

INSTRUCTIONS



OIL AND GAS DRILLING SITES

Application Filing Instructions – General

Purpose

These instructions are provided as a guide to completing the Department of City Planning (DCP) Application for Oil and Gas Drilling Sites ([CP-7834](#)) and preparing necessary application materials. Please be advised that additional materials may be required for specific entitlement applications. Further, these instructions do not preclude the Project Planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

These instructions are not applicable to requests to drill, re-drill, deepen, and/or maintain legally nonconforming oil wells as reflected in Los Angeles Municipal Code Section 12.23 C4. Applicants are encouraged to consult with DCP's Oil Regulation Unit with regards to their project request. Oil Regulation Unit staff are available to answer questions the following email address: planning.oildrilling@lacity.org.

Resources

Applicants are encouraged to visit the Planning website at <https://planning.lacity.org> for information on the General Plan, Community Plans, Los Angeles Municipal Code (LAMC), Specific Plans and Overlays. All Forms referenced in these instructions are available at <https://planning.lacity.gov/project-review/application-forms>. It is recommended that Applicants use the interactive online forms. Otherwise, all forms and attachments must be typed or printed. Illegible materials will not be accepted.

Filing Requirements

Filing Appointment

An application for Oil and Gas Drilling Sites ([CP-7834](#)) may be filed only at the Metro Development Services Center (DSC) located at 201 North Figueroa Street, 4th Floor, Los Angeles, CA 90012. To request a virtual or in-person case filing appointment, please visit the City's [BuildLA](#) portal.

Filing Fees

Filing fees, pursuant to Article 9 of the LAMC, must be paid at the time of case filing. A [Fee Estimator](#) tool is available on the Planning website at <https://planning.lacity.gov/project-review/fee-estimator>. You may also contact the DSC to verify fees. Invoices can be paid online by credit card or e-check.

Filing Requirements

Please note that the following information highlights sections of the DCP Application for Oil and Gas Drilling Sites ([CP-7834](#)) which require special instruction. All items listed in this instruction list must be provided by the applicant before an application is considered to be complete. For assistance with other fields, you may consult with DSC Staff.

- ❑ The DCP Application for Oil and Gas Drilling Sites ([CP-7834](#)) must be filled out completely. The application must be signed and notarized by the property owner/owners, and/or lessee, and an authorized agent of the owner or officers of a corporation.

Notarized Signatures

- ❑ The Property Owner Affidavit must be signed and notarized by owners of all properties involved, lessee, or authorized agent of the owner or officers of a corporation, to verify that the application is being filed with their knowledge. Original signature and stamp are required for the Notary Public.

Proof of Ownership

- ❑ Ownership will be verified against the records of the County Assessor. When Ownership information does not match the County Assessor, the signature on the DCP Application Form must be supported by Proof of Ownership, which can be provided as applicable below.
 - **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC, or trust, an Ownership Disclosure (current partnership agreement, corporate articles, or trust document, as applicable) identifying an officer of the ownership entity, must be submitted. The Disclosure must identify the signatory on the DCP Application Form as a principal owner (25% interest or greater).
 - **Letter of Authorization (LOA).** Occasionally, an LOA from a Property Owner granting someone else permission to sign the DCP Application Form may be provided. Please carefully refer to the Property Owner Affidavit portion of the DCP Application Form ([CP13-7771.1](#)) for current policies regarding LOAs and their content. Note that the LOA must have a notarized signature from the Property Owner.
 - **Grant Deed.** Provide a Grant Deed if the ownership of the property does not match City Records. The name on the Grant Deed must correspond exactly with the ownership listed on the DCP Application Form (i.e., no nicknames).
 - A **Lease Agreement** is required when the applicant is the lessee of the entire site and signs and notarizes the application.

Related Documents

Past Environmental Studies

- ☐ Provide any and all noise, air quality, traffic, water quality, or other environmental studies previously conducted by any environmental or other regulatory agency (state, local, or federal) for any portion of, or the entire, drill site within the last five years, if applicable.

