

**MASTER LAND USE PERMIT APPLICATION**  
**LOS ANGELES CITY PLANNING DEPARTMENT**

*Planning Staff Use Only*

ENV No.		Existing Zone	District Map
APC		Community Plan	Council District
Census Tract	APN	Case Filed With [DSC Staff]	Date

CASE NO. \_\_\_\_\_

APPLICATION TYPE \_\_\_\_\_  
*(zone change, variance, conditional use, tract/parcel map, specific plan exception, etc.)*

**1. PROJECT LOCATION AND SIZE**

Street Address of Project \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Tract \_\_\_\_\_  
 Lot Dimensions \_\_\_\_\_ Lot Area (sq. ft.) \_\_\_\_\_ Total Project Size (sq. ft.) \_\_\_\_\_

**2. PROJECT DESCRIPTION**

Describe what is to be done: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Plan Check No. (if available) \_\_\_\_\_ Date Filed: \_\_\_\_\_

Check all that apply:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Alterations	<input type="checkbox"/> Demolition
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Tier 1 LA Green Code

Additions to the building:

<input type="checkbox"/> Rear	<input type="checkbox"/> Front	<input type="checkbox"/> Height	<input type="checkbox"/> Side Yard
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No. of residential units: Existing \_\_\_\_\_ To be demolished \_\_\_\_\_ Adding \_\_\_\_\_ Total \_\_\_\_\_

**3. ACTION(S) REQUESTED**

Describe the requested entitlement which either authorizes actions **OR** grants a variance:

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List related or pending case numbers relating to this site:

\_\_\_\_\_

**4. OWNER/APPLICANT INFORMATION**

Applicant's name \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_  
 \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property owner's name (if different from applicant) \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_  
 \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact person for project information \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_  
 \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5. APPLICANT'S AFFIDAVIT**

Under penalty of perjury the following declarations are made:

- a. The undersigned is the owner or lessee if entire site is leased, or authorized agent of the owner with power of attorney or officers of a corporation (submit proof). (NOTE: for zone changes lessee may not sign).
- b. The information presented is true and correct to the best of my knowledge.
- c. In exchange for the City's processing of this Application, the undersigned Applicant agrees to defend, indemnify and hold harmless the City, its agents, officers or employees, against any legal claim, action, or proceeding against the City or its agents, officers, or employees, to attack, set aside, void or annul any approval given as a result of this Application.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

**ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
 (Insert Name of Notary Public and Title)

personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
 Signature (Seal)

**6. ADDITIONAL INFORMATION/FINDINGS**

In order for the City to render a determination on your application, additional information may be required. Consult the appropriate Special Instructions handout. Provide on attached sheet(s) this additional information using the handout as a guide.

NOTE: All applicants are eligible to request a one time, one-year only freeze on fees charged by various City departments in connection with your project. It is advisable only when this application is deemed complete or upon payment of Building and Safety plan check fees. Please ask staff for details or an application.

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<b>Base Fee</b>	<b>Reviewed and Accepted by [Project Planner]</b>	<b>Date</b>
<b>Receipt No.</b>	<b>Deemed Complete by [Project Planner]</b>	<b>Date</b>