

INSTRUCTIONS

PRELIMINARY PARCEL MAP Filing Instructions and Checklist



Purpose

The Parcel Map process allows the subdivision of land to create up to a maximum of four lots.

Related Code Sections

State Law

The local government is granted authority to approve subdivisions under Sections 66473.1, 66474.60, .61, and .63 of the State Subdivision Map Act, inclusive of the California State Government Code.

Local Agency

Los Angeles Municipal Code (LAMC) Section 17.50 authorizes Parcel Map actions by the Advisory Agency for local subdivision regulations.

General Information

Los Angeles City Planning Development Services Center (DSC) Public Counter Staff will provide a cursory review of the materials identified by these Filing Instructions to determine if the application can be accepted for case filing. Project Planning Staff will conduct a more detailed review and ensure that all technical requirements have been met and necessary information provided prior to distributing the subdivision map to the Subdivision Committee for further review and discretion. The Advisory Agency shall be the decision-making body.

Filing Fee

A Parcel Map filing fee is required, in accordance with LAMC Section 19.02. As of August 5, 2020, invoices can be paid online by credit card or e-check. To obtain a Fee Estimator, consult with the DSC Public Counter Staff.

Note

The following MUST be submitted at the time of filing. **NO EXCEPTIONS.**

- Projects of 50 units or more require early consultation and meeting verification from the Department of Recreation and Parks (RAP).
- Projects proposing Condominium Conversions require the Tenant Information Chart and Proof of Tenant Notification to be dated at least 60 days prior to filing.

Filing Requirements

Required Forms, Documents and Materials

City Planning Application Form

- One original, wet-signed City Planning Application Form ([CP-7771.1](#)). The City Planning Application Form shall indicate the official street address of the property obtained from the Street Address Section of the Bureau of Engineering (BOE), located at 201 North Figueroa Street, 3rd Floor. Refer to the City Planning Application Filing Instructions ([CP-7810](#)) for applicable requirements. If requesting any deviations from the required street dedication or improvements, or haul route approval, please disclose on the City Planning Application Form.

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 Form, and the email address provided shall match the email address used to create the Angeleno Account.

Preliminary Parcel Map

- Four 11" x 17" reduced size copies
- One reduced size copy must be stamped by the Los Angeles Department of Building and Safety (LADBS) - Grading Division, located at 221 North Figueroa Street, 12th Floor, Suite 1200.

See below for Technical Requirements.

Pre-Filing Review

- Prior to case filing, a fee will be required for review of the Preliminary Parcel Map by LADBS - Grading Division. For more information, contact ladbs_gradingdivision@lacity.org.
- Provide Proof of Payment for the above pre-filing fees.

Findings

- Provide a detailed justification/explanation of how the proposed project complies with the findings below, per the State Subdivision Map Act Section 66474. If requesting any deviations from the required street dedication or improvements, please also disclose and address in the findings.
 1. The proposed map is consistent with applicable General and Specific Plans.
 2. The design and improvement of the proposed subdivision are consistent with applicable General and Specific Plans.

3. The site is physically suitable for the proposed type of development.
4. The site is physically suitable for the proposed density of development.
5. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
6. The design of the subdivision and the proposed improvements are not likely to cause serious public health problems.
7. The design of the subdivision and the proposed improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.

Demolition Information

Project types listed below:

- One-family dwelling where three or more dwelling units are located on the same lot
- Two-family dwelling where neither dwelling unit therein is occupied by a record owner of the property
- Three-family dwelling where none of the dwelling units therein is occupied by a record owner of the property
- Apartment house or apartment hotel containing more than three dwelling units
- Any demolition in the Coastal Zone

Shall provide the following:

- Mailing List.** Four copies of the Tenant Mailing List, of which two sets shall be on gummed labels.
- Tenant Information Chart.** One copy of the Tenant Information Chart ([CP-6345](#)), providing all information pertinent to demolition only.

When demolition is required, the Parcel Map application will not be considered complete unless the required Tenant Mailing List and Information Chart are submitted at time of case filing.

