

Certificate of Appropriateness (COA) Timeline

Per the HPOZ Ordinance, the HPOZ Board and Cultural Heritage Commission designee must review the proposed project to see if it conforms to the Preservation Plan and The Secretary of the Interior's Standards for Rehabilitation. They both provide feedback and recommendations on the design of the project. The final determination is issued by the Director of Planning based on the Board and Cultural Heritage Commission designee recommendations for approval or denial.

1. Meet with HPOZ Planner and Staff Preservation Architect to discuss project.
2. Have a consultation with the HPOZ Board. More than one consultation may be necessary. Board will recommend filing a formal application.
3. Make any corrections to plans based on Staff and Board feedback.
4. Send revised plans to HPOZ Planner for review.
5. Meet with HPOZ Planner to review full COA application and receive authorization to file the COA case (see attached for paperwork and other requirements for filing).
6. Make appointment to file COA at the public planning counter at 201 N. Figueroa Street or 6262 Van Nuys Blvd.
7. File formal application at public counter (see attached fee schedule). Files will be sent to HPOZ Planner from the counter for distribution to HPOZ board members, Council District, and Cultural Heritage Commission designee.
8. Files received by HPOZ Planner for review. If everything is in order, application will be deemed complete and a hearing date will be scheduled. 75 day review period for final project begins.
9. Public notice must be put up on site and mailed to abutting property owners and occupants 10 days before the hearing (if you go through BTC you don't need to worry about doing this, they can do it for you--see attached Mailing Procedures).
10. Attend public hearing and present project. Start Plan Check process.
11. Make any further changes to proposed plans based on board or Cultural Heritage Commission designee feedback.
12. Determination report written and issued before or on completion of 75 day review period.
13. 15 day appeal period begins.
14. If project is approved and no appeal is filed, permits can be signed off. Make an appointment for sign off with HPOZ Planner. See "Conditions" section of determination for sign off requirements and procedures.
15. Begin work

NOTE: The COA/CCMP process can take 75 days once application is deemed complete

Application Requirements

MASTER LAND USE PERMIT APPLICATION

It is recommended to use the interactive online form available at www.planning.lacity.org under “Forms & Processes.” Alternatively you may fill out the form by hand.

1. **Project Location and Size.** The legal description and lot dimensions can be found online using ZIMAS: <http://zimas.lacity.org>
2. **Project Description.** A brief summary of the proposed project, including size and location of any additions and/or demolitions.
3. **Action Requested**
 - For a **Certificate of Appropriateness**, the code section which authorizes relief is: **12.20.3.K**
 - For a **Certificate of Compatibility**, the code section which authorizes relief is: **12.20.3.L**
4. **Owner/Applicant Information**
 - The applicant may be the owner or person representing the owner, i.e. architect, contractor, or expeditor.
 - The contact person may be the same as the applicant, owner, or another person.
5. **Applicant’s Affidavit**
 - The application must be **signed and notarized** by the property owner(s), lessee, authorized agent of the owner, or officers of a corporation.
 - Proof of ownership or a letter of authorization is required if the application is signed by someone other than the owner listed in City Records.
 - An Ownership Disclosure is required if the property is owned by an LLC, corporation, partnership, or trust.
 - The Grant Deed is required if the ownership does not match City Records. Ownership on the deed must correspond exactly with the ownership listed on the application.
 - A notarized Letter of Authorization is required from the property owner if anyone other than the owner signs and notarizes the application. The authorized person on the letter must correspond with the signatory listed on the application.
 - A Lease Agreement is required when the applicant is the lessee of the entire site and signs/notarizes the application.

Signature Sheet. Gathering signatures from adjoining or neighboring property owners in support of the request is not required, but helpful, especially for projects in single-family residential areas.

PROJECT PROPOSAL

Nine (9) sets of each of the following are required. **Additional sets may be requested by the HPOZ Planner** (See “Duplicate Case Files” below.)

1. **Project Description.** Provide a written project summary including a summary of existing conditions and a description of the scope of work.
2. **Photographs.** Provide color photographs of the entire site and surrounding area/buildings, including the front façade. An aerial photograph of the property (available on ZIMAS or Google Maps) is also recommended.
 - Photos must be printed or mounted on 8.5” x 11” paper, and keyed to numbers on an accompanying Index Map. The Index Map should show the property and arrows indicating from where and what direction the photos were taken.

