

INSTRUCTIONS



CITY PLANNING APPLICATION Filing Instructions

These instructions are provided as a guide to completing the Department of City Planning Application ([CP-7771.1](#)) and preparing necessary application materials. 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.

Resources

Los Angeles City Planning Website

Applicants are encouraged to visit the [Planning website](http://planning.lacity.org) at <http://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.org/development-services/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.

Zoning Information and Map Access System (ZIMAS)

Property specific information such as addresses, zoning, specific plans/overlay districts, related case numbers and ordinances can also be accessed from [ZIMAS](#) at <http://zimas.lacity.org>.

Los Angeles Department of Building and Safety (LADBS)

The City of Los Angeles offers several services to assist in identifying required entitlements and if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing, including [Development Services Center \(DSC\) Case Management](#) and/or [Preliminary Plan Check](#) with LADBS.

Development Services Center (DSC)

Questions about the application process or completing the City Planning Application may be directed to the following DSC [Public Counter locations](#):

DSC Metro (Figueroa Plaza)
201 N Figueroa St, 4th Floor
Los Angeles, CA 90012
(213) 482-7077
planning.figcounter@lacity.org

DSC Valley (Marvin Braude Building)
6262 Van Nuys Blvd, Suite 251
Van Nuys, CA 91401
(818) 374-5050
planning.mbc2@lacity.org

DSC West Los Angeles
1828 Sawtelle Blvd, 2nd
Floor
Los Angeles, CA 90025
(310) 231-2598
planning.westla@lacity.org

Application Submittal

DSC Staff will screen the application submittal to determine whether all required documents and materials have been submitted. Materials should be organized in the order listed in these instructions.

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.org/development-services/fee-estimator>. You may also contact the DSC to verify fees. As of August 5, 2020, invoices can be paid online by credit card or e-check.

Appointment System

The DSC offers case filing and condition clearance services by appointment. Once you have a completed application submittal, you may request a filing appointment through the Planning website. Check the [Development Services](#) webpage for current protocols.

Online Application Portal

City Planning now offers selected referral forms and clearances to be filed online through an [Online Application Portal](#) (OAS). Visit <https://planning.lacity.org/oas> for more information.

City Planning Application

Note that the following information highlights sections of the City Planning Application which require special instruction. For assistance with other fields, you may consult with DSC Staff.

1. Project Location

Street Address

Include the entire range of the street address for the project site, as shown in ZIMAS. If a property address is not indicated in ZIMAS, provide a Bureau of Engineering (BOE) Address Referral Form (even if the site has a postal address).

Unit/Space Number

If the proposed project is located within a specific tenancy (e.g., CUBs), this information is required. If occupying the entire space, specify "N/A".

Legal Description

The Legal Description for a project site is comprised of the Lot, Block, and Tract numbers. Include all contiguously owned properties, even if the project site is only one of several parcels owned by the

same Property Owner; and distinguish the legal description for the project site. If the legal description is complex or contains a lot cut reference (i.e., “Arb” number), attach a Legal Description with metes and bounds of the property. This can be obtained from a Title Report, Grant Deed, or an Engineer’s Survey.

2. Project Description

The project description must include all aspects of the request, including but not limited to, demolition of any existing structures, new construction, proposed use, floor area, height, parking, hours of operation, number of seats, signage, and may be provided as an attachment. The description must include all phases and plans for future expansion and any removal of on- and off-site trees.

3. Action(s) Requested

Authorizing LAMC Section

Identify the LAMC Section which authorizes your request or, if requesting relief from an LAMC regulation, identify the LAMC Section which permits the relief. For instance, LAMC Section 12.24 W.1 authorizes all C- and M-zoned properties to request the right to sell and dispense alcoholic beverages; and LAMC Section 12.28 permits a reduction in required yards.

LAMC Section from Which Relief is Requested

If requesting relief from an LAMC regulation, identify the LAMC Section from which relief is being requested. For example, when seeking a reduced rear yard setback for a property located in the R1 Zone, cite LAMC Section 12.08 C.3, which is the LAMC Section that requires a 15-foot rear yard setback for the R1 Zone. If none, specify N/A.

Action Requested Narrative

Identify the type of entitlement requested (e.g., Zone Change, Zone Variance, Conditional Use, Zoning Administrator’s Adjustment, Project Permit Compliance, Design Review, Site Plan Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

A Zoning Administrator’s Adjustment to allow a 10-foot rear yard setback in lieu of the 15-foot rear yard setback otherwise required in the R1 Zone, in conjunction with the addition of a second bathroom to the rear of the existing house.

