

# MINOR CONDITIONAL USE PERMIT INSTRUCTIONS & CHECKLIST

**INFORMATION:**

An online **DRP - Base Application - Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to “How to Apply Online” on our applications page (<http://planning.lacounty.gov/apps>).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or [info@planning.lacounty.gov](mailto:info@planning.lacounty.gov).

Use this checklist for a **Minor Conditional Use Permit application**, pursuant to County Code Chapter [22.160](#): Minor Conditional Use Permits.

**Checklist Certification:** *I certify that all requested materials have been submitted with my application and the checklist is complete. I understand that failure to submit required information may cause delay. I also understand that additional items may be requested after the application is submitted and reviewed.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_ CHECK ONE:  Owner  Applicant  
 Agent

**Mailing Label and Ownership Map Authorization:** *I hereby grant the Department of Regional Planning authorization to provide the certified mailing list, mailing labels, ownership and vicinity maps as required by Title 22 (Zoning Ordinance) of the Los Angeles County Code.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_ CHECK ONE:  Owner  Applicant  
 Agent

**1. [Owner Acknowledgement Form](#)**

**2. Proof of Ownership**

- An **Ownership Disclosure** is required if the property is owned by an LLC, corporation, partnership or trust. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.
- The **Grant Deed** is required if the ownership does not match County records. Ownership on the deed must correspond exactly with the ownership listed on the application.
- A **Letter of Authorization** (LOA), a notarized letter from the property owner empowering you to act on their behalf, is required if anyone other than the owner signs the application. The authorized person (agent, applicant) on the LOA must correspond with the signature on the application.

- 3. [Statement of Findings](#)**  
A Minor CUP request requires a “Findings” statement prepared by the applicant (County Code Section [22.160.050](#): Findings and Decision). Your request requires accurate and complete responses. “Yes” or “no” answers are not acceptable. It is the applicant’s responsibility to substantiate the Findings. See [Guidelines for Writing Your Findings Statement](#).
- 4. Project Narrative**
  - If necessary, attach a separate sheet of paper with the heading “Project Narrative.”
  - Provide a description of how the property is currently used and how you propose to use the property.
- 5. Plan Set (Combined into one PDF)**
  - Plan set must be scalable with a standard architect’s or engineer’s scale.
  - Additional copies of plan sets may be requested at a later date, prior to a public hearing or after final approval. Plan sets should include a site plan, floor plan and elevations. Do not submit mechanical drawings. Include topography, conceptual grading or landscape plans, as applicable.
  - You may benefit from the aid of a professional with the preparation of your drawings.

**Each site plan sheet must, include:**

- a) Project address, street name and Assessor Parcel Number(s).
- b) Applicant name, address and telephone number.
- c) Architect, engineer, designer name, street, phone number, web and e-mail address, as available.
- d) Vicinity map.
- e) Date of plan and revision dates.
- f) Scale, north arrow, and dimensions. Scale must be standard architectural or engineering scale.

**The following items may vary depending upon the complexity of the project:**

- Parcel gross and net acreage.
- Front, side and rear yard proposed and required setbacks.
- Height of existing structures, fences, walls, trees, and other significant site features.
- Location and sq. ft. of existing and proposed building(s), structure(s).
- Conceptual landscape plan with open space and landscape area calculations.
- Protected zone of on-site and off-site protected oak trees located within 50 ft. of the project. Failure to accurately indicate all protected oak trees will delay review. Refer to County Code Chapter [22.174](#): Oak Tree Permits.
- Setbacks, buffer yards and spaces between buildings with dimensions.
- Existing and proposed outdoor storage areas. Refer to County Code Section [22.140.430](#): Outside Storage.
- Conceptual grading plan showing earthwork volumes (including over excavation), pad and/or finished floor elevations, benchmark information, retaining wall location and heights, and grading limits, if applicable.
- Existing on-site public and private easements with names of the holders, document numbers, and recorded dates.
- Label all easements as “to remain,” “to be relocated,” or “to be abandoned.”
- Parking space, aisle widths and back-up space dimensions. Indicate total number of parking spaces provided.

