

# Applying for a Base Application on CSS

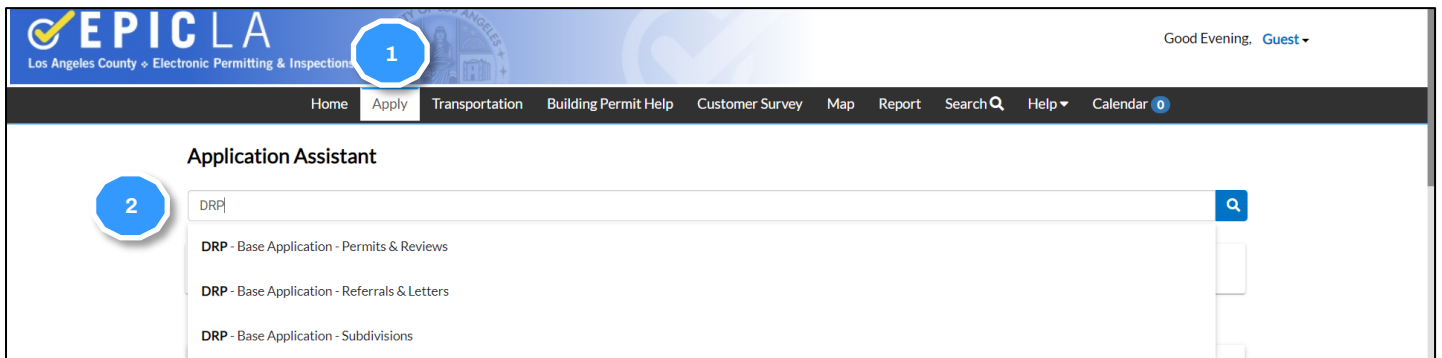
You will need to be a registered user to apply for a DRP- Base Application. Once you are registered [Log In](#).

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:

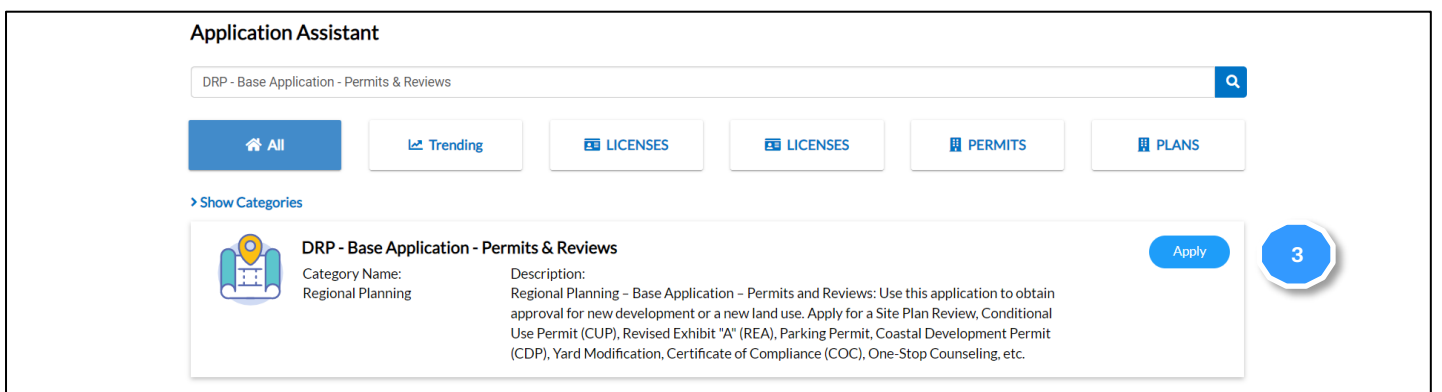
1. DRP – Base Application – **Referral and Letters**
2. DRP – Base Application – **Permits and Reviews**
3. DRP – Base Application – **Subdivisions**

