



COASTAL DEVELOPMENT PERMIT

Related Code Sections

Los Angeles Municipal Code (LAMC) Section 12.20.2 authorizes applications for Coastal Development Permits (CDP) prior to certification of the Local Coastal Program (LCP).

Public Hearing and Notice

Notification of a public hearing for the above process includes Property Owners and Occupants (i.e., tenants) within 100 feet of the subject site (see specialized Radius Map instructions below), in addition to on-site posting of a Notice of Intent once the application is filed and on-site posting of the public hearing notice once the hearing has been scheduled. This is for informational purposes only and not required at the time of filing, unless otherwise requested. Refer to the Mailing Procedures Instructions ([CP-2074](#)) and Posting Instructions ([CP-7762](#)) for applicable requirements.

Coastal Zone

Identify whether the subject property is located in the Single or Dual Jurisdiction Coastal Zone. This information may be found at <http://zimas.lacity.org> under the "Additional" tab.

SINGLE JURISDICTION DUAL JURISDICTION

Mello Act

Does the project involve the conversion, demolition, or construction of one or more "whole" residential units? YES NO

If YES, please complete the Mello Act Advisory Notice and Screening Checklist for Coastal Zone Projects ([CP-3606](#)).

Specialized Requirements

When filing an application for the above process, the following items are required in addition to those specified in the Department of City Planning (DCP) Application Filing Instructions ([CP-7810](#)):

Coastal Development Questionnaire

On a separate sheet, answer the questions on following sheets regarding details of the development and project impacts.

Land Use Radius Map

- In addition to the Mailing Notification Requirements referenced in the Public Hearing and Notice Section above, the Radius Map for Coastal Development Permits shall include the following distinctions: a) the radius line, for notification purposes, on this map extends 100 feet from the boundaries of the property, excluding the adjacent public streets, canals and alleys; and b) indicate land uses on all properties within a 500-foot radius of the subject property. Refer to the Radius Map Instructions and Guidelines ([CP-7826](#)) for additional direction.

Notice of Intent

- Within 24 hours of filing, the applicant shall post a Notice of Intent (attached) indicating that an application for a CDP has been submitted to City Planning at the project site. The notice shall be posted in a conspicuous place, be easily legible by the public from the street, and be as close as possible to the site of the proposed development. It is the responsibility of the applicant/owner to ensure the Notice of Intent is firmly attached, legible, and remains in that condition for the duration of case processing.

Certificate of Posting

- Photographic evidence with a time stamp to show proof of the posting date (e.g., a newspaper next to the posted Notice of Intent with the date of the publication clearly legible) shall be submitted with a Certificate of Posting (attached) to the Project Planning Unit processing the case. If the applicant fails to post the completed Notice of Intent and submit the Certificate of Posting, City Planning will terminate the application and all processing will stop.

Specialized Questions

The items below cover important information which will help acquaint the decision maker with your request. The information is required but should not be considered as a limitation upon materials to be submitted. The applicant is encouraged to include any additional relevant materials. In the space below, or on a separate sheet, if necessary, complete the following.

Previous Actions

Has this property ever had an application submitted to the State Coastal Commission or the City of Los Angeles for Coastal Approvals? YES NO

If this property located within a Specific Plan area, has this project been reviewed and issued any kind of approvals (e.g., VSO, MEL)? YES NO

*If **YES** to either of the above, state the previous application number(s), specify with which jurisdiction or Specific Plan area, and describe the date(s) and determination(s) of each application:*

Existing Conditions

Existing Use of Land: _____

Proposed Use of Land: _____

Special Hazard Areas

Hillside Area or Special Grading Area

1. Is the project located in Hillside Area or Bureau of Engineering (BOE) Special Grading Area? YES NO

If YES, submit a Department of Building and Safety (LADBS) Geology and Soils Report Approval Letter, along with the technical report.

2. Will the project involve any grading of earth, the import/export of dirt, and/or any construction on a property in the Hillside Zone or BOE Special Grading Area? YES NO

If YES, indicate the amount of dirt being imported or exported in cubic yards below. Projects involving import/export of 1,000 cubic yards or more are required to complete the Haul Route Form ([CP-6119](#)).

Cut: _____ cubic yards

Import: _____ cubic yards

Fill: _____ cubic yards

Export: _____ cubic yards

3. Will the project require the use of caissons or piles? YES NO

If YES, provide a Grading Plan identifying the total number and location of all caissons and piles.

Flood Zone

1. Is the project located within a Flood Zone? YES NO

Properties located within a Special Flood Hazard Area are subject to the requirements outlined in the Flood Hazard Management Ordinance ([No. 186952](#)). For more information regarding applicable development standards, contact the BOE at eng.nfip@lacity.org.

Sea Level Rise

1. Is the project located in an area that will be affected by sea level rise? YES NO

As a reference, consult the USGS Coastal Storm Model System (CoSMoS) to explore potential impacts from Sea Level Rise. Further, review the California Coastal Commission's adopted [Sea Level Rise Policy Guidance](#).

Project Impacts

The relationship of the development to the following items must be explained fully. Please answer the following questions on a separate sheet.