Past Notices of Violation

- ☐ Provide any and all Notices of Violation, requests to comply, or other similar notifications or orders issued by any agency (state, local, or federal) within the last three (3) years, if applicable.

SCAQMD Records

- ☐ Provide any and all records related to Air Quality Management District (AQMD) equipment permits and registration submitted to the South Coast Air Quality Management District (SCAQMD) pertaining to any portion of, or the entire drill site within the last five years.

CalGEM Permits

- ☐ Provide all Notice of Intention permits submitted and/or issued to and by the California Geologic Energy Management Division (CalGEM) pertaining to any portion of, or the entire drill site within the last five years. Include a copy of CalGEM's determination and other documents that are relevant to the proposed project.

CalGEM Compliance

- ☐ Provide any and all CalGEM documentation, letters, or correspondence to the operator that discuss compliance matters or regulatory issues including, but not limited to testing, inspections, methane emissions surveys, etc.

Building Permits and Certificates of Occupancy

- ☐ If the project has nonconforming rights (e.g., parking, setbacks, or use), provide a copy of the permit that establishes the nonconforming right. Building Permits and Certificates of Occupancy are available from the Los Angeles Department of Building and Safety (LADBS) at www.ladbs.org, or the LADBS Records Center, 201 N Figueroa Street, 1st Floor, or at 6262 Van Nuys Boulevard, Suite 251.

Notices of Violation and/or Notices to Comply

- ☐ Provide any and all Notices of Violation or Notices to Comply pertaining to any portion of, or the entire drill site, within the last three (3) years from the following agencies: the Los Angeles Fire Department (LAFD) (including the Certified Unified Program Agency and the Oil Wells Unit), LADBS, the Los Angeles County Fire Department's Health Hazardous Materials Division, the

Regional Water Quality Control Board, the SCAQMD, and the CalGEM.

Pipeline Records

- ☐ Provide a copy of the drill site's Pipeline Management Plan that was most recently approved by CalGEM.

SCAQMD Rule 1148.2

- ☐ Provide a list of all recent stimulation projects within the last three (3) years at the drill site as defined in Rule 1148.2 Notification of the SCAQMD including the Well Activity Start Date, the Event Notification Type, Event Notification ID #, and the Well Activity description.

On-Site Equipment

- ☐ Provide copies of the technical specifications for the on-site drilling or maintenance rig including type, model, year, and operating standards.

List of Third Party Contractors

- ☐ Provide a list of all third-party contractors that the operator has contracted in the last 12 months for any on-site well drilling, redrilling, deepening, or well maintenance work (including descaling, clean outs).

List of any Emergency Events

- ☐ Provide a list of any CalOES and/or Fire Department and/or emergency calls, as a result of past emergency events (such as spills, fires, etc.) that have occurred in the last three years (if applicable).

Fire Department Records

- ☐ Provide the most recent copy of the drill site's Chemical Inventory, Hazardous Materials Business Plan, Emergency Response Plan, and the Spill Prevention Compliance & Containment plan. These records are typically submitted through CERS to the LAFD and to the Hazardous Waste Generator Program managed by the L.A. County Fire Department's HHMD Unit.

Photographs

Index Map

- ☐ Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

Color Photographs

- ❑ Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area/buildings. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying *Index Map* (see above). An aerial view is also required.

Vicinity, Land Use, and Oil Maps

- ❑ Provide a map (e.g., Google Maps) depicting an area beyond the Radius Map showing the nearby street system, public facilities, and other significant physical features, with the project site highlighted.
- ❑ Provide a scaled map that shows the property, its dimensions, and all immediately adjoining property or public streets. Highlight all residential buildings, churches, schools, hospitals, playgrounds, nursing homes, day care or childcare centers, athletic facilities, long-term health care facilities, rehabilitation centers, convalescent centers, retirement homes, transient lodgings, libraries, hospitals, nursing homes, auditoriums, concert halls, amphitheaters or other places of assemble.
- ❑ Provide a scaled map of the surface location oil and gas wells and production facilities located on the property. Please also show the approximate path and bottom hole location of each existing well and proposed well (if applicable). Label each well with its American Petroleum Institute (API) number, LAFD well number, and Well Name/Number, Well Type, and Well Status.

