



INSTRUCTIONS:

LONG-TERM TEMPORARY USE

Filing Instructions, Special Requirements and Findings

RELATED CODE SECTION: The Los Angeles Municipal Code Section 16.01 has established reasonable and uniform regulations to protect to protect the public welfare and to provide a streamlined method for consideration of application for temporary use approvals and other land use approvals in an emergency, such as fire, storm, severe earthquake, civil disturbance, or other disaster declared by the Governor.

PURPOSE: When an application for a Long-Term Temporary Use is filed the Zoning Administrator shall have the authority to approve the use of a lot in any zone for the temporary use of property which will aid in the immediate restoration of an area adversely impacted.

NOTE: The Zoning Administrator shall require termination of the temporary use within one year from the date of approval of the temporary use, the removal of all temporary improvements on the site, and the restoration of the site to a permitted use within a reasonable period of time determined by the Zoning Administrator. Approval of any application for a temporary use shall not result in any vested or nonconforming rights to carry on the temporary use after the term authorized.

CASE FILING INSTRUCTIONS: These instructions are provided for the convenience of applicants in completing the Department of City Planning (DCP) Application ([CP-7771.1](#)) and gathering necessary application materials. Additionally, review of the application by assigned planning staff, including review of reports received from other departments or agencies after the application filing, may generate the need for additional reports, studies or other exhibits.

Read all instructions carefully and submit all materials requested. Incomplete applications, insufficient, unclear or inconsistent data will cause delays or a possible hold.

To aid in the preparation of the application, applicants are encouraged to visit DCP's website at <http://planning.lacity.org> for information on the general plan, community plans, zone code, property information, application forms, staff assignments etc. Property specific information such as addresses, zoning, specific plans/overlay districts, case numbers and ordinances can also be accessed from City Planning's Zoning Information and Map Access System (ZIMAS) at <http://zimas.lacity.org>. It is recommended the applicant use the interactive online forms available at the DCP website. Otherwise all forms and attachments must be typed or printed (illegible materials will not be accepted).

Applicants are encouraged to first visit the Department of Building and Safety to discover if there are other issues or necessary approvals associated with the project/site which must be resolved prior to filing. The design of the proposed project may require alterations in order to comply with the Los Angeles Municipal Code (LAMC) and/or additional entitlement requests may be needed. If you have questions about completing your application or the application process, please visit or call one of the following Development Services Center (DSC) Public Counter; office locations, telephone numbers:

DSC West Los Angeles
1828 Sawtelle Blvd
Los Angeles - CA 90025
TEL:310-231-2598

DSC Metro (Figueroa Plaza)
201 N. Figueroa St – 4th Floor
Los Angeles – CA 90012
TEL:213-482-7077

DSC Valley (Marvin Braude Building)
6262 Van Nuys Blvd Suite 251
Van Nuys – CA 91401
TEL: 818-374-5050

Application Package. Planning staff will screen the application package to determine whether all documents and materials listed herein as applicable to the request (i.e. depending on the location, type of project or requested action) have been submitted. To facilitate the filing process materials should be organized in the order listed in these instructions.

Filing Fee. There is no filing fee.

Appointment System. Please refer to DCP's website for the most up to date information for filing applications <https://planning.lacity.org/development-services/appointment/form>

DEPARTMENT OF CITY PLANNING (DCP) APPLICATION

1. **Project Location.** Include the entire street address range of the project site as shown in ZIMAS; if a property address is not indicated in ZIMAS, provide a Bureau of Engineering address referral form (even if the site has a postal address). For the legal description, include all contiguously owned properties even if the proposed project site is only one of several parcels owned by the same property owner. If the legal description is complex or if it contains a lot cut reference (i.e. "Arb." number) attach metes and bounds of the property (from Title Report, Grant Deed or an engineer survey).

2. **Project Description.** The narrative portion of the project description must include all aspects of the request, including but not limited to use, proposed construction, height, FAR, parking, hours of operation, number of seats, signage, etc. and may be provided as an attachment. The description must include all phases and plans for future expansion. Describe how you currently use the property and how you propose to develop or use the subject property and any additional properties. Indicate whether open air uses or a temporary structure or an addition to an existing structure is proposed, (type of building, number of stories, number of units, rooms in each unit) and how it deviates from the Code requirements. Include the period of time the request is for, the reasons which justify the temporary land use requested, and how the request would aid in the immediate restoration of an impacted area. In addition to inclusion in the project description. It is important to check the appropriate box to the following sections:
 - **Existing Site Conditions**
 - **Proposed Project Information**
 - **Housing Component Information**
 - **Public Right-of-Way Information**

3. **Action(s) Requested**
Authorizing Code Section – LAMC 16.01 Long-Term Temporary Uses.

