Applying for a Base Application on CSS

You will need to be a registered user to apply for a DRP- Base Application. Once you are registered **Log In**.

There are **three (3) types of Base Applications**. Please refer to our [Applications and Forms](#) page to determine the appropriate Base Application to use. Find the application you wish to apply for. The application name will be listed under the Base Application you need to use. Any required attachments will be listed under the application name as well. The three Base Applications are:
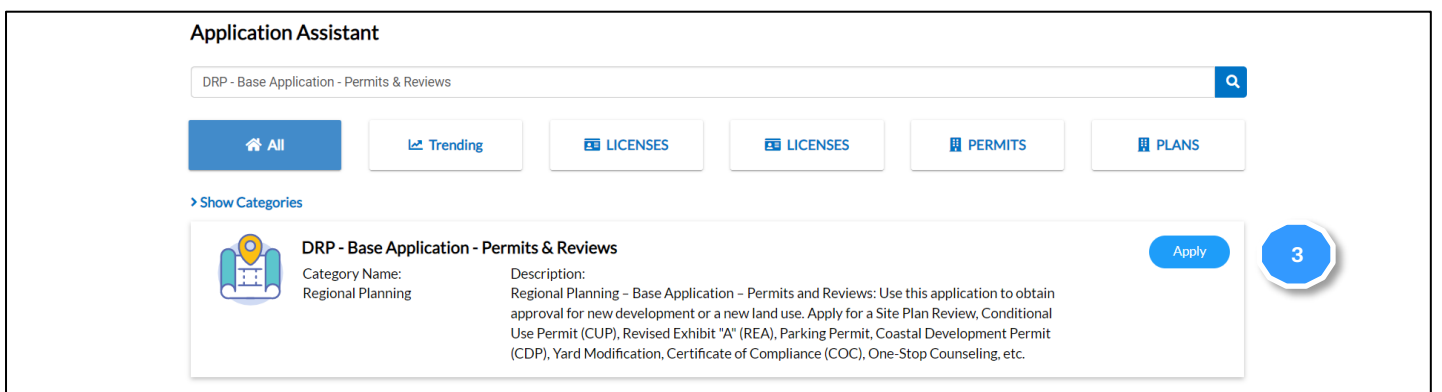
1. DRP – Base Application – **Referral and Letters**
2. DRP – Base Application – **Permits and Reviews**
3. DRP – Base Application – **Subdivisions**

