

GENERAL APPLICATION INSTRUCTIONS

City of Los Angeles - Department of Recreation and Parks

These instructions are for all residential projects per LAMC 12.33.

NOTE: An application with missing, incomplete, illegible or inconsistent information cannot be accepted. Failure to comply will result in the delay in the processing of the application or may cause the application to be rejected.

1. **Early Consultation Meeting Request Form:**

For residential subdivision projects of more than 50 units, applicants shall meet with the Department of Recreation and Parks (Department) prior to the submittal of a tract map application (LAMC 12.33, Section D.1). Applicants of residential subdivision projects of more than 50 units are required to fill out the "Early Consultation Meeting Request Form" (PF-2001) and return the completed form to the Department of Recreation and Parks. Following the Early Consultation Meeting, the Department of Recreation and Parks will provide written verification of the consultation to the project applicant within 10 days of the meeting.

Applicants submitting the Early Consultation Form are not required to submit the Park Fee Application and the Recreation Credit Application at this time.

In order to give Department staff enough time to review the application and schedule a meeting, please submit this application at least 1 month prior to filing the application with the Department of City Planning.

2. **Park Fee Calculation Application:**

All residential projects are required to fill out the "Park Fee Calculation Application" (PF-1001), including vested projects that are not subject to a park fee pursuant to Ordinance 184,505 but were subject to the Recreation and Park Fee provisions that were effective prior to January 11, 2017.

Subdivision Projects - Per LAMC 12.33, E.6, the park fee for residential subdivisions shall be calculated and collected prior to final subdivision map approval.

Non-Subdivision Projects - Per LAMC 12.33, E.6, the park fee shall be calculated and collected prior to the issuance of the Certificate of Occupancy. Your Department of Building and Safety inspector MUST send "Verification" in the Automated Certificate of Occupancy System to Department staff before an application can be processed.

3. **Recreation Credit Application:**

Only applicants requesting a recreation credit need to fill out the "Recreation Credit Application" (PF-3001). If the applicant is applying for recreation credit, please see the additional instructions for each type of recreation credit (PF-3002, PF-3003, PF-3004 PF-3006-I, and PF-3010-E).

4. **Filing Process:**

a. In-person: Applications and additional attachments can be submitted at the Department Public Counter, located at 221 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012.

b. Via Mail: Applications and additional attachments can be mailed to the following address

Department of Recreation and Parks
ATTN: Park Fees
221 N. Figueroa Street
4th Floor, Suite 400
Los Angeles, CA 90012.

c. Electronically: Applications and additional attachments can be submitted electronically to rap.parkfees@lacity.org.

Once an application is submitted to the Department of Recreation and Parks, applicants will be emailed a confirmation that the application has been received. Following the confirmation email, the Department will respond within 5 working days to advise if the application is complete or more information is required.

Applicants can also contact Department of Recreation and Parks staff by email at rap.parkfees@lacity.org, by phone at (213) 202-2682, or in person at 221 North Figueroa Street, Suite 400 (4th Floor), Los Angeles, CA 90012.