Action Requested Narrative. The action requested is a long term-temporary use. Additionally, describe the important detail of the request. *For example, "A long-term temporary use to allow temporary modular buildings on the existing playground of a charter school, and on the adjacent vacant property in order to provide more classrooms for social distancing required due to Covid19."*

4. **Temporary Use Statement:** The temporary use is for a period of only one year and the property will be cleared or the use removed at that time unless a re-application is made.
(signature of applicant)

5. **Existing/Related Entitlements.** Include a copy of the original decision letter and/or any entitlements that are directly related to the proposed project. Copies of these letters can be obtained in ZIMAS under the "Case Numbers" tab, or from DCP's Automated Records Counter; location, hours and telephone numbers are available on City Planning's website. Describe any changes to current entitlements.

6. **Related Documents/Referrals.** Depending on the location and type of project, the following documents/forms may be required prior to filing your application at the DSC.
 - a. **Mello Form.** Include an original copy of the "Mello Act Advance Notice and Screen Checklist form" if the project is located in a Coastal Zone. The form is available at the DCP Counter and must be completed by the applicant and reviewed by DCP Staff. (not online)
 - b. **HPOZ Authorization Form.** This ([CP-3523](#)) form is required if the zoning identifies the site as being in a HPOZ Overlay Zone (*for example R1-1-HPOZ*).
 - c. **Department of Transportation (DOT) Referral Form.** Unlike the above referenced materials, the DOT Referral Form ([CP-2151.1](#)) is not required prior to application filing; however it may be required subsequent to filing. If the proposed project requires the filing of an Environmental Assessment Form and exceeds DOT traffic thresholds, City Planning staff will advise the applicant to submit the form to DOT for assessment.

The following documents will require you to contact other City Agencies to obtain their form and information.

- d. Order to Comply.** A copy of the Order to Comply is required if the application is being submitted as a result of an Order to Comply issued by either the Department of Building and Safety or the Los Angeles Housing and Community Investment Department.
 - e. Building Permits and Certificates of Occupancy.** If the site has existing buildings, or structures, provide copies of building permits and the certificate of occupancy available from the Los Angeles Department of Building and Safety (LADBS). Building permit and certificate of occupancy documents may be obtained at <http://ladbs.org>.
 - f. Hillside Referral Form.** This form is required to be obtained from BOE if the project is located in a Hillside Area and/or Baseline Hillside Ordinance area as identified in ZIMAS.
 - g. Low Impact Development (LID) Referral Form (Storm water Mitigation).** All projects which add, create or replace 500 square feet of impervious area are required to comply with the City's LID Ordinance. The design of a project may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements. For additional information visit the Department of Public Works, Bureau of Sanitation at 201 N. Figueroa St, 3rd Floor.
 - h. SB330 Determination letter from the Housing and Community Investment Department.** The Housing and Community Investment Department (HCIDLA) must evaluate properties on which dwelling units have been demolished or are proposed to be demolished in conjunction with the proposed Housing Development Project to determine any required tenant information, replacement units, and rental rates.
 - i. Covenants or other items recorded.** Please submit any recorded covenants, easements or affidavits against the property.
- 7. Project Team Information.** Provide names and contact information for all members of the project team. 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. On the bottom of the page 4, indicate the primary contact of the project.
- Signatures.** Original signatures are required of the property owner and the applicant; the Notary Public's signature and stamp must also be original. If the property owner is the same as the applicant, they must sign the Property Owner Affidavit and the Applicant Declaration; only the signature on the Affidavit will need to be notarized. If the applicant is not the property owner, separate signatures from both are required; however only the property owner's signature will need to be notarized.
- 8. Property Owner Affidavits.** All owners of all property involved must provide a notarized signature to verify the application is being filed with their knowledge. Ownership will be verified against the records of the City Engineer or, in the case of annexations, the County Assessor. In certain circumstances, the signature on the DCP Application form must be supported by Proof of Ownership, which can be provided where applicable below.
- Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service or process or 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 on the DCP application must appear in this list of names. Include a copy of the current partnership agreement, corporate articles or trust document as applicable.
- Letter of Authorization (LOA).** Occasionally, a LOA from a property owner granting someone else permission to sign the DCP Application may be provided. Please carefully refer to the Property Owner Affidavit portion of the DCP Application (form [CP-7771.1](#)) for current policies regarding LOAs and their content.