HPOZ APPLICATION INSTRUCTIONS

City of Los Angeles – Department of City Planning

3. **Survey.** Add the survey page of the property (To print survey page please visit ZIMAS.lacity.org, search for the property, open the tab under “Planning and Zoning,” click on the “Yes” next to “Historic Preservation Review, then print).
4. **Plans.** Provide the following types of plans as necessary. The size of the drawings is determined by the legibility. Full size sets are not required if a smaller size (i.e. 11” x 17”) is legible.
 - ◇ Plot Plan / Site Plan
 - ◇ Floor Plans
 - ◇ Elevations
 - ◇ Landscape/Hardscape/Open Space Plans
 - ◇ Details and Schedules
 - ◇ Other drawings, i.e. color rendering, as directed by Planner

Detailed instructions for the Plot Plan, Floor Plans, Elevations, and Landscape Plan are available at www.planning.lacity.org under “Forms & Processes.”

5. **Materials.** Provide samples of proposed materials.
 - Material samples include but are not limited to samples of color, exterior finishes, and roofing materials. Consult with the HPOZ Planner to discuss which materials are essential prior to submitting.
 - Color photos or scans of materials, paint swatches, and/or manufacturer’s brochures can be submitted. Applicants are encouraged to bring physical product samples to the hearing if possible.
6. **Map.** Provide a Vicinity Map and digital copy of the project submittal.



DUPLICATE CASE FILES

A duplicate case file will be sent to the local Certified Neighborhood Council in which the project is located.

- This file should include a copy of the following items:
 - Completed Master Land Use Permit Application
 - Vicinity map
 - One set of the Photographs, Plans, and Materials described above. This set of plans must be **no larger than 11”x17” and legible.**
 - CEQA Categorical Exemption or Environmental Assessment Form
- This file should be submitted along with a large unsealed envelope addressed to the Neighborhood Council (with the Development Services Center as the return address) and with the proper postage affixed.
- The name and address of the Neighborhood Council in which your property is located can be found through ZIMAS (zimas.lacity.org) by searching the property address and then clicking on “Jurisdiction.”

If your project is within the boundaries of Council District 11, two (2) additional copies of the case are required. If your project is within the boundaries of Council District 12, one (1) additional copy of the case is required.



RELATED DOCUMENTS

Additional documents and forms may be required depending on the type and scale of the project. The HPOZ planner can advise you as to which are applicable to your project.

1. **Bureau of Engineering – Planning Case Referral Form (PCRf).** Required if the project is any of the following:
 - New construction, or floor area additions to buildings used for commercial or industrial purposes in any zone, including mixed use projects with a commercial or industrial component, and associated building/surface parking facilities in any zone, or;
 - New construction of, alteration, and/or addition resulting in additional dwelling units for multifamily residential buildings (resulting in two or more dwelling units) in any zone, or;
 - All zone change requests.
- If your project meets one of the above, go to the Bureau of Engineering counter and ask for the Planning Case Referral Form. Their locations are listed at <http://eng.lacity.org/permits/services>.

HPOZ APPLICATION INSTRUCTIONS

City of Los Angeles – Department of City Planning

- The PCRf form does not apply to planning cases incidental to subdivisions or stand-alone Density Bonus requests.
- 2. **Low Impact Development (LID)/Standard Urban Stormwater Mitigation Plan (SUSMP).** Applicants are encouraged to check if their project requires compliance with SUSMP prior to submitting an application to City Planning as the design of a project may require alterations in order to incorporate SUSMP standards. Visit the Department of Public Works, Bureau of Sanitation, Water Shed Division, SUSMP Section at 201 N Figueroa St, 3rd Floor or call (213) 482-7066.
- 3. **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 the Department of Building & Safety or the Housing Department.
- 4. **Q/D Conditions.** If the zoning of the project site contains a “Q”, (Q) or [Q] Qualified Classification or a “D” Development Limitation (i.e. [Q]R4-2D), a copy of the zoning ordinance establishing the “Q” or the “D” must be provided.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

All projects are required to comply with CEQA through a Categorical Exemption (CE), Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR). Planning staff will evaluate the project and determine the appropriate level of environmental clearance at the time of filing.

