



APPLICATION

DEPARTMENT OF RECREATION AND PARKS
PARK FEE CALCULATION APPLICATION

THIS BOX FOR RECREATION AND PARKS STAFF USE ONLY

Case Number

Application Type

Date Application Received Date Completed/Cancelled

Applicant Request(s):

- Recreation Credit, DUCT, Affordable Units, Vested Rights, Resubmittal/Recalculation

RAP CASHIER NOTE

Table with 4 columns: Total Amount Due, Deposit to Admin W.O. No. SP720H00, Deposit to Park Fee Account (89716H-00 or 89718H-00), Park Fee W.O. No.

Provide all information requested. Missing, incomplete or inconsistent information will cause delays and may cause the application to be rejected.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. Type of Residential Development

- SUBDIVISION, NON-SUBDIVISON, Tract/Parcel Map #, Application/Permit #, Related Zone Change Case #

Note: Multiple related permits may be submitted on a single application but shall not exceed the number of "# of Bldgs on Site" as specified on the permit.

2. Project Location

Street Address, Zip Code, Legal Description, Assessor Parcel Number, Project Name, Existing Zone, Proposed/Future Zone

3. Residential Dwelling Units

Table with 5 columns: Number of Proposed New Market Rate Units, Number of Proposed New Affordable Units, Number of Accessory/Secondary Dwelling Unit, Number of Units to be Demolished as part of the project, Number of Existing Units to Remain

1 Street Addresses must include all addresses on the subject/application site... 2 Legal Description must include all contiguously owned properties... 3 If applicant is requesting an exemption for Affordable Housing Units...

**4. Demolished Dwelling Units**

Are/were any dwelling units being demolished as part of the project?

- YES  NO

If yes, was the demolition permit issued within a year of filing the project application.

- YES  NO

If ANY dwelling unit(s) are or have been demolished as part of the project, applicant MUST attach a copy of the "Application for Inspection to Demolish Building or Structure(s)" WITH the "Plot Plan Attachment" for ALL the unit(s) being demolished. If the demolition permits are not submitted, the project WILL NOT receive an exemption for the demolished unit(s).

**5. Approvals/Determination**

- |   |  |
|---|--|
| <p><input type="checkbox"/> If <b>Subdivision</b>, applicant <u>MUST</u> submit:</p> <ul style="list-style-type: none"> <li>- Letter of Determination</li> <li>- "Application of Building Permit and Certificate of Occupancy(s)" (if issued)</li> <li>- Tract/parcel map or "Application for Inspection to Demolish Building or Structure(s)" with the "Plot Plan Attachment" (if units are being demolished)</li> </ul> | <p><input type="checkbox"/> If <b>Non-Subdivision</b>, applicant <u>MUST</u> submit:</p> <ul style="list-style-type: none"> <li>- "Application of Building Permit and Certificate of Occupancy(s)"</li> <li>- "Application for Inspection to Demolish Building or Structure(s)" with the "Plot Plan Attachment" (if applicable)</li> </ul> |
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**6. Recreational Credit per LAMC 12.33, Section H**

Is the project applying for recreational credits?

- YES  NO

If yes, applicant MUST complete and attach Recreation Credit Application (Form PF-3001).

**7. Applicant Information** (Complete all applicable fields)

**Applicant<sup>4</sup> name** \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Agent/Representative name** \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Primary Contact for Project Information** Name \_\_\_\_\_ E-mail \_\_\_\_\_

Phone \_\_\_\_\_



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<sup>4</sup> An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

**APPLICANT INSTRUCTIONS**

**APPLICANT DECLARATION.** A signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- A. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of Recreation and Parks, I agree to revise the information as appropriate and resubmit the application if required.
- B. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and, if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- C. I understand that the burden of proof to substantiate this request is the responsibility of the applicant.
- D. I understand that there is no guarantee, expressed or implied, that any application will be approved. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- E. I understand that any requests for credit may only be approved by the Department of Recreation and Parks prior to the approval of the Final Map or prior to the date of final inspection, or the date of the Certificate of Occupancy, whichever is earliest and applicable, and prior to the dedication of land or payment of any park fee. (LAMC 12.33, Section H.4)
- F. I understand that if Park Fees are paid prior to the completion of the recreational credit process, I am not entitled to a refund in Park Fees. (LAMC 12.33, Section H.4)
- G. I affirm that I have read the General Application Instructions (PF-1001-I).
- H. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all the information provided in this application is true and correct to the best of my knowledge and belief.

**Application 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.

*The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.*

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

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_