



FINDINGS / SPECIALIZED REQUIREMENTS:

COASTAL DEVELOPMENT PERMIT (CDP)

RELATED CODE SECTIONS: Section 12.20.2 of the Los Angeles Municipal Code (LAMC) authorizes applications for Coastal Development Permits prior to certification of the Local Coastal Program (LCP).

PUBLIC HEARING AND NOTICE: Notification of a public hearing for a CDP includes mailings to owners and occupants of all properties within a 100-foot radius of the subject site (see radius map instructions below) as well as on-site posting of a Notice of Intent once the application is filed and on-site posting of the public hearing notice once the hearing has been scheduled.

COASTAL ZONE: SINGLE JURISDICTION DUAL JURISDICTION

* Information may be found at <http://zimas.lacity.org> under the "Additional" tab.

MELLO ACT: Does the project involve the conversion, demolition or construction of one or more "whole" residential units? YES NO

SPECIALIZED REQUIREMENTS: When filing an application for the above process, the following items are required in addition to those specified in the *Master Filing Instructions* (Form [CP-7810](#)):

1. **Coastal Development Questionnaire:** Please answer the questions on the attached sheets regarding details of the development and project impacts.
2. **Radius Map:** Follow the Radius Map Instructions and Guidelines (CP-7826) with the following distinctions: a) The radius line, for notification purposes, on this map extends 100 feet from the boundaries of the property, excluding the adjacent public streets, canals and alleys; and b) Indicate land uses on all properties within a 500 foot radius of the subject property.
3. **Notice of Intent:** Within 24 hours of filing, the applicant must post a Notice of Intent (attached) indicating that an application for a CDP has been submitted to the Department of City Planning. The notice must be posted at a conspicuous place, be easily legible by the public and be as close as possible to the site of the proposed development. It is the responsibility of the applicant/owner to insure the Notice of Intent is firmly attached, legible and remains in that condition.
4. **Certificate of Posting:** Photographic evidence with a time stamp to show proof of the posting date (e.g. a newspaper next to the posted Notice of Intent with the date of the publication clearly readable) shall be submitted with a Certificate of Posting (attached) to the unit processing the case. If the applicant fails to post the completed Notice of Intent and submit the Certificate of Posting, the Department will withdraw the application and all processing will stop.
5. **Grant Deed:** Provide a copy of the grant deed for the property.

- 6. **Mello Act Screening Checklist:** If you checked YES under the "MELLO ACT" section above, please visit or call City Planning's Development Services Centers for further instructions.
- 7. **Geology Report:** If the property is in a Hillside area, submit a Department of Building and Safety Geology and Soils Approval Letter, along with the technical report.
- 8. **Duplicate Case File:** In addition to other required duplicate files listed in the *Master Filing Instructions*, provide an extra copy of the application materials, bound or otherwise packaged separately, for the Coastal Commission (no postage required).

COASTAL DEVELOPMENT PERMIT QUESTIONNAIRE:

- A. **PREVIOUS ACTIONS:** Has this property ever had an application submitted to the State Coastal Commission or the City of Los Angeles for Coastal Approvals? **YES** **NO**

If this property located within a Specific Plan area, has this project been reviewed and issued any kind of approvals (i.e. VSO, MEL)? **YES** **NO**

If YES to either of the above, state the previous application number(s), specify with which jurisdiction or Specific Plan area; and describe the date(s) and determination(s) of each application:

- B. **EXISTING CONDITIONS:**

Existing use of land: _____

Proposed use of land: _____

- C. **GRADING:** Will the project involve any grading of earth, the import/export of dirt, and/or any construction on a Hillside property? **YES** **NO**

If YES, indicate the amount of dirt being imported or exported in cubic yards. Projects involving import/export of 1,000 cubic yards or more are required to complete a Haul Route.

Cut: _____ cubic yards

Import: _____ cubic yards

Fill: _____ cubic yards

Export: _____ cubic yards

D. **PROJECT IMPACTS:** The relationship of the development to the following items must be explained fully. Please answer the following questions on a separate sheet.

