

# INSTRUCTIONS



## RESTAURANT BEVERAGE PROGRAM Administrative Clearance

### Purpose

These instructions are provided as a guide to completing the Restaurant Beverage Program (RBP) Application Form ([CP-7845](#)) and preparing necessary application materials for a RBP Administrative Clearance pursuant to Los Angeles Municipal Code (LAMC) Sections 12.22 A.34 for RBPA - General or 12.22 A.35 for RBPB - Alcohol Sensitive Use Zone.

These instructions do not preclude the Project Planner from requesting additional materials following the initial submission. Applications missing required information will be returned to the applicant.

### Application Steps

**Step 1: Eligibility Review:** Applicant reviews and confirms RBP eligibility.

**Step 2: Application Filing & Payment of Review Fees:** Applicant submits the RBP Application and all required documents through the Department of City Planning [Online Application System](#) (OAS). The first invoice (Initial RBP administrative review fee) is issued and must be paid for the application to be accepted into processing.

**Step 3: RBP Compliance Review:** The assigned planner reviews the application materials for completeness and compliance with RBP requirements.

**Step 4: Monitoring/Inspection Fees and Covenant Processing:** Once the complete application is determined to meet all applicable RBP standards, the assigned planner will issue the invoice for Monitoring and Inspection Fees and prepare the Covenant and Agreement with the attached Exhibit to be recorded at the Los Angeles County Registrar-Recorder. After the Covenant and Agreement is recorded, the Applicant drops off the signed RBP Application and the certified copy of the recorded Covenant and Agreement.

**Step 5: RBP Authorization Issued:** City Planning issues the RBP Authorization to the applicant and notifies the California Department of Alcoholic Beverage Control.

For questions or assistance, contact the Beverage and Entertainment Streamlining (BESt) unit at [planning.best@lacity.org](mailto:planning.best@lacity.org) or (213) 202-5456.

### Eligibility

#### A. Administrative Review Fees

Prior to applying, verify that the request complies with the eligibility requirements and standards pursuant to [Ordinance No. 187,402](#). Application fees are due at the time of submission and are not refundable. Submitting an application and paying the fee does not guarantee authorization.

## B. Eligible Location

Determine if the restaurant is located within an RBP General area (RBPA) or an RBP Alcohol Sensitive Use Zone area (RBPB). If the restaurant is not currently within an RBPA or RBPB area, it is not eligible to participate. To determine if the restaurant is located within an RBP-eligible area, find the project site on [ZIMAS](https://zimas.lacity.org) (zimas.lacity.org). RBP-eligible areas are indicated under the “Planning and Zoning” tab along the left-hand side.

## C. Eligibility Standards

If the property is within an RBP-eligible area, refer to the respective eligibility criteria list and confirm that the restaurant meets all of the eligibility criteria:

- Covenant Exhibit RBP General (RBPA) ([CP-7846](#))
- Covenant Exhibit RBP Alcohol Sensitive Use Zone (RBPB) ([CP-7847](#))

## Online Application Filing

The RBP application process is completed electronically through the City Planning Online Application System ([OAS](#)). This includes completing the RBP Application Form ([CP-7845](#)) and uploading the completed form and required materials.

In order to submit the request on OAS, a user account is required. After creating an account, please select **My Projects**, then select **Create New Project**, and then **Alcohol and Entertainment**→**Restaurant Beverage Program (RBP) Administrative Clearance**.

See illustrations on the following pages for additional assistance.

## 1. SIGN IN TO THE ONLINE PORTAL



Application Portal

[Create an Account](#) [Log In](#)

Welcome to the Department of City Planning  
**Online Application Portal**



Sign in with Angeleno

## 2. SELECT "MY PROJECTS"



Application Portal

Welcome [Planning.CCU@lacity.org](mailto:Planning.CCU@lacity.org)!

[My Projects](#) [Reporting](#) [Manage Account](#) [Log Out](#)

Welcome to the Department of City Planning  
**Online Application Portal**

My Projects

### 3. CLICK ON “CREATE NEW PROJECT”



**Projects** [+ Create New Project](#)

This page allows you to see all of the projects that have you have submitted to the Los Angeles Department of City Planning.

**Completed Projects ( 03/21/2022 - 09/21/2022 )** [View History](#)

Creation Date	Process	Type / Address	Name / Description	Invoice Payment Received	Formal Planner Review	Planning Review Complete
No projects were completed between 03/21/2022 and 09/21/2022. <a href="#">View History</a>						

No Projects have been submitted yet. To create your first project please click [+ Create New Project](#)

[Add Authorization Code](#)

### 4. SELECT THE RBP APPLICATION FROM LIST

#### Alcohol and Entertainment

##### Building Permit Clearance for Alcohol, Entertainment, and Restaurant Beverage Program

Request for building permit clearance for sites where alcoholic beverage sales and/or entertainment uses are proposed, are ongoing, or were previously approved, including electronic sign-off of Clearance Summary Worksheets. A request for an AI Fresco outdoor dining area clearance must be submitted through the "AI Fresco Authorization" module.