If a project is not found to be eligible for a CE, an Environmental Assessment Form (EAF) is required to be submitted. The EAF may be filed prior to or simultaneously with the application, and will result in a staff determination as to appropriate level of environmental review.

ADDITIONAL MATERIALS

If there are circumstances which may further a more complete understanding of the project, do not hesitate to submit additional information such as building permits and certificates of occupancy, previous related entitlements, engineering reports, and additional photographs. The documents submitted with the application and the public hearing constitute the primary opportunity to clarify and define the project.

PUBLIC NOTICING

In order to notify parties who may have an interest in the project, the applicant must follow the official procedures for public noticing at least 10-days prior to the scheduled hearing. Detailed instructions are found on the *Mailing Procedures* handout, available at www.planning.lacity.org under “Forms & Processes.” BTC is the City’s contractor for public hearing notices, and should be used for the mailing and on-site posting.

- For public noticing through mailing, see the *Mailing Procedures* handout, and note the following:
 - The applicant is responsible for obtaining the list of names and addresses from the City Clerk’s Land Records Division, to be submitted to BTC.
 - A hearing notice must be sent out to all **abutting owners and occupants**, as well as the owner, applicant, and representative.
 - Labels should be numbered and keyed to an index map (i.e. ZIMAS map or assessor’s map.)
 - Along with the copies of mailing labels, the applicant must submit a copy of the BTC receipt and signed Perjury Statement when filing application.
- If the applicant chooses not to use BTC’s services for the on-site posting, they must follow the instructions on the *On-Site Posting of Public Hearing Notices* handout available at www.planning.lacity.org under “Forms & Processes.”

AUTHORIZATION TO FILE WITHIN AN HPOZ

This form is necessary for an HPOZ application to be filed. The applicant should fill out the project information, leaving the remaining fields to be filled out and signed by the HPOZ planner at the time of application.

HPOZ APPLICATION INSTRUCTIONS

City of Los Angeles – Department of City Planning

Case Filing Procedures

When all of the above steps are complete and you are ready to file the application, contact the Planner for your HPOZ and set up an appointment to review your application. If all the requirements are met, the Planner will sign the **HPOZ Authorization Form**, which you will submit to the Public Counter along with your application.

When filing, please note the following:

- **Location.** An application may be filed either at the Downtown Planning Public Counter, Development Services Center, 201 North Figueroa Street, or at the Valley Planning Public Counter, Marvin Braude San Fernando Valley Constituent Services Center, 6262 Van Nuys Boulevard, Suite 251.
- **Folding.** Nothing in the file should be larger than 8½ "x11"; otherwise fold it.
- **Filing Fees.** Fees must be paid at the time of filing the application per Article 9 of the LAMC.
- **Public Counter Appointment System.** Applicants are **strongly advised** to make an appointment with the Public Counter when filing a case. Appointments may be made in advance by going to planning.lacity.org, then clicking "Development Services Center" on the bottom right, then clicking "Make Appointment." Appointments cannot be made less than 24 hours in advance.
- **Filing may take 1-3 hours to complete.** As the Public Counters and cashiers close at 4:30 p.m., applicants who do not have an appointment should arrive no later than 2:30 p.m. Please be advised that applicants arriving after 2:30pm may not be able to file that day.



MAILING PROCEDURES: Public Noticing, Mailing Contractor and Label Preparation

1. PUBLIC NOTICING REQUIREMENTS

Most applications will require a public hearing by the Department of City Planning, at which evidence will be taken regarding the project. Depending on the type of application, procedures will vary including to whom notification is required (see Item 3 below). However all applications for which a public hearing is conducted will require the mailing of a written notice, publication of the notice in a newspaper, and the posting of the notice on the property in question.