1. Will the development extend onto or adjoin any beach, tidelands, submerged lands or public trust lands?
2. Will the development maintain, enhance or conflict with public access to the shoreline and along the coast?
3. Will alternatives to private vehicle use be provided or facilitated? How will the development affect traffic on coastal access roads?
4. Is the development proposed within or in close proximity to an existing developed area? Will it be visually compatible with the character of surrounding areas? If in a special community or neighborhood, how will it protect the unique local character?
5. Describe how grading will be conducted so as to minimize alterations to land forms. If on a bluff or in an area of high geologic risk, how will the project design assure stability and minimize erosion?
6. Does the development involve diking, filling or dredging of open coastal waters, wetlands, estuaries or lakes? What alternatives are available? How will the adverse environmental effects of this be minimized?
7. Is the proposed development coastal-dependent? Will it displace any coastal-dependent facilities?
8. How will the development affect biological productivity of coastal waters?
9. Is the development proposed near parks or recreation areas or sensitive habitat areas? How will the project design prevent adverse environmental impacts on these areas?
10. Is the development proposed within or adjoining land suitable for agriculture? Will it convert agricultural land to another use? How is the project consistent with continued local agricultural viability?
11. What water conservation features are included in the project?
12. What energy conservation features are included in the project?
13. Describe current location of service lines for necessary utility connections and any extensions or relocations of service lines.
14. Will the development protect existing lower cost visitor and recreational facilities? Will it provide public recreational opportunities?
15. Will the development protect or provide low- and moderate-income housing opportunities? Will it displace low or moderate-income housing?

16. Is the development proposed within or near a known archeological, paleontological or historic site? How will impacts on such sites be minimized?
17. List all permits, permissions or approvals required from public agencies for this development and indicate those already applied for or granted.
18. Is the project located:
 - a. Between the sea and the first public road paralleling the sea? YES NO
 - b. Within 300-ft of the inland extent of any beach? YES NO
 - c. Within 300-ft of the top of a seaward face of any coastal bluff? YES NO

FINDINGS FOR APPROVAL: In order to approve an application, the decision maker must decide if the facts presented in the record are such to establish the following findings (i.e. criteria for approval). On a separate page copy each finding, and follow with a detailed justification/explanation of how the proposed project conforms with the required finding.

1. The development is in conformity with Chapter 3 of the California Coastal Act of 1976 (commencing with Section 30200 of the California Public Resources Code).
2. The permitted development will not prejudice the City of Los Angeles to prepare a local coastal program (LCP) that is in conformity with Chapter 3 of the California Coastal Act of 1976.
3. The Interpretive Guidelines for Coastal Planning and Permits as established by the California Coastal Commission dated February 11, 1977 and any subsequent amendments thereto have been reviewed, analyzed, and considered in light of the individual project in making its determination.
4. The decision of the permit-granting agency has been guided by any applicable decision of the California Coastal Commission pursuant to Section 30625(c) of the Public Resources Code.
5. If the development is located between the nearest public road and the sea or shoreline of any body of water located within the coastal zone, the development is in conformity with the public access and public recreation policies of Chapter 3 of the California Coastal Act of 1976.

CERTIFICATE OF POSTING

THIS CERTIFIES THAT I/WE HAVE POSTED THE NOTICE OF INTENT TO OBTAIN A COASTAL DEVELOPMENT PERMIT FOR THE DEVELOPMENT OF:

LOCATED AT: _____

REFERENCE CASE NO.: _____

BY MY SIGNATURE BELOW, I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

APPLICANT: _____

SIGNATURE: _____


DATE: _____

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THIS FORM IS RETURNED TO THE LOS ANGELES DEPARTMENT OF CITY PLANNING (DCP) AT THE BELOW ADDRESS:

City of Los Angeles
Department of City Planning
Plan Implementation Division
200 North Spring Street, Room 621
Los Angeles CA 90012
(213) 978-1160

Department policy requires that, for verification of the date the Notice of Intent was posted on the site, a minimum of two photographs must be taken and submitted along with the completed Certificate of Posting. At least one photo should be the front page of a newspaper next to the sign with the date of the paper clearly legible in the photograph and, at a minimum, a second photo should show the sign(s) posted on the site from across the street.

NOTICE OF INTENT

THIS IS NOTIFICATION THAT AN APPLICATION FOR A COASTAL DEVELOPMENT PERMIT HAS BEEN FILED WITH THE LOS ANGELES DEPARTMENT OF CITY PLANNING.

PROJECT ADDRESS: _____

APPLICATION NO.: _____

PROPOSED DEVELOPMENT: _____

FOR MORE INFORMATION REGARDING THE PROPOSED PROJECT, PLEASE CONTACT THE OWNER/AGENT AS SHOWN ON THE APPLICATION AT:

NAME: _____

TELEPHONE: _____

E-MAIL: _____

Los Angeles Municipal Code Section 12.20.2 E requires the Project applicant to post a notice in a conspicuous place on the site, indicating that an application has been filed for a Coastal Development Permit.