A Conditional Use Permit to allow an elementary school use, grades K-5, in the R1-1 Zone.

A Coastal Development Permit and Mello Determination to allow the demolition of a duplex and the construction of a new six-unit apartment building within the Single Jurisdiction Coastal Zone.

4. Related Planning Cases

List all case numbers on the property and distinguish the ones that are directly related to the subject request and/or will be helpful in analyzing the application. For example, if the request is for a new CUB because a previous grant expired, identify the case number which approved the previous grant. If the request is for a Plan Approval for an existing entitlement, identify the parent case number and the type of Plan Approval being requested.

Include a copy of the Letter of Determination (LOD) for the original decision and/or any entitlements that are directly related to the proposed project. Copies of the LODs can be obtained from ZIMAS under the “Case Numbers” tab, or from Records Management. For assistance, contact planning.recordsmgmt@lacity.org.

Provide information regarding simultaneous case filings (e.g., subdivision maps) or any intent to develop a larger project.

Ordinances – Q Conditions and/or D Limitations

If the project site zoning contains a “Q”, (Q) or [Q] Qualified Classification, or a “D” Development Limitation (e.g., [Q]R4-2D), provide a copy of the Ordinance establishing the Q and/or the D. Most Ordinances can be found in the “Case Numbers” tab of ZIMAS, or by searching the City Clerk’s website at www.cityclerk.lacity.org.

If the Ordinance affected a large geographic area, such as an update to a Community Plan, the Ordinance may be broken down into Subareas (e.g., ORD-164307-**SA280**). In this case, only provide applicable excerpts of the Ordinance, including the cover page, applicable map, the subarea listing identifying the legal description, the subarea listing identifying the Q Conditions and/or D Limitations, and the last page of the Ordinance showing signatures and approval dates.

5. Related Documents/Referrals

Depending on the location and type of project, the following documents/forms are required prior to filing your application with the DSC.

Specialized Requirements

This form is required if your request includes an entitlement for which there is a Specialized Requirement form available. Review and complete the form, if applicable, and include it with your application. Do not modify these forms. [Forms](#) are listed alphabetically on the Planning website. For assistance regarding which forms are applicable to your request, consult DSC Staff.

Geographic Project Planning Referral Form

This form ([CP-7812](#)) is required if your project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

Case Consultation Referral Form

This form ([CP-3598](#)) is required if your project request includes any of the entitlements listed on the Referral Form and must be signed by the planner assigned to the geographic area. For assistance regarding planner assignment, consult DSC Staff.

Redevelopment Project Area – Administrative Review and Referral Form

This form ([CP-3541](#) through [CP-3576](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. Refer to the Administrative Review and Referral Instructions ([CP-3540](#)) for more information on how to initiate this process. For assistance, contact planning.redevelopment@lacity.org.

HPOZ Authorization Form

This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

Affordable Housing Referral Form

This form ([CP-4043](#)) is required if the request includes an affordable housing incentive under the Density Bonus Program, Measure JJJ, the Greater Downtown Housing Incentive Program. It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact planning.priorityhousing@lacity.org.

Transit Oriented Communities (TOC) Referral Form

This form ([CP-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact planning.priorityhousing@lacity.org.

(Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

This form ([CP-4062](#)) is intended to initiate optional vested rights for a Housing Development Project pursuant to the Housing Crisis Act of 2019. The Applicant shall submit an HCA Vesting Preliminary Application through the Department’s [OAS](#) at <http://planning.lacity.org/oas>. Once deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application for the project. For assistance, contact planning.hca@lacity.org.

HCA No Net Loss Declaration

This form may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check “Housing Crisis Act

Replacement Review” under the Housing tab on ZIMAS. If “Yes”, a signed No Net Less Declaration ([CP-4069](#)) with supporting documentation *may* be submitted in lieu of obtaining a Replacement Unit Determination (RUD) letter from LAHD if the project meets the criteria to qualify for the No Net Loss Declaration. For more information, refer to the [Housing Development Project Applicability Matrix](#).

Unpermitted Dwelling Unit Inter-Agency Referral Form

This form ([CP-7835](#)) is required for applications legalizing pre-existing unpermitted dwelling units pursuant to LAMC Section 14.00 A.10, Public Benefit Project and shall be signed by HSU Staff and LADBS prior to case filing. For assistance, contact planning.priorityhousing@lacity.org.

Mello Form

This form ([CP-3606](#)) is required if the project is located in a Coastal Zone and demolishing or adding a whole residential unit.