Certified Tree Report

- Protected Tree and Shrub Report.** If applicable, provide two copies of a Protected Tree and Shrub Report with maps prepared by a Tree Expert, as defined by LAMC Section 17.02, evaluating the preservation, removal, replacement, or relocation of any protected trees and/or shrubs, as defined in LAMC Section 46.00
- On-Site Trees.** Provide one copy of a Plot Plan prepared by a reputable Tree Expert, as defined by LAMC Section 17.02, identifying the approximate location of all protected trees and/or shrubs, measuring four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree, pursuant to Ordinance No. 186,873; and non-protected trees eight inches or more in diameter. The Plot Plan shall include tree/shrub common name, botanical name, size, and an indication as to their proposed retention or removal. The Plot Plan shall also

contain measures recommended for the preservation of as many trees as possible and the number of trees that require removal. Replacement by a minimum of 24-inch box trees in the parkway and on the site, on a 1:1 basis, shall be required for the unavoidable loss of trees on the site. **If no applicable trees or shrubs exist on site, submit a letter by a Tree Expert certifying that there are none.**

Recreation and Parks

- For projects proposing 50 units or more, provide written verification of early consultation with RAP pursuant to LAMC Sections 12.33 and 17.12. **NO EXCEPTIONS.**

Tentative Grading Calculations

- When grading is in excess of 2,500 cubic yards/acre, provide one copy of the Tentative Grading Calculations Form ([CP-6115](#)).

Related Actions

- Related Concurrent Actions by AA/AZA.** Per LAMC Section 17.53 J, the Advisory Agency (AA), acting in the capacity of the Associate Zoning Administrator (AZA), shall have the authority to reduce the width of required passageways pursuant to Section 12.21 C.2(b) to no less than five feet between habitable building and detached condominiums, unless the Fire Department determines that the reduction would result in a safety hazard; and shall have the authority to grant deviations of no more than 20 percent from the applicable area, yard and height requirements. The subdivider must ask for the adjustments at the time of case filing, and provide the requisite findings contained in Section 12.28 C.4. Include the request on the City Planning Application Form ([CP-7771.1](#)).
- Major Concurrent Actions.** If the project includes entitlement requests beyond those which may be included per LAMC Section 17.53 J, the City Planning Application Form shall include the other concurrent discretionary actions (e.g., Zone Change, Conditional Use Permit, Zone Variance).

Condominium Conversions

Certified Parking Plan

- One copy of a Certified Parking Plan drawn to scale showing the location of any existing and/or proposed parking spaces, total number of covered and uncovered spaces, number of guest spaces, driveway and aisle widths, column locations or any other types of obstructions. Distinguish between existing and proposed improvements and parking spaces. The Parking Plan shall be shown on a separate sheet from the Parcel Map.

Certificate of Occupancy

- A copy of the Certificate of Occupancy issued by the LADBS. If available, submit a copy of the building permit and the accompanying parking layout.

Findings

For Condominium Conversion findings, refer to the applicable Code Sections below:

- Residential Condominium Conversions, LAMC Section 12.95.2
- Commercial Condominium Conversions, LAMC Section 12.95.3

Multifamily Vacancy Rate

- Consult with the Geographic Project Planner regarding the multifamily vacancy rate of the planning area in which the property is located. The conversion may only be approved if the vacancy rate of the planning area in which the property is located is five percent or more.

Project Plans

- Submit one set of complete project plans with the application, including typical Site and Floor Plans describing features of the building, such as age, type of construction, number of units and number of habitable rooms per dwelling unit (if residential), trash storage areas, and the location of common areas.

For commercial and industrial projects where buildings already exist, the Advisory Agency strongly recommends that LADBS review the building plans prior to map submittal to determine if any potential Building or Zoning Code violations will result as a consequence of land division.

Tenant Mailing List and Labels (Residential Only)

- Four copies of the Tenant Mailing List, two sets of which shall be on gummed labels.

