The Landscape Management Plan prepared by the project's Landscape Practitioner after substantial completion of project landscape improvements, has been provided to the City as part of the Covenant and Agreement. Where public improvements are required, the Landscape Management Plan shall be provided by the Project's Landscape Practitioner to the Department of Public Works' Bureau of Contract Administration prior to the issuance of a certificate of occupancy. The Landscape Management Plan shall include all of the following:

    - Plans showing landscape installation, irrigation, and drainage.

- Recommended irrigation for each hydrozone during the initial five-year plant establishment period to ensure that newly planted trees and landscape are healthy, vigorous, and fully established.
- Recommended summer and winter irrigation schedules after the five-year plant establishment period.
- A statement acknowledging that pruning of any required parking lot trees, once they are established, shall not reduce the tree shading to less than 50 percent of its summer canopy prior to pruning.
- A guarantee of maintenance of any installed plant material, on public or private property, and replacement in-kind of any such plant material that must be removed for any reason. The Landscape Management Plan shall be in effect for the life of the building.

9. If a street tree or private property tree cannot be placed, due to physical constraints as verified by the City, the project has paid the Guarantee Tree Fee (LAMC Section 62.177), an in-lieu fee, to the Department of Public Works.

Street Tree Requirement	
Number of Street Trees Required	
Number of Street Trees Provided	
Number of Street Trees Addressed via Guaranteed Tree Fee Payment	
Proof of Payment to Public Works	Amount Paid _____ N/A _____
	Invoice Submitted: ☐ Yes ☐ No

_____ _____

Printed Name of Architect of Record Signature of Certifier

_____ _____

License No. (Contact Email and Phone No., with area code)

_____ _____

Printed Name of Landscape Practitioner Signature of Certifier

_____ _____

License No. (Contact Email and Phone No., with area code)

Printed Name of Owner/Lessee

Signature of Owner/Lessee

(Contact Email and Phone No., with area code)

Prior to issuance of Certificate of Occupancy this form must be returned and signed by Email or return a copy of this document to the Development Services Center (DSC) City Planning Public Counter. For hours of operation and contact information for all locations see: https://planning.lacity.org/contact/locations-hours or call (213) 482-7077, (818) 374-5050 or (310) 231-2598.

CERTIFICATE OF COMPLETION REVIEW – City Planning staff has reviewed the documentation provided by the Applicant and has determined that the applicant has satisfied the requirements of the Administrative Review.	
Staff Signature Date	Phone Number
Print Name	Email