Tree Disclosure Statement

This form ([CP-4067](#)) is required for any discretionary application that includes changes to the building footprint, including demolition or grading permit applications.

Citywide Design Guidelines Compliance Review

This form ([CP-4056](#)) is required for any project which involves the construction of five or more residential units, construction of a new main building, or the filing of a Vesting Tentative Tract Map. Exceptions include those utilizing the Qualified Permanent Supportive Housing (QPSH) Ordinance, applicable streamlining measures (SB 35 or SB 2162).

General Plan or Specific Plan Amendment – Initiation Request

This form ([CP-7750.1](#)) is required if the request includes a General Plan Amendment and includes authorization from the Director of Planning. Refer to the General Plan Amendment - Special Requirements ([CP-7723.1](#)) for more information on how to initiate this process.

Expedited Fee Agreement

This form is required if the [Expedited Processing Section](#) (EPS) has accepted the application for processing and must be signed and dated within 180 days of the date the application is filed. The Form requires a notarized signature by the Property Owner/Applicant. This form is not available online but can be obtained from EPS Staff. Refer to the Planning website for more information on how to initiate this process at <https://planning.lacity.org/development-services/expedited-processing>.

The following documents will require you to contact City Agencies other than the Los Angeles City Planning to obtain their form and information.

Preliminary Zoning Assessment

This form ([CP-4064](#)) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. **Section VI** shall be completed by LADBS Staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

Building Permits and Certificates of Occupancy

Provide copies of building permits and certificate(s) of occupancy if the site is developed with existing buildings or structures. These documents may be obtained from LADBS at www.ladbs.org.

Order to Comply

A copy of the Order to Comply must be provided if the application is being submitted as a result of an Order to Comply issued by LADBS or Los Angeles Housing Department (LAHD).

Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)

This document will establish preliminary right-of-way requirements for projects for which a Department of City Planning Application is required other than for a subdivision.

The Planning Case Referral Form (PCRF) is required for the following types of projects:

- New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use project with a commercial or industrial component and associated building/surfaces parking facilities in any zone.
- New construction of, alteration, and/or addition resulting in additional dwelling units for multifamily residential buildings (resulting in two or more dwelling units) in any zone.
- Zone Changes, Public Benefit Alternative Compliance, Off-Menu Density Bonus, Conditional Use per 12.24 U.26, Zone Variance or Small Lot Subdivision request if the site is located in a Specific Plan or Overlay Zone.

The PCRF is not required for projects located in the Hillside Area and/or Baseline Hillside Ordinance (see Hillside Referral Form below).

For all other projects, PCRFs may be voluntarily filed to inform of potential required dedication and improvements. To obtain a PCRF, visit the [BOE Online Portal](#) at <https://engpermits.lacity.org>.

Hillside Referral Form

This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS.

Transportation Study Assessment – Department of Transportation Referral Form

This form ([CP-2151.1](#)) is required if the proposed project requires an EAF ([CP-1204](#)) and exceeds Los Angeles Department of Transportation (LADOT) traffic thresholds. The Applicant shall fill out this form and submit it with the case filing to obtain a case number. The form shall then be submitted to LADOT for review and approval. See the Transportation Assessment for more information regarding the traffic thresholds.

Low Impact Development (LID) PCRf

This form provides a preliminary review for a project to determine how LID requirements may be met based on the preliminary site conditions and is required from the Bureau of Sanitation for all projects that result in a land disturbance event that results in the addition, creation, or replacement of 500 square feet or more of impervious areas, except for New or Redevelopment Residential Projects that are four units or less. However, New or Redevelopment Residential Project that are four units or less that are located in an Environmentally Sensitive Area (ESA) and propose more than 2,500 SF of impervious area, are required to obtain a LID PCRf.

To obtain a LID PCRf, visit the [LID Online Portal](#) at <https://lid.lacitysan.org/>. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance.

SB 8 Replacement Unit Determination (RUD) Letter

This letter may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots) and the subject property requires **HCA housing replacement review**, check "Housing Crisis Act Replacement Review" under the Housing tab on ZIMAS. If "Yes", an RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any affordable replacement units are required and if any applicable occupant protections apply. For assistance, contact lahd-landuse@lacity.org. For more information, refer to the [Housing Development Project Applicability Matrix](#).