Apply

1. Click on **Apply** tab on the black bar towards the top of the page.
2. In the search bar type in "DRP." The three base applications will appear. Select the appropriate one.
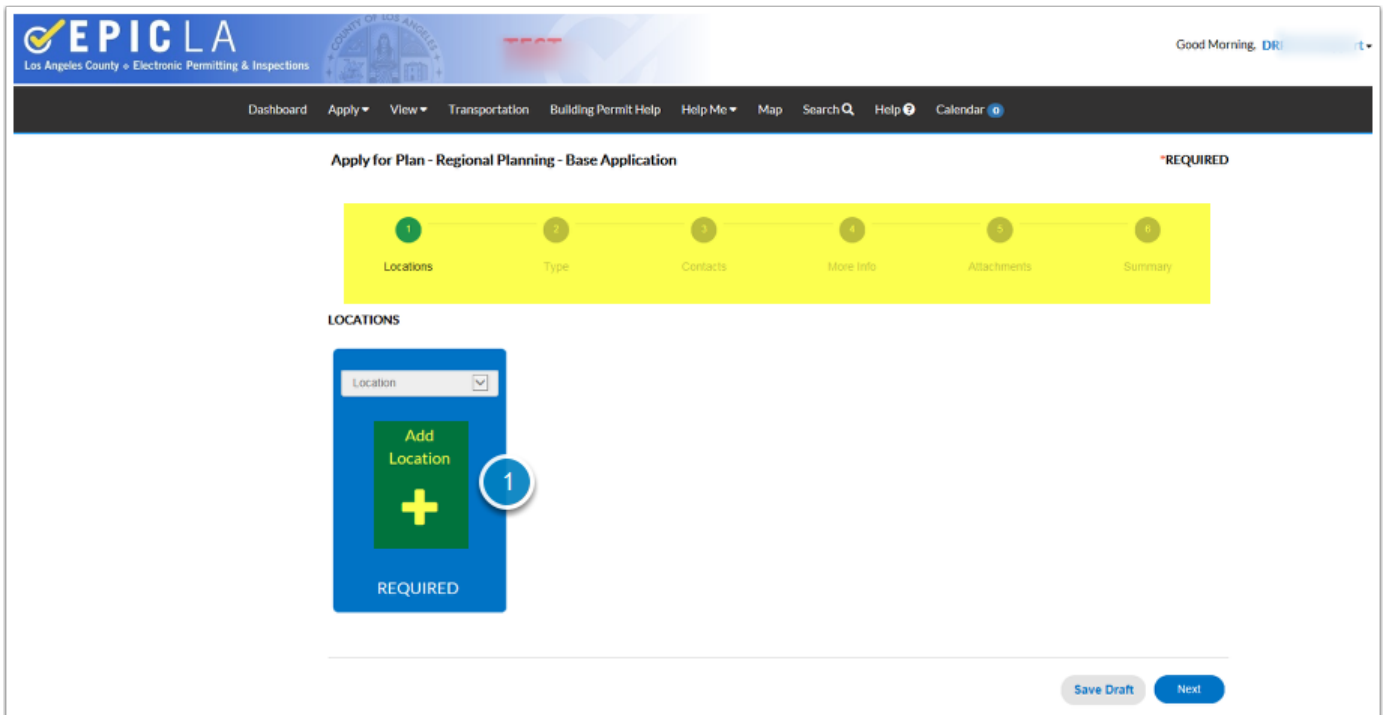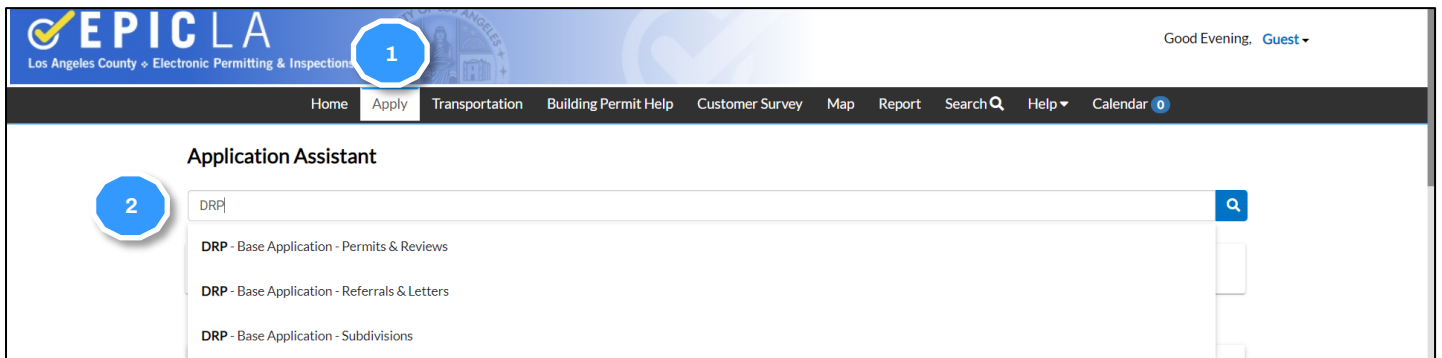

3. Verify you selected the correct application, then click **Apply** button**.**

Step 1: Locations

Enter the project location. You can enter the location using **Parcel Number** or **Address**.

1. **Click** on Add Location to begin.

Parcel

To enter a parcel number:

1. **Click** on Parcel
2. **Enter** Parcel Number (without dashes)
3. **Click** on search icon

Results will appear:

4. **Check** the box under Action
5. **Click** on Search Associated Addresses

- This should return associated addresses for that parcel. If the applicable address shows up select it, go to step 6.
- If no associated addresses display, go to step 6.

