INSTRUCTIONS TO APPLICANT

The following application form is provided for all persons who propose to file for approval of a project with the City of Palmdale. These projects will be reviewed by the Development Advisory Board (DAB). The applicant must complete the attached form as prescribed and incorporate all requested information before the application is accepted for processing by the Planning Division.

NOTE: ALL PLAN SHEETS SHALL BE INDIVIDUALLY FOLDED BY PLAN TYPE BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE. STACK-FOLDED, STAPLED, ROLLED, OR BOUND PLANS WILL NOT BE ACCEPTED.

PRE-APPLICATION SUBMITTAL CHECKLIST

_____ The checklist and completed Data Sheet

_____ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivision(s), creeks, railroads, and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½” x 11” paper. **NOTE: Thomas Guide maps are not acceptable.**

_____ Three copies of the PROPOSED PLOT PLAN folded to a maximum of 8½” 11” in size *(see attached requirements)*

_____ Three copies of the PROPOSED ELEVATIONS (if applicable) folded to a maximum of 8½” x 11” in size *(see attached requirements)*

_____ Three copies of the PROPOSED FLOOR PLANS (if applicable) folded to a maximum of 8 ½” x 11” in size *(see attached requirements)*

_____ Complete Fire Department Transmittal Letter (attached). Once case number is supplied, submit this form to project’s online submittal with the Los Angeles County Fire Department through the EPIC-LA permitting system.

_____ Any other information the project proponent may deem pertinent.

_____ Fee of $250
PRE-APPLICATION DATA SHEET

Pre-Application No.: _______________________

REQUEST TO SUBDIVIDE: ___________ acres into ______ lots, ______ detention basin lot(s) and _______ detention basin lot(s) and ______ other lots.

(Number) (Number) (Define)

Types of lots: Industrial ☐ Commercial ☐ Single-Family ☐

Condominium ☐ Multi-family ☐ Other _________

REQUEST TO DEVELOP:

______ acres _________ (Type of Use*) (No. of Bldgs.) (Total Square Feet)

(Number) (Define) (No. of Bldgs.) (Total Square Feet)

*Types of uses: Industrial (mfg., service, warehouse); Commercial (retail, office, medical, restaurant); Residential (condo, apartments, single-family); Other (please specify).

OTHER:

________________________________________________________________________

Existing Zoning: _______________________________

Existing General Plan Designation: _______________________________

Assessor’s Parcel Number(s): _______________________________

Project Location (Address if Available):

________________________________________________________________________

Approximately _____________ Feet N or S of _____________ (Circle) (Street Name)

Approximately _____________ Feet E or W of _____________ (Circle) (Street Name)

List case number(s) of all previous applications filed on this site:

________________________________________________________________________

APPLICANT:

Name and Email Address: ____________________________________________

Address: __________________________________________________________

City: ___________________________ State: ___________ Zip: __________

Telephone No.: ( ) __________________ Fax No.: ( ) ____________

OWNER:

Name and Email Address: ____________________________________________

Address: __________________________________________________________

City: ___________________________ State: ___________ Zip: __________

Telephone No.: ( ) __________________ Fax No.: ( ) ____________

ENGINEER/REPRESENTATIVE:

Name and Email Address: ____________________________________________

Address: __________________________________________________________

City: ___________________________ State: ___________ Zip: __________

Telephone No.: ( ) __________________ Fax No.: ( ) ____________
FORM OF SUBMITTAL AND CONTENTS REQUIREMENTS
FOR ALL PRE-APPLICATIONS

The following minimum information should be shown on exhibits. **NOTE: ALL PLAN SHEETS SHALL BE INDIVIDUALLY FOLDED BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE. STACK-FOLDED, STAPLED, ROLLED, OR BOUND PLANS WILL NOT BE ACCEPTED.**

PLOT PLAN:

1. **Legend:** Scale, north-arrow, name and phone number of applicant, address of project, name, address, and phone number of person preparing the plan.

2. A Vicinity Map of the area showing adjoining subdivisions, creeks, railroads, major cross streets and other data sufficient to locate the proposed project in relationship to the surrounding community.

3. Existing and proposed lot lines general contours.

4. Location, dimensions, and use of existing and proposed structures. Show open stairways and other projections from exterior building walls, including entrances and exits, and handicap ramps.

5. Location, height, and materials of all walls and fences.

6. Completely dimensioned layout of traffic/circulation patterns (dimensions of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, vehicle ingress and egress to buildings). Number of required and proposed parking spaces, including handicap spaces.

7. Location and species of all existing trees on-site.

8. Show all existing uses, structures, walls, fences, grades, and mature trees within 50 feet of project boundary. Additionally, all driveways within 150 feet of subject property shall be shown.

9. **General Analysis:** Density (residential uses only), lot area, percent of building coverage and area devoted to landscaping on the subject site, or other pertinent statistics.

10. Indicate street pattern of adjacent tracts to assure that streets within proposed tract properly align with off-site streets.

11. Indicate right-of-way width and condition of right-of-way improvements fronting subject parcel or parcels and on adjacent parcels. Curb, gutter, sidewalks, and pavement widths shall be shown.
12. For applications involving uses within existing commercial/industrial centers, all existing uses shall be identified, square footage for each use provided and all existing parking within the center shown on plans.

BUILDING ELEVATIONS (if applicable):

1. All principal exterior walls, fences, roof projections, and other structures with height dimensioned.

2. Type of roof and wall materials (finished surface) to be used.

FLOOR PLANS (if applicable):

1. Basic interior layout with use of all rooms labeled.

2. Restaurants and similar uses shall have seating areas and number of seats clearly delineated.

NOTIFICATION OF DAB MEETING:

1. Insert the name and address of the person to be notified regarding the date and time of the DAB meeting. If you have more than one person to notify, please fill out extra forms.

2. Insert the location/address of the project.
This form will serve as the cover sheet for this project’s online submittal to the Los Angeles County Fire Department through the EPIC-LA permitting system. It is essential that this project be submitted to EPIC-LA as soon as possible after it is assigned to a case number, so that the review process is not delayed. Development Advisory Board comments or Conditions of Approval may be postponed if the project is not submitted in a timely manner.

Applicant’s Name: ________________________________

Phone: __________________________ Email: __________________________

Project Location (address or vicinity): ________________________________

Assessor’s Parcel Number(s) (APN): ________________________________

Project Description: ________________________________

The instructions below outline how to submit a project to EPIC-LA. If you have questions or encounter issues during the submittal process, please reach out to Wally Collins at Wally.Collins@fire.lacounty.gov or (323) 890-4243.

1. Go to epical.lacounty.gov.
2. Click “Login or Register”. If you already have an account with EPIC-LA, sign in now. If you do not, please register for a new account.
3. Click “Apply”. Then, select the permit type that matches the EPIC-LA Designation listed below.
4. Follow the prompts to enter information related to your project. When you reach the Attachments screen, be sure to upload this worksheet as a “City Transmittal Letter”.
5. Email a copy of your invoice or receipt to your case planner to let them know that the item has been submitted.

City Use Only

Case Number: ________________________________

Case Planner: __________________________ Email: __________________________

EPIC-LA Designation: Fire – Land Development – City Requests –

☐ One Stop Counseling ☐ Lot Line Adjustment ☐ Tentative Parcel Map
☐ Conditional Use Permit ☐ Site Plan Review ☐ Zone Change
☐ Tentative Tract Map ☐ Other ________________________________