##### Condition Clearance and Effectuation for Stand-alone Alcohol and Entertainment approvals

Request for clearance of a stand-alone CUB and/or CUX case for alcohol/entertainment use, (i.e., not combined with other discretionary actions within the same case) in order to effectuate and utilize approval, including: recordation of the main Covenant and Agreement; condition clearance; and collection of MViP fees for inspections of operations.

##### Restaurant Beverage Program (RBP) Administrative Clearance

Restaurants only: Application to sell and serve alcoholic beverages for onsite consumption through administrative review and authorization (instead of obtaining a conditional use permit). Restaurants must be located within a City Council-adopted RBP area, must meet eligibility requirements, and must adhere to specific standards.

##### AI Fresco Alcohol Authorization & Clearance

Request for AI Fresco Alcohol Authorization and clearance on outdoor dining areas and areas with temporary LA AI Fresco authorization.

##### Alcohol Sales Program (Downtown Only)

Administrative authorizations for qualifying establishments to sell and serve alcoholic beverages on-site within the Downtown Community Plan area.

# Completing the RBP Application Form

The following information provides instruction for each section to be completed on the application form ([CP-7845](#)).

## A. Site Information

### Project Location

Enter the street number and street name for the address of the restaurant, as shown in ZIMAS.

### Unit/Space Number

If the restaurant is located within a specific suite or unit in a multi-tenant building, be sure to include the suite number.

### Legal Description

The Legal Description for a project site consists of the Lot, Block, and Tract numbers. This information can be found by searching the site address in [ZIMAS](#) ([zimas.lacity.org](http://zimas.lacity.org)), under the “Address/Legal” tab along the left hand side.

## B. Project Description

The project description must include the key characteristics of the restaurant, as applicable:

- Total restaurant square footage
- Total indoor area square footage
- Total outdoor area square footage, noting whether the outdoor area is covered or uncovered
- Number of indoor seats
- Number of outdoor seats
- Hours of operation
- Service of beer/wine or a full line of alcoholic beverages

Note: Outdoor seats authorized under a City Revocable Permit must be included; however, do not include outdoor seats authorized under an LA AI Fresco Permit.

Below is an example project description that can be used on the RBP Application form:

*To allow the sale and dispensing of [a full line of alcoholic beverages beer and wine only] for on-site consumption in conjunction with a restaurant with [#] sq. ft. of indoor floor area, with [#] indoor seats [and # outdoor seats in a [#] sq. ft. outdoor patio [on site/in the public right of way] operating from [#] am to [#] pm daily, in the [x] zone.*

## C. RBP Provisions

This section of the application includes a checklist relating to the restaurant characteristics and operations. Review and complete all items in this section. Applications with incomplete or incorrect information will be returned to the applicant with revisions issued by the Project Planner and may delay the issuance of the RBP authorization.

### **Tips:**

- Fill in every blank
- Check all boxes
- Add Applicant initials

## Required Documents

In addition to the RBP Application Form, supporting materials must be submitted. These include:

### Floor Plan

The Floor Plan must meet the Planning Department's Floor Plan Instructions ([CP-7751](#)) and include the following details:

- Individually numbered seats
- If booth seating is used, indicate the booth height on the plans
- If there are one or more bars, clearly indicate location and if portable or permanent
- Proposed City-issued RBP Placard location
- Customer Complaint Information Sheet locations
- Dimensions of the indoor dining area
- Dimensions of the outdoor dining area
- Interior Lighting Plan (or on a separate plan sheet)
- "No Loitering and Public Drinking" sign locations (can be included on Site Plan or Floor Plan)
- Trash and Recycling Bin locations (can be included on Site Plan or Floor Plan)

### Site Plan

The Site Plan must comply with the Plot Plan Instructions ([CP-7752](#)) and include the following details:

- "No Loitering and Public Drinking" sign locations (can be included on Site Plan or Floor Plan)
- Trash and Recycling Bin locations (can be included on the Site Plan or Floor Plan)

- Indicate adjacent storefronts
- Indicate adjacent A- or R-Zoned lots
- Exterior Lighting Plan (or on a separate plan sheet)

## Certificate of Occupancy

A Certificate of Occupancy issued by the Department of Building and Safety is required. The food establishment must be maintained as a bona fide eating place with an operational kitchen where food is prepared on-site. The restaurant must provide seating and dispense food and refreshments for consumption on the premises and not solely for the purpose of food takeout or delivery.

## Restaurant Menu

A restaurant menu containing an assortment of foods is required. Food service should be available for the duration of operational hours.

## No Loitering Sign

A "No Loitering or Public Drinking" sign that is a minimum of 4 x 6 inches posted at every exit is required.

## Additional Information

As applicable, provide any other materials that may assist in reviewing and assessing the project, such as a Revocable Permit for seating in the sidewalk area



# SAMPLE SITE PLAN