Tenant Information Chart (Residential Only)

- In accordance with Section 66452.18 of the Subdivision Map Act, a Tenant Information Chart ([CP-6345](#)) which includes the name, address and age of each tenant, number of minor children in each household, total number of project occupants, a rent schedule for 18 months preceding the application, a current rent schedule, and a relocation assistance plan. **NO EXCEPTIONS.**

Proof of Tenant Notification (Residential Only)

- At least **60 days prior** to the application filing date, the Subdivider shall provide written notification to each tenant of the subject property disclosing plans to file for a Condominium Conversion and intent to convert, in accordance with Section 66452.18 of the Subdivision Map Act; and information regarding the relocation assistance in accordance with LAMC Section 12.95.2 G and Los Angeles Administrative Code Sections 47.06 and 47.07 of the Condominium Conversion Ordinance. A written copy of the relocation assistance provisions of Section 47.06 and 47.07 must be included in the notification. The Subdivider shall submit certified, signed, and dated Tenant Statements or Certified Mail receipts from each tenant, acknowledging that they have received written notice and relocation information. **NO EXCEPTIONS.**

Applicant Disclosure Statement (Residential Only)

- Prior to the acceptance of any rent of deposit from a prospective tenant, the Subdivider shall give notice of filing to each person applying after that date for a rental of a unit of the subject property, in accordance with Section 66452.17 of the Subdivision Map Act; and information regarding the relocation assistance provisions of the LAMC Section 12.95.2 G and Los Angeles Administrative Code Sections 47.06 and 47.07 of the Condominium Conversion Ordinance. The Subdivider shall provide written *Certified Statement* confirming that as such.

Available Rental Units (Residential Only)

- Submit a current list of vacant and available comparable rental units within a 1.5-mile radius of the property boundary where the building being converted is located. A printed list from an apartment search website is acceptable for filing.

Sales Information (Residential Only)

- In accordance with LAMC Section 12.95.2 D.3, include anticipated range of sale prices, anticipated terms of sales to existing tenants, and whether sales will be permitted to families with minor children. Attach a separate sheet, if necessary.

Approved Condominium Conversions

- Submit a list of all Condominium Conversion applications approved by the Advisory Agency, within a 500-foot radius of the building proposed for conversion. ZIMAS can be used to locate existing cases at <http://zimas.lacity.org/>.

Surcharge Fee

- All condominium conversion projects will be charged an additional surcharge fee in accordance with LAMC Section 19.02 E.1(b).

EXCEPTION: This provision shall not apply to any residential or residential to commercial / industrial condominium conversion project involving buildings for which a building permit was applied for prior to July 1, 1978.

NOTE: The Advisory Agency shall disapprove a Preliminary Parcel Map for a residential or residential to commercial/industrial conversion project if it finds: (a) that the Map is not substantially consistent with the applicable density provisions of the General Plan or Specific Plans in effect at the time the original building permit was issued; and (b) the application for Map approval is filed less than five years from the date the original certificate for the building was issued.

Small Lot Subdivisions

- Complete the Small Lot Design Standards Checklist ([CP-6975](#)) and submit with case intake materials.
- The Parcel Map must be filed as a “Parcel Map for Small Lot Subdivision Purposes” and accompanied by the following:

Map Notes

- Include the following in the Notes Section of the Map: "Note: Small Lot Single Family Subdivision in the ___ Zone, pursuant to Ordinance No. 185,462."

Project Plans

- Submit one set of complete project plans with application.

Site Plan

A Site Plan superimposed on the proposed Small Lot Map shall denote the following:

- Easement.** Any easement(s) outside of the building envelopes for vehicular and pedestrian ingress/egress; emergency access, utilities, and infrastructure purposes. These easements must be either public easements (i.e., for public utility purposes) or private reciprocal easements (i.e., crossing lot lines for vehicular and pedestrian access and/or cross lot surface drainage or common landscape areas).
- Building Footprint.** Building footprint(s) for proposed structures and lot coverage percentages.
- Lot Lines.** Identify the front, side, and rear lot lines for each internal lot.
- Setbacks.** Identify setbacks from adjoining properties, and from front, side, and rear yards within the proposed Small Lot Subdivision. Include a setback matrix on the Site Plan (see below). A side yard setback of three feet from adjoining properties is permitted within the Venice Coastal Specific Plan, Ordinance No. 172,897.