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 DCP Application (i.e. no nicknames).

Multi Owners. If there are multiple owners all must be notarized on the application.

9. **Applicants Declaration.** Statement of acknowledgement by the owner that the information is true and correct.
10. **(Optional) Neighborhood Contact Sheet.** Adjacent property owners may, but are not required to, submit signatures in support of your request. Support of your request by Neighborhood Councils or other community groups or business associations (e.g. Chamber of Commerce etc.) is not required but may also be submitted. An Optional Neighborhood Contact Sheet is on the last page of the DCP Application.

**Thank you, you have completed the Department of City Planning Application
Please proceed completing the Special Requirement section and the Additional
Documentation section.**

SPECIAL REQUIREMENTS

Long-Term Temporary Use

FINDINGS

The following findings pursuant to LAMC Section 16.01A shall be made by the applicant:

1. The nature and short duration of the proposed temporary use assures that the proposed use will not be materially detrimental to the character of development in the immediate neighborhood;
2. That the proposed use will not adversely affect the implementation of the General Plan or any applicable specific plan; and
3. That the proposed use will contribute in a positive fashion to the reconstruction and recovery of areas adversely impacted during the emergency.

Environmental

Information to be attached to all Department of City Planning Applications.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). CEQA is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts if feasible. Development Services Center (DSC) planners will initially select the appropriate CEQA documentation at the time of filing, unless already indicated on the Project Planning Referral Form. The project planner who is assigned to the case will ultimately determine if a different level of CEQA review is required in accordance with CEQA regulations. At the time of case filing, one of the following documents will typically be required.

a. 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. If your project appears to fall within one of these classes, the appropriate paperwork will be completed by the DSC planners at the time of application filing (excluding Class 32-Urban Infill Exemptions as described below). The initial determination that the project is Categorically Exempt must be subsequently confirmed by the staff planner assigned to the project.

b. Environmental Assessment Form (EAF). Projects not qualifying for a CE and those requesting a Class 32 CE must complete the Environmental Assessment form (CP-1204) and provide all materials and fees identified in the instructions therein. The EAF may be filed prior to or with the entitlement application. If the EAF was filed prior to the application and the environmental review was concluded, provide a copy of the completed Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Assessment Report (EIR).

c. Addendum to previous ENV clearance. Submit an addendum if you are using and existing environmental clearance as your current environmental clearance.

Additional Documentation

Information to be attached to all Department of City Planning Applications.

1. PHOTOGRAPHS.

a. Color Photographs. Provide color photographs taken recently and depicting current conditions of the entire project site showing existing structures, trees, walls/fences, signage, streets, curb & gutters and parking areas as applicable and photos of the surrounding area to 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*. An aerial photograph is also recommended.

b. Index Map. Provide an accompanying map (e.g. Assessor map, ZIMAS map or District Map) with arrows and numbers keyed to the photographs indicating from where and in what direction each photo was taken.

2. VICINITY MAP. Provide a map from an internet mapping website (e.g. Yahoo! Maps, MapQuest, Google Maps, etc.) or Thomas Brothers Guide depicting an area beyond the Radius/Land Use Map and showing nearby street system, public facilities and other significant physical features with the project site highlighted.

3. ZIMAS. Provide a copy of the ZIMAS Parcel Profile Report and the Generalized Zoning Map for the project site. Use the “Select Parcels” tool to select all contiguously owned parcels, if applicable.

4. PUBLIC NOTICING Pursuant to LAMC Section 16.01F. Most applications require a public hearing; persons to be notified of the hearing are specified in the authorizing LAMC section. Additionally, abutting property owners and interested parties will be notified that a decision has been made regardless of whether or not a public hearing is required. All noticing materials must be dated within 365 days of application submittal and may be required to be updated prior to scheduling of a public hearing.

a. DCP Requirements. City Planning requires the following public noticing materials at the time of your case filing appointment:

i. **Public Hearing Notification List and Map.** Provide a copy of the hearing notification list. This list will encompass abutting property owners of the subject site as specified by the authorizing LAMC section. Names on the notification list must be numbered and keyed to a map (e.g. district map, ZIMAS map or radius map).

ii. **Mailing Labels/Decision Letter.** Provide three sets of typewritten mailing labels 2 on self- adhesive labels of all abutting property owners. Note “abutting properties” are properties which share a common property line/point or are directly adjacent to a street/alley from the subject property. All mailing labels must be prepared according to the *Mailing Procedures* form, and dated within 365 days of the public hearing.

iii. **Project Team.** The property owner, applicant and agent/representative must be included in both the Hearing Notification List and the abutting properties labels for mailing the decision letter.

