## DEPARTMENT OF CITY PLANNING APPLICATION

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**THIS BOX FOR CITY PLANNING STAFF USE ONLY**

**Case Number** _____

**Env. Case Number** _____

Application Type _____

Case Filed With (Print Name) _____ Date Filed _____

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Application includes letter requesting:

☐ Waived hearing      ☐ Concurrent hearing      ☐ Hearing not be scheduled on a specific date (e.g. vacation hold)
                         Related Case Number _____

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*Provide all information requested. Missing, incomplete or inconsistent information will cause delays.*
*All terms in this document are applicable to the singular as well as the plural forms of such terms.*

1. **PROJECT LOCATION**

   Street Address[1] _____ Unit/Space Number _____

   Legal Description[2] (Lot, Block, Tract) _____

   Assessor Parcel Number _____ Total Lot Area _____

2. **PROJECT DESCRIPTION**

   Present Use _____

   Proposed Use _____

   Project Name (if applicable) _____

   Describe in detail the characteristics, scope and/or operation of the proposed project _____

   _____

   _____

   Additional information attached      ☐ YES      ☐ NO

   Complete and check all that apply:

   **Existing Site Conditions**

   ☐ Site is undeveloped or unimproved (i.e. vacant)

   ☐ Site has existing buildings (provide copies of building permits)

   ☐ Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial)

   ☐ Site is located within 500 feet of a freeway or railroad

   ☐ Site is located within 500 feet of a sensitive use (e.g. school, park)

   ☐ Site has special designation (e.g. National Historic Register, Survey LA)

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[1] Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—http://zimas.lacity.org)
[2] Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

**Proposed Project Information**

☐ Demolition of existing buildings/structures

☐ Relocation of existing buildings/structures

☐ Interior tenant improvement

☐ Additions to existing buildings

☐ Grading

☐ Removal of any on-site tree

☐ Removal of any street tree

☐ New construction: _____square feet

☐ Accessory use (fence, sign, wireless, carport, etc.)

☐ Exterior renovation or alteration

☐ Change of use and/or hours of operation

☐ Haul Route

☐ Uses or structures in public right-of-way

☐ Phased project

**Housing Component Information**

Number of Residential Units: Existing _____ − Demolish(ed)[3] _____ + Adding _____ = Total _____

Number of Affordable Units[4] Existing _____ − Demolish(ed) _____ + Adding _____ = Total _____

Number of Market Rate Units Existing _____ − Demolish(ed) _____ + Adding _____ = Total _____

Mixed Use Projects, Amount of Non-Residential Floor Area: _____square feet

3. **ACTION(S) REQUESTED**

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36?     ☐ YES     ☐ NO

Authorizing section _____  Section from which relief is requested (if any): _____

Request: _____

_____

_____

Authorizing section _____  Section from which relief is requested (if any): _____

Request: _____

_____

_____

Authorizing section _____  Section from which relief is requested (if any): _____

Request: _____

_____

_____

Additional Requests Attached     ☐ YES     ☐ NO

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[3] Number of units to be demolished and/or which have been demolished within the last five (5) years.

[4] As determined by the Housing and Community Investment Department

**4. RELATED DEPARTMENT OF CITY PLANNING CASES**

Are there previous or pending cases/decisions/environmental clearances on the <u>project site</u>?  ☐ YES  ☐ NO

If YES, list all case number(s) _____

_____

If the <u>application/project</u> is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

Case No. _____     Ordinance No.: _____

☐ Condition compliance review                    ☐ Clarification of Q (Qualified) classification

☐ Modification of conditions                        ☐ Clarification of D (Development Limitations) classification

☐ Revision of approved plans                       ☐ Amendment to T (Tentative) classification

☐ Renewal of entitlement

☐ Plan Approval subsequent to Master Conditional Use

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project?  ☐ YES  ☐ NO

Have you filed, or is there intent to file, a Subdivision with this project?  ☐ YES  ☐ NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

_____

_____

_____

**5. OTHER AGENCY REFERRALS/REFERENCE**

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please check all that apply and provide reference number if known.

Are there any outstanding Orders to Comply/citations at this property?  ☐ YES (provide copy)  ☐ NO

Are there any recorded Covenants, affidavits or easements on this property?  ☐ YES (provide copy)  ☐ NO

☐ Development Services Case Management Number _____

☐ Building and Safety Plan Check Number _____

☐ Bureau of Engineering Planning Referral (PCRF) _____

☐ Bureau of Engineering Hillside Referral _____

☐ Housing and Community Investment Department Application Number _____

☐ Bureau of Engineering Revocable Permit Number _____

☐ Other—specify _____

**6. PROJECT TEAM INFORMATION** (Complete all applicable fields)

**Applicant[5] 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: _____

Telephone _____ E-mail: _____


**Other** (Specify Architect, Engineer, CEQA Consultant etc.) _____

Name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____


**Primary Contact for Project Information**
*(select only one)*
☐ Owner  ☐ Applicant
☐ Agent/Representative  ☐ Other _____


To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List, and the Abutting Property Owners List.

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[5] 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).