- Show property lines, easements, alleys, private streets, and adjacent rights-of-way and easements. Indicate existing or proposed trails, if any. Label property lines with “PL” notation.
- Label the street centerline using the “CL” notation.
- Dimensions for the existing road right-of-way width (from centerline), curb width (from centerline), and parkway width on both sides of all surrounding streets.
- Dimensions for all driveways.
- Indicate existing public sewer and water mains and the point of connections on plan.
- Indicate water purveyor.
- Provide adequate sight distance (horizontal and vertical) from all existing driveways.
- Longitudinal grades for all subterranean parking areas.
- Longitudinal grades for all private drive and fire lanes.
- Existing fire hydrant locations within 150 ft. of property line frontages, as applicable.
- Drainage and watercourses. If complex, provide a separate exhibit.
- Boundaries of constrained areas that may include resources and hazards such as slopes in excess of 25%, biologically or archaeologically sensitive areas, flood hazard zones, ridgelines, hilltops, and geographically hazardous areas. Within constrained areas, indicate the proposed pad locations and driveways. If complex, this may be prepared as a separate exhibit to the site plan.
- Indicate any Environmentally Sensitive Habitat Area (ESHA), Significant Ecological Area (SEA) or the Coastal Zone located within 50 ft. of the project.

**6. Photographs with Photo Key Map**

- Six (6) to ten (10) color photographs of the proposed project area with a photo-key map.
- Ensure at least four photos depict the existing north, south, east and west building elevations.
- Provide the ground-level perspective, not aerial views.

**7. Land Use Radius Map**

Required for industrial use within Green Zones or within 500-foot radius of residential uses and/or other sensitive uses.

- One (1) map with a 500-ft. radius drawn from the boundary of the subject parcel(s). Map must be drawn to scale; the scale must be standard and measurable. Include a legend with symbols and a scale. Do not color-code the map.
- Indicate all existing land use(s) for each of the parcels (for example: residential with number of units, bank, parking lot, auto repair shop, restaurant, schools, parks, vacant, etc.) within the 500-ft. radius on the scaled map. Where there is a strip mall or multiple uses on the parcel, indicate all the uses. Where the size of the parcel permits, the land use symbol should be in the approximate location of the use of the parcel. The existing land use information should be current as of the applicable date.
- Do not submit a land use policy (RL1, U5, C, IL, etc.) or zoning (R-1, A-2, C-3, etc.) map as part of the land use radius map.

**8. Supplemental Information for Renewable Energy (Solar/Wind) Projects**

The following items are required *only* for renewable energy (solar/wind) project applications.

**For solar energy systems/facilities:**

*Each site plan must include:*

1. Solar array footprint and height.
2. Solar array setbacks from all property lines (for ground-mounted systems) or roof perimeter (for structure-mounted facilities).

*The following is also required:*

- Color photo simulations of the project area “before” and “after” construction of the project.
- Completed Statement of Findings for Renewable Energy Project
- *(If requesting a modification to development standards)* Additional Statement of Findings

**For wind energy systems and temporary meteorological towers:**

*Each site plan and elevation plan must include:*

1. Scaled drawings of the structure, including the tower, base, wind turbine generator, blades, wind-measuring devices, footings, and associated equipment.
2. Any required lighting, including type and location of any safety lights.
3. Type and location of any energy storage devices.

*The following is also required:*

- Location Map depicting the project location on USGS topographic sheet(s).
- Completed Burden of Proof (Findings) statement for Renewable Energy Project (Minor CUP/Wind and Temp Met)
- *(If requesting a modification to development standards)* Additional Burden of Proof (Findings) statement

**County Departments**

Animal Care and Control: <http://animalcare.lacounty.gov/>

Assessor: <http://assessor.lacounty.gov/>

Business License General Information: <http://ttc.lacounty.gov/business-license-general-information>

Parks and Recreation: <http://parks.lacounty.gov/>

Fire Department, Fire Prevention: <http://fire.lacounty.gov/fire-prevention-division>

Fire Department, Forestry: <http://fire.lacounty.gov/forestry-division/forestry-fuel-modification>

Public Health, Environmental Health: <http://www.lapublichealth.org/eh/>

Public Works, Building & Safety Offices: <http://dpw.lacounty.gov/bsd/offices/>

Regional Planning: <http://planning.lacounty.gov/>

Sheriff's Department: <http://sheriff.lacounty.gov/wps/portal/lasd>