- iv. **Penalty of Perjury Statement.** The person preparing the mailing list must sign a Penalty of Perjury Statement certifying the accuracy of the lists provided. The statement can be found in the *Mailing Procedures* or *Radius Maps Requirements and Guidelines* handouts.

5. **PLANS REQUIRED.** All plans shall be drawn to scale and legible. Include only the information necessary to depict the project and its settings (do not include mechanical drawings unless specifically requested by DCP staff).

a. **Scale and Orientation.** Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

b. **Size and Number of Copies.** All plans must be collated into sets and folded to 8 ½" x 11". The following pertains to most applications; however the applicant is advised to check the Special Instructions for your request prior to preparing these plans as some entitlements (for example Preliminary Parcel Maps) may require additional copies.

- i. **Full Size.** Provide one (1) set of plans, preferably 24" x 36 in size.
- ii. **Reduced Size.** Provide four (4) sets of reduced plans, 11" by 17" in size.

c. **Plot/Site Plan.** A plot plan is required for all cases. The plot plan must include all contiguous parcels under the applicants' ownership and identify which parcels are/are not a part of the proposed project. The plot plan should include a summary of information table indicating square footage of the proposed project and other pertinent project information. The plot plan shall include all existing and proposed structures. The plan shall also show the location, setback, height of buildings, and widths of yards on adjoining properties having a bearing on the request. All plans must show the entire lot, not just the area under construction. All plans must show the locations, size shape height and use of all existing or proposed yards, parking and open spaces, on the property and must show the modifications requested. (Additional information may be required). Refer to the Plot Plan Instructions ([CP-7752](#)) for details.

d. **Elevations.** Applications may require elevations of all sides of all buildings. Elevations are always required, when the application involves new construction, height, aesthetics or design elements. Refer to the Elevation Instructions ([CP-7817](#)) for details.

e. **Landscape Plans.** Preliminary landscape plans are required for applications where landscaping will be provided / needed for screening purposes. Refer to the Landscape Plan Instructions ([CP-6730](#)) for detailed 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.

6. **DUPLICATE CASE FILES.** In addition to the materials provided above, the following duplicate files for notification to the Councilmember of the District in which the proposed use would be located and to the Department of Transportation for their information pursuant to LAMC Section 16.01E are required:

a. **Each duplicate file must include the following:**

- Department of City Planning Application
- Findings/Justification
- Environmental Assessment or determination
- Vicinity Map

A set of plans, 11" x 17" size

All photographs of the site and surrounding properties and the index key map

Any additional application specific materials.

b. Duplicate files must be prepared for the following agencies, where applicable.

- i. **All Certified Neighborhood Councils (CNCs).** A duplicate file is required for each CNC serving the area in which the proposed project is located and must be:

Submitted in an unsealed manila envelope(s).

Addressed to the CNC(s) for the area in which the project is located. Names and address of the CNCs can be obtained via the "Jurisdictional" tap in ZIMAS.

The envelope must be labeled with a City Planning DSC counter return address.

The envelope must be affixed with adequate postage (in most cases postage to mail a 1-pound package will suffice).

- ii. **California Coastal Commission.** A duplicate file is required for all Coastal Development Permit and Coastal Exemption applications. No envelope is required.
- iii. **LAPD.** A duplicate file is required for all alcohol sales (CUB) and entertainment (CUX) cases. No envelope is required.
- iv. **Applicant.** It is also highly recommended that the applicant maintain a duplicate file for their own records that contains copies of all materials submitted to DCP.

7. **ELECTRONIC COPY OF APPLICATION DOCUMENTS.** Provide an electronic copy of your application on a flash drive (DSC planners will upload materials during filing and return the flash drive to you) or a CD (which will remain in the file). The following items must be saved as individual PDFs and labeled accordingly (e.g. "Floor Plan.pdf", "Photos.pdf", or "Findings.pdf" etc.). No file should exceed 9.8 MB in size.

Department of City Planning Application

Findings/Justification

Vicinity Map

Each required plan separately (e.g. plot plan.pdf, floor plan.pdf. etc.)

All photographs of the project site and surrounding properties

Any additional application specific materials (alcohol list.pdf., FAA_application.pdf etc.)

Any additional documents that could be helpful in the review of the project.