Example Setback Matrix:

SMALL LOT MATRIX						
LOT	LOT SIZE	LOT COVERAGE	FRONT SETBACK	REAR SETBACK	SIDE SETBACK (N, S, E, W)	SIDE SETBACK (N, S, E, W)
1	X,XXXX	XX%	X'-XX"	X'-XX"	X'-XX"	X'-XX"
2	X,XXXX	XX%	X'-XX"	X'-XX"	X'-XX"	X'-XX"

- Driveway.** Identify any Driveway Easement(s), including location width, and label as "COMMON ACCESS". According to the [Small Lot Map Standards](#), the Common Access Driveway must provide a 10-foot width for driveways serving up to four small lot homes and a 16-foot width for driveways serving five or more small lot homes.
- Parking.** Identify automobile guest parking and bicycle parking in compliance with the [Small Lot Map Standards](#).
- Walkway.** Identify Pedestrian Access walkways from a public street to the subdivision and label as "COMMON ACCESS WALKWAY". According to the [Small Lot Map Standards](#), the Common Access Walkway must be a minimum of three feet in width and remain unobstructed and open to the sky.
- Open Space.** Identify Open Space Easements for subdivisions of 20 or more units at a ratio of 30 square feet of open space per unit, and label as "COMMON OPEN SPACE EASEMENT". The Open Space Easement shall be designed in accordance with the [Small Lot Map Standards](#).
- Vehicle Back Up.** Identify all vehicular back up space consistent with the requirements of the LAMC.
- Trash Area.** Identify all trash collection areas.
- Accessory Structures.** All accessory structures shall be shown and cannot be located within a required setback area.

Elevations

- Elevations and other illustrative information.

Special Requirement Areas

Hillside Areas

- Show existing contours on the Preliminary Parcel Map at intervals of not more than 5 feet.
- If located in the Hillside or Seismic or Liquefaction areas, one copy of a Geology and Soils Engineering Report must accompany your application.
- Geology and Soils Report and Parcel Map – Grading Division.** If the Parcel Map is within a designated Hillside area, prior to filing the Preliminary Parcel Map with City Planning, submit the following to LADBS – Grading Division:
 - Three copies of the Preliminary/Final Geology and Soils Report.
 - Three copies of the Parcel Map, which includes:

- Contour Lines
- Distinguish cut and fill slope in color on two copies of the Parcel Map
- Proof of Payment.** When required, the Geology and Soils Report review by LADBS Grading Division requires a fee. Submit a copy of the fee receipt.
- State the average slope density (as defined in LAMC Section 17.02) if slope is greater than 15%. Ensure the contour interval utilized in the average slope density calculation does not exceed intervals of five feet.
- Check the Community Plan, including Footnotes, as well as applicable Specific Plans, for slope density restrictions.
- Haul Route.** If the project is located within a BOE Special Grading Area and includes the export of 1,000 cubic yards or greater, a haul route is required, and the following shall be provided:
 - One copy of the Haul Route map
 - Notation on the Parcel Map that a Haul Route is being requested

Flood Hazard Management Ordinance

- Note on the Parcel Map whether the subdivision lies in a Special Hazard Area, Hillside Area, Floodway, or Mud-prone Area. Ordinance No. 186,952 (Flood Hazard Management Ordinance) requires City Planning to make a finding as to whether a project is located within a Special Hazard Area, supported by factual evidence supporting the findings to be contained in the record. In addition, all subdivision projects located within the boundaries of a “Hillside Area” shall comply with the regulations contained therein, relative to flood hazards, including mud flows in designated flood hazard areas and in all hillside grading areas.