- Will the development extend onto or adjoin any beach, tidelands, submerged lands or public trust lands?
- Will the development maintain, enhance, or conflict with public access to the shoreline and along the coast?
- Will alternatives to private vehicle use be provided or facilitated? How will the development affect traffic on coastal access roads?
- Is the development proposed within, or in close proximity to, an existing developed area? Will it be visually compatible with the character of surrounding areas? If in a special community or neighborhood, how will it protect the unique local character? Development consisting of new construction or remodel/addition (resulting in an increase in height) will require the preparation of a Context/Character Analysis (CP-3615).
- Describe how grading will be conducted so as to minimize alterations to land forms. If located on a bluff or in an area of high geologic risk, how will the project design assure stability and minimize erosion? For Projects located on a bluff or in an area of high geologic risk, provide a bluff delineation study and include the total number and location of all caissons and piles on a Grading Plan.
- Does the development involve diking, filling, or dredging of open coastal waters, wetlands, estuaries, or lakes? If so, what alternatives are available? How will the adverse environmental effects of this be minimized?
- Is the proposed development coastal-dependent? Will it displace any coastal-dependent facilities?
- How will the development affect biological productivity of coastal waters?
- Is the development proposed near parks or recreation areas or sensitive habitat areas? How will the project design prevent adverse environmental impacts on these areas?
- Is the development proposed within or adjoining land suitable for agriculture? Will it convert agricultural land to another use? How is the project consistent with continued local agricultural viability?

- What water conservation features are included in the project?
- What energy conservation features are included in the project?
- Describe current location of service lines for necessary utility connections and any extensions or relocations of service lines.
- Will the development protect existing lower cost visitor and recreational facilities? Will it provide public recreational opportunities?
- Will the development protect or provide low- and moderate-income housing opportunities? Will it displace low or moderate-income housing?
- Is the development proposed within or near a known archeological, paleontological, or historic site? How will impacts on such sites be minimized?
- List all permits, permissions or approvals required from public agencies for this development and indicate those already applied for or granted.
- Is the project located:
 - Between the sea and the first public road paralleling the sea? YES NO
 - Within 300 ft of the inland extent of any beach? YES NO
 - Within 300 ft of the top of a seaward face of any coastal bluff? YES NO

Findings

The decision maker must decide if the facts presented in the record support the findings (i.e., criteria for approval) established in the LAMC. On a separate sheet, provide a detailed justification/explanation of how the proposed project conforms with the following:

1. The development is in conformity with Chapter 3 of the California Coastal Act of 1976 (commencing with Section 30200 of the California Public Resources Code).
2. The permitted development will not prejudice the City of Los Angeles to prepare a local coastal program that is in conformity with Chapter 3 of the California Coastal Act of 1976.
3. The Interpretive Guidelines for Coastal Planning and Permits as established by the California Coastal Commission dated February 11, 1977 and any subsequent amendments thereto have been reviewed, analyzed, and considered in light of the individual project in making its determination.

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4. The decision of the permit-granting agency has been guided by any applicable decision of the California Coastal Commission pursuant to Section 30625(c) of the Public Resources Code.
 5. If the development is located between the nearest public road and the sea or shoreline of any body of water located within the coastal zone, the development is in conformity with the public access and public recreation policies of Chapter 3 of the California Coastal Act of 1976.

CERTIFICATE OF POSTING

THIS CERTIFIES THAT I/WE HAVE POSTED THE NOTICE OF INTENT TO OBTAIN A COASTAL DEVELOPMENT PERMIT FOR THE DEVELOPMENT OF:

LOCATED AT: _____

REFERENCE CASE NO.: _____

BY MY SIGNATURE BELOW, I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

APPLICANT: _____

SIGNATURE: _____ **DATE:** _____

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THIS FORM IS RETURNED TO THE LOS ANGELES CITY PLANNING AT THE BELOW ADDRESS:

Los Angeles City Planning
West/South Project Planning
200 North Spring Street, Room 721
Los Angeles CA 90012
(213) 978-1160

Department policy requires that, for verification of the date the Notice of Intent was posted on the site, a minimum of three photographs must be taken and submitted along with the completed Certificate of Posting. At least one photo should be the front page of a newspaper next to the sign with the date of the paper clearly legible in the photograph and, at a minimum, a second photo should show the sign(s) posted on the site from the sidewalk and a third photo from across the street. The Notice must be waterproofed and securely posted. Pursuant to LAMC Section 12.20.2 J, any permit application filed or approved may be terminated or revoked if the Applicant fails to post and maintain the required notice for the duration of case processing.

NOTICE OF INTENT

**THIS IS NOTIFICATION THAT AN APPLICATION FOR A
COASTAL DEVELOPMENT PERMIT HAS BEEN FILED WITH
LOS ANGELES CITY PLANNING**

PROJECT ADDRESS: _____

CASE NO.: _____

PROPOSED DEVELOPMENT: _____

**FOR MORE INFORMATION REGARDING THE PROPOSED PROJECT,
PLEASE CONTACT THE OWNER/AGENT AS SHOWN ON THE
APPLICATION AT:**

NAME: _____

TELEPHONE: _____

E-MAIL: _____

LAMC Section 12.20.2 E requires the Project applicant to post a notice in a conspicuous place on the site, visible from the public street and maintained for the duration of case processing, indicating that an application has been filed for a Coastal Development Permit. The Notice must be waterproofed and securely posted.