



# Los Angeles County Department of Regional Planning



*Planning for the Challenges Ahead*

## SPECIAL EVENTS PERMIT CHECKLIST

**An appointment is required to submit the application. Please call (213) 974-6438 at least 30 days prior to the proposed event for an application submittal appointment. Due to the required processing time, the Department of Regional Planning is unable to accept applications submitted less than 30 days in advance. Incomplete applications will not be accepted.**

- 1. Fees (cash, check, or money order only). Make checks payable to "Los Angeles County".
- 2. Special Events Permit Application (completely filled out).
  - If the applicant is not the owner of the subject property, provide a Letter of Authorization with original signature.
  - For non-profit events, provide verification that the sponsoring organization is directly engaged in civic, charitable or public service endeavors.
- 3. Findings statement.
- 4. Acknowledgement letter from the local office of the Los Angeles County Sheriff's Department or Highway Patrol, as applicable.
- 5. Eight (8) copies of a plot plan drawn to scale on no less than 8½ x 14 inch paper indicating:
  - a. Lot or parcel dimensions and nearby streets/roadways.
  - b. Location of all buildings on the subject property.
  - c. Specific location where the event will take place.
  - d. All oak trees and their protected zones within and close to the project site (see oak tree diagram attachment for instructions).
  - e. Location and layout of parking within the subject property to serve the event (include number of parking spaces provided).
  - f. If additional off-site parking is to be used, depict on the plot plan or provide a separate parking plan. Also provide a letter of authorization with the property owner's original signature indicating permission for the off-site parking.

Rev. 03/2019

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