Plans Required

Include only the information necessary to depict the project and its immediate settings. Do not include mechanical drawings unless specifically requested by Planning Staff.

Scale and Orientation

- ❑ All plans shall be drawn to scale and legible. Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

Size and Number of Copies

- ❑ All plans must be collated into sets and folded to 8 ½" x 11".
 - **Full Size.** Provide one 24" x 36" full size set of plans.
 - **Reduced Size.** Provide four sets of 11" x 17" reduced size plans.

Plot/Site Plan

- ☐ A Plot/Site Plan is required for all cases (except standalone subdivision maps). Attach a plot plan showing any existing and proposed improvements, areas of operations and manner of vehicular access to public streets. Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

Floor Plans

- ☐ A Floor Plan is required if the request involves the interior lay-out of a project. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

Elevations

- ☐ Elevations for all sides of buildings are required when the application if the request involves issues regarding height, aesthetics or design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

Sections

- ☐ Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

Well Cellar Floor Plans

- ☐ Well Cellar Floor Plans are also required.

Notification Maps

As of January 1, 2022, public noticing materials shall no longer be required at the time of case filing. All notification materials will instead be requested by the Project Planner approximately 6-8 weeks prior to a scheduled public hearing or issuance of a Letter of Determination. Refer to the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

Supplemental Filing Requirements

California Environmental Quality Act (CEQA)

CEQA is a statute that requires State and local agencies to identify significant environmental impacts of their actions, and to avoid or mitigate those impacts, if feasible. DSC Staff will recommend CEQA documentation at the time of filing, unless already indicated on the Geographic Project Planning Referral Form ([CP-7812](#)); however, the Project Planner who is assigned to the case will ultimately determine the appropriate environmental review in accordance with CEQA regulations. At the time of case filing, one of the following documents will typically be required.

- ☐ All applications for oil and gas drill site projects require an Environmental Assessment Form for Oil and Gas Drilling Sites (EAF-O) ([CP-7832](#)) including requests for a Compliance Review or

modifications to Conditions of Approval. The EAF-O shall be filed with the application and will result in a staff determination as to the appropriate level of environmental review.

Duplicate Case Files

In addition to the materials provided above, Duplicate Case Files shall be provided.

Each Duplicate Case File shall include:

- ☐ DCP Application Form for Oil and Gas Drilling Sites ([CP-7834](#))
- ☐ EAF-O ([CP-7832](#))
- ☐ Findings/Justification
- ☐ Vicinity Map
- ☐ ZIMAS Map highlighting all contiguously owned properties
- ☐ Index Map and Color Photographs
- ☐ One 11" x 17" reduced size set of plans
- ☐ Additional application specific materials

Duplicate Case Files must be prepared for the following, where applicable:

- ☐ **Certified Neighborhood Councils (CNCs).** A duplicate file is required for each CNC serving the area in which the project is located:
 - ☐ Submit in an unsealed manila envelope.
 - ☐ Address to the CNC for the area in which the project is located. Names and addresses of CNCs can be obtained from the "Jurisdictional" tab in [ZIMAS](#).
 - ☐ Label the envelope with a DSC return address.
 - ☐ Affix envelope with adequate postage.

Electronic Copy of Application Materials

- ☐ Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., "Project Plans.pdf", "Photos.pdf", "Findings.pdf"). No individual file should exceed 70 MB in size.
 - ☐ DCP Application Form for Oil and Gas Drilling Sites ([CP-7834](#))
 - ☐ EAF-O ([CP-7832](#))
 - ☐ Findings/Justification

- ☐ Vicinity Map
- ☐ ZIMAS Map highlighting all contiguously owned properties
- ☐ Index Map and Color Photographs (saved as a single PDF)
- ☐ Project Plans (saved as a single PDF)
- ☐ Additional application specific materials