2. BTC

BTC is the Department of City Planning’s contractor for the mailing of public hearing notices only. BTC can also post the hearing notice on the site, or you may opt to handle the posting by other means. Applicants must pay BTC for the mailing of the hearing notice prior to case filing. BTC offers two tiers of mailing service: preparing the labels from a list of names provided by the applicant in the prescribed format, or accepting labels prepared by the applicant ready for mailing. Refer to the examples in Item 6 below for the required mailing label format.

a. BTC LOCATIONS

Downtown Los Angeles

201 N. Los Angeles Street, Suite 13A
Los Angeles, CA 90012
Tel: (213) 617-9600
Fax: (213) 617-9643
E-mail: bettertc@aol.com

Van Nuys

14540 Sylvan Street, Suite A
Van Nuys, CA 91411
Tel: (818) 779-8866
Fax: (818) 779-8870
E-mail: bettertc@aol.com

b. BTC FEES AND HOURS

Fees

Labels and mailing \$ 1.77/address
Appeals \$ 1.52/address
Mailing only \$ 1.42/address
Council notification \$12.20/case
Sign posting \$75.00 for 1st sign; \$60.00 for
each additional sign (on the same project site with
the same case number)

Hours

Monday – Friday
8 AM – 12 Noon and 1 PM – 4 PM
Closed on all City holidays

c. BTC REQUIREMENTS

The items listed below must be submitted to BTC prior to case filing. (Note: In addition to the following BTC requirements, a copy of the mailing list(s), one set of labels of abutting property owners, and a receipt from BTC must be submitted to City Planning at the time of filing.)

- i. One set of typed mailing labels of persons to be notified of the public hearing; or names and addresses in the prescribed format for BTC to prepare the labels. Please note that property owner and project team information must be included in each ownership list, marked accordingly, and may not be handwritten.

- ii. One photocopy of the mailing list.
- iii. One photocopy of the Penalty of Perjury Statement.
- iv. One photocopy of an 8 ½ x 11 reduced plot plan for applications that only require Abutting Property Owners notification.
- v. One full size print of the Radius Map and one photocopy of an 8 ½ x 11 reduced Radius Map for applications that require notification of Owners and Occupants beyond abutting owners.

3. NOTIFICATION RADIUS

The required notification will always include the Abutting Property Owners. Depending on the action requested, the Property Owners and Occupants of the property for a radius up to 500 feet may also be required as specified in the Zoning Code. Refer to the Findings/Specialized Requirements form for the specific action(s) being requested to determine the applicable notification radius.

a. Abutting Property Owners List

Names and addresses of abutting property owners include the owners of properties across the street or alley or having a common corner with the subject property. There must be a number next to each name on the list corresponding to an Ownership Key Map (see the *Master Filing Instructions* for further information).

b. Property Owners and Occupants Lists

If the project requires an action that requires notification beyond the abutting property owners, a list of property owners and a list of occupants (i.e. tenants) of the property within that specified notification distance are required. There must be a number next to each name on the list corresponding to the Radius Map (see the *Radius Map Requirements and Guidelines* for detailed instructions).

4. SOURCE OF PROPERTY OWNERS INFORMATION

Names and addresses of property owners shall be obtained only from the Bureau of Engineering's Mapping and Land Records Group, 7th Floor, 201 N. Figueroa Street, Los Angeles CA. In certain circumstances, such as in annexation proceedings, where there may be no City Engineer records, the records of the County Assessor's Office may be accepted by the City Planning Commission. Please note that this information must be obtained within 90 days of application submittal.

5. OFF-SITE SIGNS

If an off-site sign (i.e. billboard) is located on the project site, the person(s), organization or company that has a legal interest in, owns or leases the sign must be notified of the impending hearing; a mailing label is required to be included in the notification list for that entity.

6. MAILING LABELS

Mailing labels must be on 8 ½" x 11" sheets of self-adhesive (peel and stick) paper. Labels which require cutting, moistening, etc. or large, oversized labels are not acceptable. All labels must be typed. Each member of the project team (as identified on the *Master Land Use Permit Application*) must be included as an individual label in both the Property Owners List, as well as the Abutting Property Owners List.

