

INTERNAL



PRIMARY CHECKLIST FOR CASE FILING

CASE NO.: _____ STAFF: _____

ENV CASE NO.: _____ DATE: _____

SITE ADDRESS: _____

APPLICATION TYPE: _____
(e.g., General Plan Amendment, Zone Change, Zone Variance, Conditional Use)

DEPARTMENT OF CITY PLANNING APPLICATION FORM

PROJECT LOCATION

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

PROJECT DESCRIPTION

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

Comp.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing Site Conditions

Housing Component Information

Public Right-of-Way Information

ACTION(S) REQUESTED

Comp.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	

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

Comp.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List of previous, recent, or pending case numbers related to the project

PROJECT TEAM INFORMATION

Comp.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant (*Note: The Representative cannot 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

(OPTIONAL) NEIGHBORHOOD CONTACT SHEET

Comp.	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Contact Sheet

SUPPLEMENTAL FILING REQUIREMENTS

RELATED DOCUMENTS/REFERRALS

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

Comp.	Incomp.	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree Disclosure Statement (<i>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</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Urban Forestry Referral Form (<i>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</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Citywide Design Guidelines Compliance Review Form (<i>construction of new main building, VTT; excludes < 4 units, QPSH, SB 35 or AB 2162 projects</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management Team Authorization (<i>General Plan Amendments</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Expedited Fee Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Zoning Assessment (<i>projects that result in 2+ new units- Section VI must be completed / include plans signed by LADBS staff for Project Planning to deem complete</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation Study Assessment (<i>LADOT Referral Form</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOE Planning Case Referral Form (PCRF) (<i>see DCP Application Filing Instructions for applicable thresholds</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hillside Referral Form (BOE)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permits and Certificates of Occupancy (LADBS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Order to Comply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LID Referral Form (<i>replacing > 500 sq ft impervious area</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replacement Unit Determination Letter (RUD) from LAHD for projects subject to HCA (<i>AB 2556 RUD if not subject to HCA</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Net Loss Declaration (<i>for single-unit projects, ADUs/JADUs, or SB 9 Two Unit Developments</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Recorded Covenants, Affidavits, or Easements on the property

VICINITY MAP

Comp.	Incomp.
<input type="checkbox"/>	<input type="checkbox"/>

Location Map showing surrounding area (*show nearest Collector Street*)

PHOTOGRAPHS

Comp.	Incomp.
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Index Map showing from which direction photos were taken

Project Site

Neighboring Properties

ZIMAS PARCEL PROFILE REPORT & MAPS

Comp.	Incomp.
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

One copy of **Parcel Profile Report** selecting all contiguously owned properties

One copy of a **ZIMAS map** aerial view selecting all contiguously owned properties¹

PLANS REQUIRED

Comp.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

One full sized set on 24" x 36"

Four reduced sized sets on 11" x 17"

¹ *Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.*

Comp.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Open Space Plan *(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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certified Neighborhood Council (CNC) in an unsealed, postage affixed envelope with DSC return address (*ALL CASES for properties with NCs*)

Add USPS Tracking Label to envelope

LAPD (*CUBs only*)

Council Office (*CUBs only*)

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	

DCP Application Form

NOE, EAF, or Environmental Determination

Findings/Justification

Vicinity Map

Comp.	Incomp.
<input type="checkbox"/>	<input type="checkbox"/>

ZIMAS Map

Photographs

Project Plans

Additional Materials

ELECTRONIC COPY OF APPLICATION MATERIALS

Comp.	Incomp.	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Project Description

Comp.	
<input type="checkbox"/>	Include relevant information such as Existing/Proposed: <i>(200 character maximum)</i> <ul style="list-style-type: none">● Use● Number of dwelling units● Floor area● Height/stories● Number of parking spaces● Number of seats/hours/type of alcohol consumption <i>(for food/beverage establishments)</i>● Affordable Housing Data <i>(including unit type and income level)</i>

Requested Entitlement

Comp.	
<input type="checkbox"/>	List requested entitlements; cite applicable LAMC Sections <i>(2,000 character maximum)</i>

Application Info Tab

Comp. *Remember to click “Update” to save information.*

- Project Team Information
 - Applicant
 - Representative
 - Email address and 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 only 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	
<input type="checkbox"/>	<input type="checkbox"/>		DCP Application Form
<input type="checkbox"/>	<input type="checkbox"/>		NOE, EAF, or Environmental Determination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Findings/Justification
<input type="checkbox"/>	<input type="checkbox"/>		Vicinity Map
<input type="checkbox"/>	<input type="checkbox"/>		ZIMAS Map
<input type="checkbox"/>	<input type="checkbox"/>		Photographs
<input type="checkbox"/>	<input type="checkbox"/>		Project Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Materials
<input type="checkbox"/>	<input type="checkbox"/>		Scanned or Digital PDF of Paid Invoice

CASE FILE PREPARATION

Specific Type of Case Filings - Stickers

Comp.	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	PHP – Affix PHP sticker on top right corner of Main and ENV Case File
<input type="checkbox"/>	<input type="checkbox"/>	EPS – Affix red Expedite Sticker to top right corner of Case Files (Main and ENV) and on DCP Application Form
<input type="checkbox"/>	<input type="checkbox"/>	CUB – 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	
<input type="checkbox"/>	<input type="checkbox"/>	Photocopy NC Packet envelope and insert in Case File
<input type="checkbox"/>	<input type="checkbox"/>	Insert Electronic Copy of Application Materials in Case File
<input type="checkbox"/>		Print out invoice showing payment with Receipt No. and insert in Case File
<input type="checkbox"/>		Rubber band the following to the Case File for Admin Staff to upload to P Drive for ZIMAS/Systems: <ul style="list-style-type: none"><input type="checkbox"/> Aerial View from ZIMAS with all contiguously owned parcels highlighted<input type="checkbox"/> Photocopy of pages 1 and 4 of the DCP Application Form<input type="checkbox"/> Photocopy of Site Plan