

APPLICATIONS

COASTAL DEVELOPMENT PERMIT Extension of Time



Related Code Sections

Los Angeles Municipal Code (LAMC) Section 12.20.2 N authorizes the extension of Coastal Development Permits (CDP) for a period of one year.

Requirements

- ☐ Written reasons/justification for the requested extension
- ☐ Proof of Ownership (Pages 3-5)
- ☐ Notice of Intent and Certificate of Posting (Pages 8-9)
- ☐ Copy of unexpired CDP Determination Letter and stamped Exhibit A Plans

Public Hearing and Notice

A public hearing may be required if the approving authority determines the proposed development is no longer consistent with the findings required by LAMC Section 12.20.2 G or if any objection is made to the initial decision of consistency. 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.

Appeal

The decision-maker's action on a CDP Extension can be appealed at the local level (Area Planning Commission) and to the California Coastal Commission.

Project Information

Case No.: _____

Has the CDP expired?

☐ YES ☐ NO

Justification

On a separate page, (1) state the reason(s) for the requested extension; and (2) describe whether there are changed circumstances that may affect the consistency of the project with the findings required under LAMC Section 12.20.2 G.

PROJECT TEAM INFORMATION (Complete all applicable fields)

APPLICANT¹

Name: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

Are you in escrow to purchase the subject property? ☐ YES ☐ NO

PROPERTY OWNER OF RECORD

☐ Same as applicant ☐ Different from applicant

Name (if different from applicant): _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

AGENT/REPRESENTATIVE

Name: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

Primary Contact for Project Information² (Select only one)

☐ Owner ☐ Applicant ☐ Agent/Representative ☐ Other: _____

¹ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e., usually not the agent/representative).

² As of June 8, 2022, the Primary Contact for Project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the City Planning Application Form, and the email address provided shall match the email address used to create the Angeleno Account.

PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC, or trust, a disclosure identifying an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC, or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.
 - a. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the documents attached hereto.
 - b. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
 - c. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
 - d. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

SPACE BELOW FOR NOTARY'S USE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____

(Insert Name of Notary Public and Title)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature (Seal)

APPLICANT DECLARATION

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- a. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
- b. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- c. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
- d. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- e. I understand that if this application is denied, there is no refund of fees paid.
- f. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
- g. I understand that the City is protected by numerous statutory immunities from liability for damages that may be caused by its land use regulatory actions, as set forth in Government Code, section 818, et seq. For instance, the City cannot be held liable for personal or property injuries or damages allegedly caused by its approval and issuance of any discretionary permit, entitlement or approval (Gov. Code § 818.4), or its failure to inspect or its negligence in

inspecting a property for the purpose of determining whether the property complies with or violates any permit, entitlement or approval or contains or constitutes a hazard to health or safety (Gov. Code § 818.6).

- h. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: _____

Print Name: _____

CERTIFICATE OF POSTING

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

LOCATED AT: _____

CDP 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 EXTENSION HAS BEEN
FILED WITH LOS ANGELES CITY PLANNING**

PROJECT ADDRESS: _____

CASE NO.: _____

PROPOSED DEVELOPMENT: _____

**FOR MORE INFORMATION REGARDING THE PROPOSED EXTENSION,
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 Extension. The Notice must be waterproofed and securely posted.