6. **Click** on Add Selected

Address

To enter an Address:

1. **Click** on Address
2. **Enter** street number and street name (Do not enter the whole address. Less is Better!)
3. **Click** on Search icon

Result(s) will appear:

4. **Click** on Add under Action for the address(es) you want to include

Back to Application

Add Location

Address | 1 | cel

Add Address As | Location ▼

Search

Notice only the Number and Street name were entered.

Address Information

Search | 18   1 Susana | 2 | 🔍 3

Address	Action
18 1 S Susana Road Compton, CA 90221	4 Add

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

Once the address is successfully entered:
1. Click on Next, to proceed to Step 2.

Apply for Plan - Regional Planning - Base Application   *REQUIRED

1 Locations — 2 Type — 3 Contacts — 4 More Info — 5 Attachments — 6 Summary

LOCATIONS

Type: Location
1   1 S Susana Road, Compton, CA, United States, 90221

Main Address ☑

Parcel Number
73(37

Main Parcel ☑

Remove

Location ▼
Add Location ➕

1

Save Draft   Next

Step 2: Type

1. **Enter** the Description – Describe what application is being requested, such as "Site Plan Review" or "Business License Referral."
2. **Click** on Next

Step 3: Contacts

You will automatically be a contact to this plan. If

you would like to add additional contacts
1. **Click** on Add Contact
Note: They must already be contacts/registered in EPIC-LA.
2. **Click** on Next

Step 4: More Info

This screen has required fields. **Questions will vary depending on type of Base Application you are applying for**. You will not be able to proceed without completing them.

1. Please select appropriate Use from the drop-down.

1. **Enter** the Project Description – describe what is being proposed, such as "convert garage into ADU" or "Addition to existing residence."

There are additional required fields that require a numeric value. If it is N/A.
2. **Enter** 0

Disclaimers

Please make sure to read all disclaimers.

You will need to acknowledge that you have read and understood the above disclaimers before proceeding to Step 5.

1. **Select** Yes
2. **Click** on Next

Step 5: Attachments

1. **Upload** the following required attachments:
   - Application Form
   - Photos
   - Site Plan

Additional files can be uploaded if applicable. Use dropdown to select the appropriate category.

Required attachments vary per project. To avoid delays, refer to the Applications & Forms page and upload all required attachments. Additional documents/requirements will be listed on the page in the application checklist or under the application type.

2. **Click** on Next

Step 6: Summary

Review that all the information is accurate.

Once all information has been reviewed
1. **Click** on Submit

Once your base application has been submitted you will receive a message with your Plan Number stating that your application was submitted successfully.

✔ Your plan application was submitted successfully.

Plan Number: RPAP2018

Plan Details | Tab Elements | Main Menu

Type:	Regional Planning - Base Application	**District:**	Blank	**Applied Date:**	06/19/2018
Status:	New - Online	**Project Name:**		**Expiration Date:**	
		Assigned To:		**Completion Date:**	
Description:	Please enter a description. Note: You may want to copy this, because you will be asked again.				

You will also receive an email with your case number and details on what to expect next.

- New Online Application - RPAP202   Yahoo/Inbox

donotreply@lacounty.gov   Tue, Jul 13 at 12:46 PM
To:

Dear Applicant,

Thank you for your submittal. Your Department of Regional Planning base application (RPAP) has been received. Here is what to expect next:
- Your application will be assigned for review and within a week, a planner will verify that your application is complete.
- If all required application material has been provided, your application will be accepted and issued a plan number (RPPL). An invoice will follow.
- If the application is found to be incomplete, you will receive a request for additional items or information from the assigned planner.
- Please note: Failure to provide the requested items within two weeks will result in your base application being voided. You will be required to submit a new base application once you are able to provide all the required material and information.

Please note that while every attempt is made to review your application in a timely manner, review times may vary depending on the number of cases under review. To follow up on your application please log into EPIC-LA and click on the name listed next to the "Assigned To" note on the plan details page. This will generate an automatic email from you to the assigned planner.

Thank you,

DRP Staff

Visit https://planning.lacounty.gov/view/epic-la for Regional Planning's EPIC-LA guide.