Sample Format for Property Owners Mailing Labels:
(Abutting Owners and Owners within a specific radius)

2 Joseph L. Pittario 123 S. Main Street Los Angeles, CA 90012	3 Jane Doe 21421 Minnehaha Street Chatsworth, CA 91311	4 Charles Kloss 21423 San Jose Street Chatsworth, CA 91311
5 Everett Little Trust 12410 San Jose Street Chatsworth, CA 91311	6 Perpetual S & L Associates 9720 Wilshire Blvd., Suite 200 Los Angeles, CA 90012-3618	7 Alfred C. Lopez 10241 Jordan Street Chatsworth, CA 91331
1 Applicant/Owner Mark K. Avery 21428 San Jose Street Chatsworth, CA 91311-1234	Representative Robert Westmont Westmont Planning Group 28130 Western Ave., Suite 9 San Pedro, CA 90732	Architect Nancy McCubbin 9907 Gullo Avenue Glendale, CA 91206

NOTE: Numbers on ownership labels refer to ownership numbers on the radius map or the ownership key map

Sample Format for Occupants Mailing Labels:

10 Occupant 901 N Kodak Drive #1 Los Angeles, CA 90026	10 Occupant 901 N Kodak Drive #2 Los Angeles, CA 90026	11 Occupant 846 N Maltman Avenue Los Angeles CA 90026
12 Occupant 831 N Kodak Drive Los Angeles, CA 90026	12 Occupant 831 ½ N Kodak Drive Los Angeles, CA 90026	14 Occupant 852 N Lucile Avenue Los Angeles, CA 90026
14 Occupant 854 N Lucile Avenue Los Angeles CA 90026	14 Occupant 856 N Lucile Avenue Los Angeles, CA 90026	14 Occupant 858 N Lucile Avenue Los Angeles, CA 90026

NOTE: Use the same occupant number for all labels on the same property

7. PROCEDURES FOR PREPARATION OF PENALTY OF PERJURY STATEMENT

The following sworn declaration is to be typed, signed and attached to the list of ownerships and list of occupants (as applicable) for all cases: (see next page)

PENALTY OF PERJURY STATEMENT

I hereby certify that to the best of my knowledge the attached radius map correctly depicts the required data obtained from the records of the City Engineer, City Clerk, and/or the Los Angeles Department of City Planning and, where appropriate, the State Division of Highways.

I further hereby certify that to the best of my knowledge, and under the penalty of perjury, the attached ownership list correctly shows the latest names and addresses on the City Engineer’s land records as of the following date: _____. In certain circumstances, such as in annexation proceedings, where there may be no City Engineer records, the records of the County Assessor’s Office may be accepted by the City Planning Commission.

(Print or type)

(Signature)

I hereby certify that to the best of my knowledge and under the penalty of perjury, the attached occupants list correctly indicates addresses of the required occupants that fall within the radius as of the following date: _____.

(Print or type)

(Signature)

In certain instances I may have been unable to verify all occupants, therefore the following indicates which occupants I was not able to identify. I understand that the Department of City Planning will determine if reasonable attempts were made to secure these addresses from the information provided below.

Ownership #	Reason unable to verify *	Attempts made to verify **	Additional Information

- * (1) Secured Building
- (2) Gated Yard
- (3) Refused Access
- (4) Other: Specify

- ** (1) Returned to building on three separate occasions
- (2) Efforts to contact owner or manager without success
- (3) Contact made with owner or manager, who refused to provide the information
- (4) Other: Specify

REMINDER TO APPLICANT AND PROJECT TEAM: The Department of City Planning will not accept the application maps and ownership list which bear a date of more than 90 days prior to the date the application is accepted for process. Furthermore, the applicant may be required to update the radius map and/or ownership list before the Department will schedule the public hearing for any discretionary application.

ON-SITE POSTING OF PUBLIC HEARING NOTICES – LAMC 12.20.3 M, 12.24 D 3, 12.27 C 3, 12.28 C 2 (b), 12.32 C 4 (c), 14.00 B 4 (c), 16.50 E 3, 17.07 A 1

