

Early Consultation Application

Department of Recreation and Parks



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 _____ (Staff add letter to file)

THIS APPLICATION FOR EARLY CONSULTATION IS ONLY FOR DEVELOPMENTS SUBDIVIDING MORE THAN 50 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.

PROJECT LOCATION

Address*: _____ Zip code: _____

Legal Description (Lot, Block, Tract)**: _____

Assessor Parcel Number: _____

Project Name (if applicable): _____

Existing Zone: _____ Future Zone (if applicable): _____

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

Proposed Projection Information - Please check all that apply:

Site is undeveloped or unimproved (i.e. vacant)

Site has existing buildings proposed for adaptive reuse

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

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

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- Site has special designation (e.g. National Historic Register)
- Project will have a Development Agreement
- Site is located within 2640 ft (1/2 mile) of existing public park(s)
Park Name(s): _____

RESIDENTIAL DWELLING UNITS

Project Type:

- Apartment
- Condominium
- Stock Cooperative
- Community Apartment***
- Other: _____

Number of New Residential Dwelling Units

Number of New Affordable Units

Number of Demolished Residential Units as part of the Project

Number of Existing Units to Remain

Number of Lots/Parcels on proposed Map

Mixed Use Projects, Amount of Non-Residential Floor Area: _____ square feet

Tract area: _____ net acres within tract border; _____ gross acres.
_____ net acres after required dedication

LAND DEDICATION REQUIREMENTS

As this project has more than 50 units, the City can require the dedication of land (On-site OR Off-site) for park and recreational purposes. (LAMC 12.33 C.1) If a land dedication is required, how does the project propose to meet the requirement:

- On-site. If on-site, please provide an exhibit showing the proposed location of the on-site land dedication.
- Off-site.
If yes, has the applicant identified potential off-site locations for a land dedication?
 Yes No

Please provide map showing the potential off-site locations and location addresses.

***As defined by California Civil Code Section 4105

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PROPOSED PARK AND RECREATIONAL AMENITIES

Does the proposed project include making improvements to existing public parks?

Yes No

Does the proposed project include non-publicly accessible, privately maintained park or recreational amenities?

Yes No

Does the proposed project include publicly accessible, privately maintained park or recreational amenities?

Yes No

If yes, please describe below:

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

OPTIONAL ATTACHMENTS

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

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.

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APPLICANT OR AGENT/ REPRESENTATIVE INFORMATION****

First Name Last Name

Company Name

Address

City/State Zipcode

Phone Email

OWNER OF RECORD

Same as Applicant Different as Applicant

First Name Last Name

Company Name

Address

City/State Zipcode

Phone Email

PRIMARY CONTACT FOR PROJECT INFORMATION

Name
(Required)

Email
(Required)

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.

****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 or representative).

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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. I affirm that I have read the General Application Instructions (PF-1001-I).

H. Applicants not eligible to pay via ACH or Credit Card on the Universal Cashiering System payment platform shall be issued a Park Fee Calculation Letter and required to pay via Cashier's or Certified Check

I. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial of this application.

Application Filing Process:

- Electronically: Applications may be submitted via email at rap.parkfees@lacity.org.
- Via Mail: Applications and additional attachments can be mailed to the following address: ATTN: Park Fees Group, 221 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012

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

Signature: _____

Date: _____

Print Name: _____