

# Attention Applicants

The form used for filing an application with the Department of City Planning has been **REVISED as of March 31, 2016**

## New Form #CP-7771.1

**APPLICATIONS:**  
DEPARTMENT OF CITY PLANNING APPLICATION

*THIS BOX FOR CITY PLANNING STAFF USE ONLY*

Case Number \_\_\_\_\_  
Env. Case Number \_\_\_\_\_  
Application Type \_\_\_\_\_  
Case Filed With (Print Name) \_\_\_\_\_ Date Filed \_\_\_\_\_

Application includes letter requesting:  
 Waived hearing     Concurrent hearing     Hearing not be scheduled on a specific date (e.g. vacation hold)  
 Related Case Number \_\_\_\_\_

*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<sup>1</sup> \_\_\_\_\_ Unit/Space Number \_\_\_\_\_  
 Legal Description<sup>2</sup> (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 \_\_\_\_\_

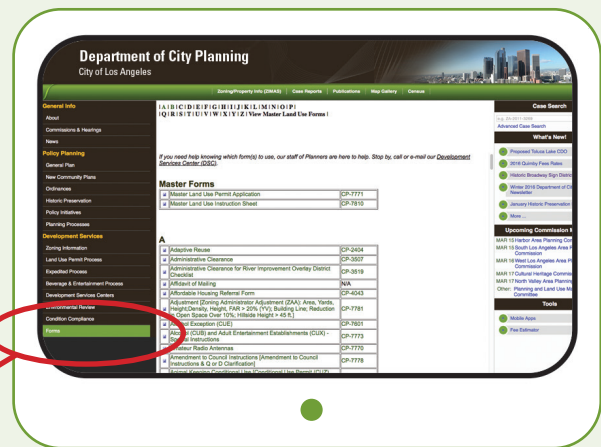
Additional information attached     YES     NO  
 Complete and check all that apply:  
**Existing Site Conditions**  
 Site is undeveloped or unimproved (i.e. vacant)     Site is located within 500 feet of a freeway or railroad  
 Site has existing buildings (provide copies of building permits)     Site is located within 500 feet of a sensitive use (e.g. school, park)  
 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 has special designation (e.g. National Historic Register, Survey LA)

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

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Formerly known as the Master Land Use Permit Application (Form #CP-7771), the revised form will now be simply known as the Department of City Planning Application (Form #CP-7771.1).

In order for your application to be accepted by City Planning, you must use the latest application form. There will be a grace period for applications which were prepared and notarized prior to the March 31, 2016 revision date. The grace period extends to the end of business hours Friday, April 29, 2016.



The new application form is available in the **Forms** section of the Department's website at <http://planning.lacity.org> and at the Department's Public Counters.

Should you have questions, please visit or call City Planning's Development Services Center:

### METRO PUBLIC COUNTER:

Figueroa Plaza, 4th Floor  
 201 N. Figueroa Street, Los Angeles, CA 90012  
 (213) 482-7077

### VALLEY PUBLIC COUNTER:

Marvin Braude Constituent Service Center  
 6262 Van Nuys Boulevard, Suite 251, Van Nuys, CA 91401  
 (818) 374-5050