City of Los Angeles – Department of City Planning

1. Obtain the blank posting sign and certificate form at the City Planning Development Services Center. Or, make arrangements with BTC, the City's mailing contractor for public hearing notices, at (213) 617-9600 or (818) 779-8866 to post the sign (subject to a service fee).
2. The applicant or designated poster will receive official written notice of the date, time and location of the public hearing (hearing notice or agenda) and a map showing the subject property on the reverse side of the notice sheet. Appeal or other notices may not have maps on the reverse side. It is the responsibility of the applicant/owner or representative to contact the City Planning Department for verification of date, time and location of meeting.
3. Attach a copy of the front (the written hearing notice/agenda) and back (the radius map or, in Land Division cases, the Tentative Tract or Preliminary Parcel Map) of the written notice to the lower half of the sign to be posted. For appeals the radius map need not be affixed to the sign. For other cases without a map of the subject property on the back of the written notice, place the Site or Plot Plan in the referenced location instead. (See illustration A below).
4. Locate the sign in a conspicuous place on the subject site or structure (if developed) so that it can be easily read by the public. The sign must be sturdily attached to a wooden post if it will be free-standing. (See illustration B below).
5. Regardless of who posts the site, it is always the responsibility of the applicant/owner to assure that the notice is firmly attached, legible, and remains in that condition throughout the entire posting period, specified in item #7 below.
6. If the case involves more than one street frontage, post a sign on each street frontage involved. If a site exceeds five (5) acres in size, a separate notice of posting will be required for each five (5) acres or portion thereof. Each sign must be posted in a prominent location.
7. **YOU ARE REQUIRED TO POST THE SIGN 10 DAYS (5 DAYS IF ONLY GOING BEFORE A DESIGN REVIEW BOARD) BEFORE THE SCHEDULED PUBLIC HEARING, AND 10 DAYS BEFORE THE INITIAL CITY OR AREA PLANNING COMMISSION DECISION MEETING. FAILURE TO POST COULD RESULT IN DELAYING THE PROCESSING OF YOUR APPLICATION.**
8. If a hearing officer holds the public hearing, the applicant/owner must post both the public hearing and the initial commission meeting on the matter.
9. Return the signed and dated Certificate of Posting to the Department of City Planning with the correct case number entered at least two days prior to hearing or meeting.
10. Department policy requires that for verification of the date of posting, a minimum of two photographs must be taken and submitted to the Planning Department 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 readable in the photograph, and at minimum a second photo should show the sign(s) posted on the site from across the street.
11. After the hearing remove the posted sign from the subject property.

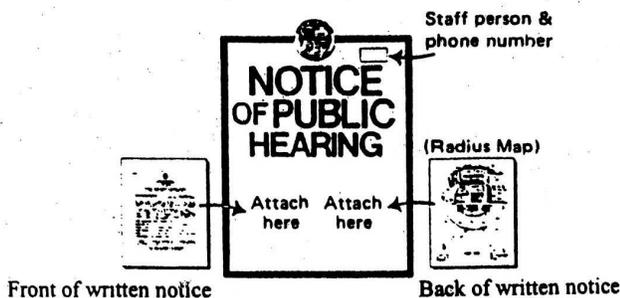


Illustration A

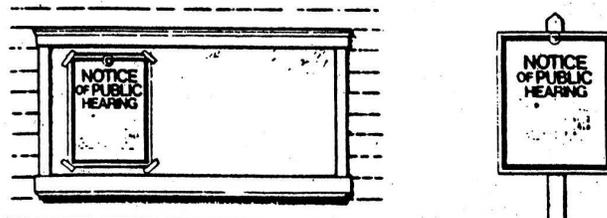


Illustration B

CERTIFICATE OF POSTING FOR PUBLIC HEARING

City of Los Angeles
Department of City Planning
200 North Spring Street
Los Angeles, CA 90012-4801

CASE NO. _____

- () Expedited Processing - Metro - Room 721
 - () Expedited Processing - Valley - 6262 Van Nuys Blvd., Rm 351, Van Nuys, CA 91401
 - () Neighborhood Project Plan Implementation Division-Metro - Room 621
 - () Neighborhood Project Plan Implementation Division- Valley - 6262 Van Nuys Blvd., Rm 430 Van Nuys, CA 91401
 - () Historic Preservation Overlay Zones - Room 601
 - () Subdivisions/Parcel Maps - Metro - Room 721
 - () Subdivisions/Parcel Maps - Valley - 6262 Van Nuys Blvd., Rm 351, Van Nuys, CA 91401
 - () Zoning Administration - Room 763
 - () City/Area Planning Commission Office - Room 272
- To verify the Commission information, call the Commission Office at (213) 978-1300.