Coastal Development Permit

- Coastal Development Permit.** A Coastal Development Permit is required for any action pursuant to the Subdivision Map Act within a Coastal Zone. A separate Planning application shall be filed concurrently with the proposed subdivision. Refer to the Specialized Requirements for Coastal Development Permits ([CP-1605.1](#)) for applicable requirements.
- Mello Act Compliance Review.** The Mello Act Advisory Notice and Screening Checklist ([CP-3606](#)) is required if the project is located in a Coastal Zone and demolishing or adding a whole residential unit. In addition to obtaining Mello Act Compliance Review from City Planning, an application for a Mello Act Determination must be filed with the Los Angeles Housing Department (LAHD) for the demolition of any existing dwelling units. For instructions, contact lahd-landuse@lacity.org.

To determine if a project is located within a Coastal Zone, check ZIMAS at <http://zimas.lacity.org/>.

Horsekeeping

If the project is located within a Community Plan which provides for horsekeeping either through a plan designation, zoning, and/or an established "K" Supplemental Use District (SUD), the following information and exhibits are required:

- Plot Plan** showing:
 - Minimum graded pad areas of 11,000 sq. ft., as required by the applicable Community Plan.
 - Minimum designated horsekeeping area within the graded pad area of 2,200 sq. ft.
 - Minimum corral area within the designated horsekeeping area measuring 12' x 24'
 - Minimum storage area within designated horsekeeping area measuring 12' x 12'
 - Distances from horsekeeping areas and structures to the nearest on-site habitable rooms, and to adjoining off-site horsekeeping areas and structures and dwellings
 - Minimum 10-foot-wide equestrian access path from horsekeeping area to the street on the same side of lot as the driveway
 - Horse trails and horse trail easements, if required by the Community Plan or "K" SUD. Refer to the [Complete Streets Design Guide](#) for additional guidance regarding trail width, vertical clearance, fencing height and materials, and location of signal actuators.
 - Minimum Lot Size of 17,500 sq. ft., as required by the LAMC to permit equine uses in several zones. However, a minimum lot size of 20,000 sq ft. may be required due to topography, Community Plan policy, or other factors, if the parcel is located within a "K" SUD
- Grading Plan** showing:
 - Pad areas
 - Trails and access paths
 - Drainage pattern from horsekeeping area

Technical Map Requirements

- Map Legend.** Date, Scale (1" = 40'), and North Arrow.
- Existing Structures.** Show location, number of stories of existing buildings or structures (including swimming pool, driveways, parking spaces, and access) and dimensions to proposed

property lines, noting if buildings or structures are to remain, to be demolished, or to be converted to condominiums. For condominiums, note the number of units, parking spaces and location.

- Lot Dimensions.** Show dimensions of the boundaries and indicate net square footage and acreage of each parcel after dedications. If the property is described in metes and bounds, or a portion of a lot, describe in full.
- Trees and Shrubs.** The approximate location and general description of all protected trees and shrubs 4 inches or more in cumulative diameter, and other trees 8 inches or more in diameter, including common name, size, and an indication as to their retention or destruction shall be shown on the map; or a note that there are no protected trees if none exist onsite.
- Zoning.** Identify the designated Zone for the site.
- Parcel Designations.** Use alpha symbols for each parcel. Show vacant parcels as “VACANT”, and contiguous lots as “Not a Part”.
- Streets.** Identify closest intersecting public streets, location, and width of all existing streets (public and private), alleys, driveways and easements abutting or traversing each parcel. If the map includes a private street, include a proposed street name on the application and the map.
- Names, addresses, and telephone numbers of the record owner, Subdivider and Engineer or Surveyor under whose supervision the map is prepared, including registration number or license number of the Civil Engineer or Surveyor. The Preliminary Parcel Map need not be professionally prepared if it is legible and meets all requirements noted herein. However, the Final Parcel Map must be prepared by a registered civil engineer or licensed land surveyor.
- Legal Description.** Boundaries of site must coincide with existing legal description per Grant Deed or other appropriate documents. The legal description and map shall be verified by City Planning Staff.
- Address.** Identify the site address. If the property address is not indicated in ZIMAS, provide a BOE Address Referral Form (even if the site has a postal address).
- If there are hazardous conditions make a note on Map. If no hazardous conditions exist on the site, make a note on the plans that no hazardous conditions exist. Hazard information is available on the Parcel Profile Report on the Planning Department ZIMAS website found online at <http://zimas.lacity.org/>.
- Contour Lines.** Identify the existing contour of the land at intervals of not more than 5 feet, and of not more than two-foot intervals if the slope of land is less than 5 percent. If construction is proposed, provide a preliminary grading design with proposed building pads, top and toe cut and fill slopes (indicated with colored ink on at least one copy).

