



APPLICATION

DEPARTMENT OF RECREATION AND PARKS
EARLY CONSULTATION MEETING REQUEST FORM

THIS BOX FOR RECREATION AND PARKS STAFF USE ONLY

Case Number \_\_\_\_\_

Date Application Received \_\_\_\_\_ CD \_\_\_\_\_

Date Meeting Scheduled \_\_\_\_\_ Meeting Held \_\_\_\_\_ DCP Staff \_\_\_\_\_

Application proposes:

- Public Land Dedication, Improvements to Dedicated Land, Private Amenities, Publicly Accessible Amenities, CD Contacted, RAP Mgmt Review, Verification Letter Sent

THIS APPLICATION FOR EARLY CONSULTATION IS ONLY FOR DEVELOPMENTS SUBDIVIDING 50 OR MORE UNITS. Provide all information requested. Missing, incomplete or inconsistent information will cause delays. All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. Project Location

Street Address1 \_\_\_\_\_ Zip Code \_\_\_\_\_

Legal Description2 (Lot, Block, Tract) \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_ Council District \_\_\_\_\_

Project Name (if applicable) \_\_\_\_\_

Existing Zone \_\_\_\_\_ Proposed/Future Zone (if applicable) \_\_\_\_\_

Type of Subdivision Map: Tract, Parcel, None Map Number (if known) \_\_\_\_\_

2. Project Description

Present Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Project Name (if applicable) \_\_\_\_\_

Describe in detail the characteristics, scope and/or operation of the proposed project \_\_\_\_\_

Additional information attached: YES NO

Complete and check all that apply:

Proposed Project Information

- Site is undeveloped or unimproved, Site has existing buildings proposed for adaptive reuse, Site is located within 2640 ft of existing public park(s), Site has special designation, Project will have a Development Agreement

1 Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—http://zimas.lacity.org)

2 Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)



**5. Proposed Park and Recreational Amenities**

- a. Does the proposed project include making improvements to existing public parks?  YES  NO
- b. Does the proposed project include non-publically accessible, privately maintained park or recreational amenities?  YES  NO
- c. Does the proposed project include publicly accessible, privately maintained park or recreational amenities?  YES  NO

**If yes to Question 5. Please describe below.**

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**6. Required Attachments**

- Vicinity Map - A map showing the surrounding area with the project site highlighted from an internet mapping website (ie. Google Maps, MapQuest, etc.)
- Aerial Photograph(s)
- A **County Assessor's Map** or **City Clerk's District Map** or **ZIMAS Map** indicating the property that belongs to the property owner.
- A map showing the proposed on-site land dedication OR a map showing the potential off-site land dedication locations with location addresses

**7. Optional Attachments (if available)**

- Plot Plan
- Proposed Tract Map
- Subdivider Statement
- Topographic Map

**8. Attachment Size and Number of Copies: For the Early Consultation Meeting, the applicant must bring the appropriate size and number of copies for staff, as follows:**

- a. All attachments must be on 8 1/2 "x11" paper. Any plans provided should include graphic scale and be readable.
- b. Number of Copies: Three (3) copies shall be provided.

**9. Additional Information. If there are circumstances which may further a more complete understanding of the project, do not hesitate to submit additional information, as this is the applicant's primary opportunity to clarify and define the project.**

Following the review of this application, the Department of Recreation and Parks will contact the applicant to set up an early consultant with the Department of Recreation and Parks and the Department of City Planning, per LAMC 12.33, Section D.1.



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**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. 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, and I understand that any false or misleading information provided in this application may result in the denial of my application and may constitute a crime under the laws of the State of California.

**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: \_\_\_\_\_