CERTIFICATE OF POSTING

This certifies that I/WE have posted the "NOTICE OF PUBLIC HEARING" sign for

_____ (type of request)

located at _____ (address of development)

Public Hearing scheduled _____

I hereby certify under the penalty of perjury that I posted the above-mentioned NOTICE OF PUBLIC HEARING on the

_____ day of _____ 20____.

Applicant/Owner (Print)

OR

Representative/Posting Agent (Print)

Signature

Signature

Date _____

THE PROCESSING OF YOUR CASE WILL NOT BE COMPLETED UNTIL THIS FORM IS RETURNED, ALONG WITH THE REQUIRED PHOTOGRAPHS VERIFYING THE POSTING TO THE CASE FILE FOR YOUR PROJECT (SEE ABOVE FOR ROOM NUMBERS).

REGARDLESS OF WHO POSTS THE SITE, IT IS ALWAYS THE RESPONSIBILITY OF THE APPLICANT/OWNER TO ASSURE THAT THE NOTICE IS FIRMLY ATTACHED, LEGIBLE, POSTED FOR PUBLIC VIEW FROM THE PROPERTY STREET FRONTAGE, AND REMAINS IN THAT CONDITION THROUGHOUT THE ENTIRE POSTING PERIOD.

Los Angeles City Planning Department
S U M M A R Y O F F E E S
Section 19.00 et seq, L.A.M.C. Effective October 26, 2009

Type of Application	FEE	2% OSS*	6% DS**	7% OS***	5% GPMF****	TOTAL	LAMC Section
Historic Preservation/HPOZ							
HPOZ CERTIFICATE OF APPROPRIATENESS / COMPATIBILITY	\$473.00	\$9.46	\$28.38	\$33.11	\$23.65	\$567.60	12.20.3
Not involving new construction or additions							
HPOZ CERTIFICATE OF APPROPRIATENESS / COMPATIBILITY	\$708.00	\$14.16	\$42.48	\$49.56	\$35.40	\$849.60	12.2
For new additions or construction up to 750 S/F							
HPOZ CERTIFICATE OF APPROPRIATENESS / COMPATIBILITY	\$1,706.00	\$34.12	\$102.36	\$119.42	\$85.30	\$2,047.20	12.2
For new additions or construction over 750 S/F							
HISTORIC RESOURCES BUILDING PERMIT CLEARANCE	\$783.00	\$15.66	\$46.98	\$54.81	\$39.15	\$939.60	(Larger Projects)
E N V I R O N M E N T A L							
CATEGORICAL EXEMPTION	\$81.00	\$1.62	\$4.86	\$5.67	\$4.05	\$97.20	19.05
RECONSIDERATION OF ENV DETERMINATION	\$703.00	\$14.06	\$42.18	\$49.21	\$35.15	\$843.60	19.05
ENVIRONMENTAL ASSESSMENT	\$2,280.00	\$45.60	\$136.80	\$159.60	\$114.00	\$2,736.00	19.05
In addition, EA filing requires a check made out to County of L.A. for circulating final environment determination						\$75.00	
PUBLICATION FEE FOR NEGATIVE DECLARATION OR MND - No Surcharges	\$946.00					\$946.00	
HISTORIC AREA PLANNING COMMISSION DEMOLITION							
Demolition of main structure	\$4,317.00	\$86.34	\$259.02	\$302.19	\$215.85	\$5,180.40	
Demolition of accessory structure	\$2,158.00	\$43.16	\$129.48	\$151.06	\$107.90	\$2,589.60	
Notes: HPOZ fees are not to be charged for technical corrections to a previously certified Historic Resource Survey.							
MULTIPLE OR COMBINATION APPLICATIONS - If more than one application is filed at the same time for the same project and the fee for each separate application is set forth in this section, then the charges will be as follows: 100% for the highest application fee, 50% for the second application (second highest fee), and 25% for each additional application fee. Section 19.01V				*One-Stop Counter Surcharge **Automated Systems Development Fee ***Automated Systems Maintenance Fee ****General Plan Maintenance Fee GPMF - Effective May 17,2010			
NOTE: MOST PROJECTS INVOLVE MORE THAN ONE FEE AND SURCHARGES ARE APPLIED TO SUBTOTALS AND ROUNDED OFF.							