Supplemental Filing Requirements

Related Documents/Referrals

[Forms](#) are listed alphabetically on the Planning website. For assistance regarding which forms are applicable to your request, please 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, please consult DSC Staff.

Case Consultation Referral Form

- This form ([CP-3598](#)) is required if your project request includes a condominium conversion and must be signed by the planner assigned to the geographic area. For assistance regarding planner assignment, please consult DSC Staff.

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

- This form ([CP-4062](#)) is required if vesting rights are sought for a Housing Development Project. The Applicant shall submit an HCA Preliminary Application through the Department's [OAS](#) at <http://planning.lacity.org/oas>. Once deemed complete, Planning Staff shall provide a signed HCA Preliminary Application Form, to be included with the case filing. The HCA Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application Form for the project. For assistance, please contact planning.hca@lacity.org.

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, **and shall be completed and signed by the Property Owner.**

Citywide Design Guidelines Compliance Review Form

- 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 AB 2162).

Expedite 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 Form

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

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). 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”, 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 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.

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; however, the project planner who is assigned to the case will ultimately determine the appropriate environmental review in accordance with CEQA regulations. Consult with Planning staff to determine which type of clearance is needed. If the project requires an Environmental Assessment Form, additional processing time may be needed. If there are any protected trees on the property or street trees within the public right-of-way, please disclose as part of the project description for the environmental clearance.

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 Sustainable Communities Environmental Assessment (SCEA), Sustainable Communities Project Exemption (SCPE), 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, SCEA, 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

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. 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 recommended.

Notification Maps

- Refer to the Mailing Procedures Instructions ([CP-2074](#)). Please note that as of January 1, 2022, notification materials will no longer be required at the time of case filing but will be requested by the Project Planner 6-8 weeks prior to scheduling a public hearing.

ZIMAS Parcel Profile Report

- Provide one copy of the ZIMAS Parcel Profile Report, selecting all contiguously owned properties, and one copy of ZIMAS aerial view.

Records and Documents

One copy each of the following for the project site.

- Grant Deed(s)**. If a Grant Deed describes the subject site in metes and bounds, obtain the Grant Deeds, print outs and maps for *adjacent properties*. Grant Deed(s) are available from the Los Angeles County Registrar-Recorder/County Clerk, Real Estate Records Section, Room 2207, 12400 East Imperial Hwy, Norwalk.
- Lot Cut** print outs
- Land Records Map** (Cadastral Map)

Lot Cut print outs and Land Records Map (Cadastral Map) records are available in BOE Land Records Section at 201 North Figueroa Street, Room 1150 or eng.landrecords@lacity.org.

Building Permits and Certificates of Occupancy

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

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 affects 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.

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 Form
- EAF or Environmental Determination (Exemptions not required; EIRs may be submitted on USB)
- Findings/Justification
- Vicinity Map
- Index Map and Color Photographs
- One 11” x 17” reduced size set of plans, if applicable
- One 11” x 17” reduced-size copy of the Parcel Map
- 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.
- Council Districts (CDs)**. Two duplicate files shall be required for projects within CD 5, 11, & 14. No envelope is required.

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 Form
- EAF or Environmental Determination (Exemptions not required; EIRs may be submitted on USB)
- Findings/Justification
- Vicinity Map
- Index Map and Color Photographs
- One 11" x 17" reduced size set of plans, if applicable
- One 11" x 17" reduced-size copy of the Parcel Map
- Additional application specific materials. This includes any form required as outlined in the Filing Instructions herein, as map distribution shall be fully electronic. Missing forms will cause delays in case processing.

PLANNING STAFF USE ONLY

REVIEWED & ACCEPTED BY:

Planning Staff Name: _____ Date: _____

DEEMED COMPLETE BY:

Planning Staff Name: _____ Date: _____