Urban Forestry Referral Form

This form ([CP-4070](#)) is required if there are any protected trees or protected shrubs on the project site and/or or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading), and the project meets one or more of the following criteria: located within the Mt. Washington / Glassell Park Specific Plan; SB 9 Urban Lot Splits, Parcel Maps, or Tentative Tract Maps located within the Valley geography; projects which qualify for the Executive Directive 1 (ED 1) Ministerial Approval Process or utilize the Transit Oriented Communities (TOC) Affordable Housing Incentive Program; or other projects as determined by City Planning.

Covenants and Other Recorded Items

If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

6. Project Team Information

Provide names and contact information for all members of the Project Team (Property Owner, Applicant, Representative). Note that an Applicant must have a vested interest in the project. For instance, if you have been hired to file the case on behalf of a client, you would be the Agent / Representative, and not the Applicant. Indicate the primary contact for the project.

As of June 8, 2022, the primary contact for the 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, and the email address provided shall match the email address used to create the Angeleno Account.

7. Property Owner Affidavit

Notarized Signatures

The Property Owner Affidavit must be signed and notarized by owners of all properties involved 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 City Planning 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 City Planning 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 City Planning Application Form may be provided. Carefully refer to the Property Owner Affidavit portion of the City Planning Application Form ([CP-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 and/or if the application is for a Coastal Development Permit. The name on the Grant Deed must correspond exactly with the ownership listed on the City Planning Application Form (i.e., no nicknames).

Multiple Owners

If there are multiple owners, all owners must provide notarized signatures on the application.

8. Applicant's Declaration

This Declaration is a statement of acknowledgement by the Applicant that the information is true and correct. If the Property Owner is also the Applicant, the Property Owner must sign both the Property Owner Affidavit and the Applicant Declaration.

9. (Optional) Neighborhood Contact Sheet

Support by adjacent property owners, Neighborhood Councils, or other community groups or business associations (e.g., Chamber of Commerce) may, but are not required to, submit signatures in support of the subject request. A Neighborhood Contact Sheet is provided on the last page of the City Planning Application.

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; 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.

Statutory Exemption (SE)

Statutory Exemptions apply to projects the State Legislature has determined to be excluded from CEQA consideration (e.g., emergency projects such as emergency repairs to publicly or privately owned service facilities necessary to maintain services essential to public health, safety, or welfare).

Categorical Exemption (CE)

CEQA Guidelines include a list of classes of projects which have been determined to not have a significant effect on the environment, also known as Categorical Exemptions (CEs). If your project falls within one of these classes, a Notice of Exemption (NOE) will be completed by DSC Staff at the time of filing (excluding Class 32 - Urban Infill CE). The initial determination that the project is categorically exempt must be subsequently accepted by the Project Planner assigned to the case.

Environmental Assessment Form (EAF)

Projects not qualifying for a CE, or requesting a Class 32 – Urban Infill CE, must complete the EAF ([CP-1204](#)) and provide all materials and fees identified in the instructions. Projects which do not qualify for a CE may result in a Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Assessment Report (EIR).

Addendum to Previous Environmental Clearance

If minor changes are proposed to an original scope of work analyzed under an ND, MND, or EIR, an Addendum may be requested.

Vicinity Map

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.

Photographs

Color Photographs

Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. 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 below). An aerial view is also recommended.

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.

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.

ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ZIMAS Parcel Profile Report selecting all contiguously owned parcels

- ZIMAS Map aerial view selecting all contiguously owned parcels¹

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. The Applicant is advised to check the Specialized Requirements for the subject request(s) prior to preparing these plans as some entitlements may require specific details and/or additional copies.

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). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

Floor Plans

A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

Elevations

Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Color Elevations are required when the decision maker is the CPC or APC. 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).

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

Landscape and Irrigation Plans

Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

Open Space Plan

An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

Color Renderings

Color renderings are required when the decision maker is the CPC or APC and are highly recommended for most other applications to assist in evaluating a proposed project.

Duplicate Case Files

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

Each Duplicate Case File shall include:

- City Planning Application
- EAF or Environmental Determination (Exemptions not required; EIRs may be submitted on USB)
- 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.
- **LAPD.** A duplicate file is required for any application involving alcohol sales (CUB) and entertainment (CUX) cases. No envelope is required.
 - **Council Districts.** A duplicate file is required for each Council District serving the area in which the project is located, for any application involving alcohol sales (CUB) and entertainment (CUX) cases. No envelope is required.
 - **Applicant.** While not required, it is highly recommended that the Applicant maintain a duplicate file for their own records.

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.

- City Planning Application
- EAF or Environmental Determination (Exemptions not required; EIRs may be submitted on USB)
- 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