## 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.



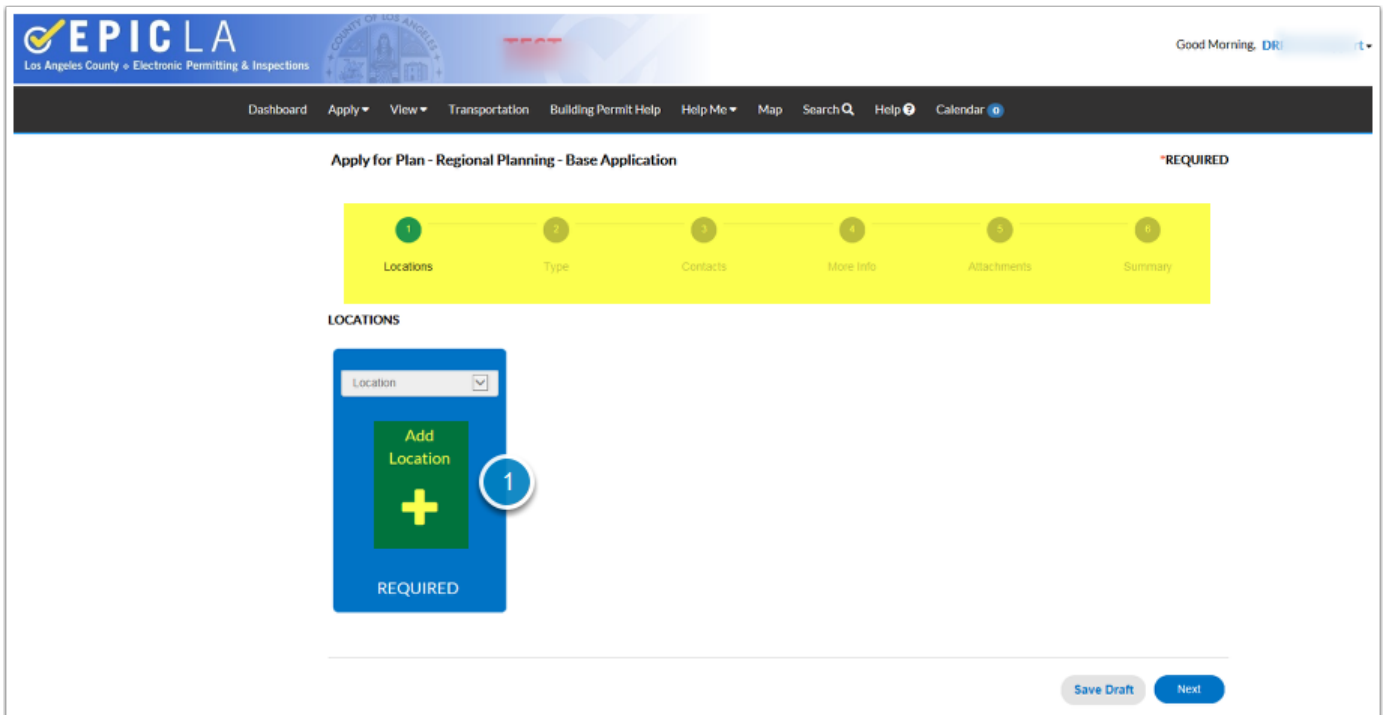
3. Verify you selected the correct application, then click **Apply** button.



## Step 1: Locations

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

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



The screenshot shows the EPICLA (Los Angeles County Electronic Permitting & Inspections) interface. The top navigation bar includes 'Dashboard', 'Apply', 'View', 'Transportation', 'Building Permit Help', 'Help Me', 'Map', 'Search', 'Help', and 'Calendar'. The main content area is titled 'Apply for Plan - Regional Planning - Base Application' and is marked as '\*REQUIRED'. A progress bar shows six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Summary. The 'Locations' step is highlighted in yellow. Below the progress bar, the 'LOCATIONS' section features a blue box with a search field labeled 'Location', a green 'Add Location' button with a plus sign, and a 'REQUIRED' label. A circled '1' is placed over the 'Add Location' button. At the bottom right, there are 'Save Draft' and 'Next' buttons.

## 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

[← Back to Application](#)

## Add Location

[Address](#) **Parcel** 1

## Parcel Information

Search 30 2  3

Parcel Number	Section	Township	Range	Action
30				<input checked="" type="checkbox"/> 4

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

5 **Search Associated Addresses**

## Associated Addresses

Associated Addresses for Parcel - #30		+
Address	Action	
No records to display.		

6 **Add Selected** **Cancel**

## 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

Add Address As

Notice only the Number and Street name were entered.

### Address Information

Search  2  3

Address	Action
1 S Susana Road Compton, CA 90221	<span>4</span> <input type="button" value="Add"/>

Results per page  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**



### LOCATIONS

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

Main Address

Parcel Number  
730 37

Main Parcel

Add Location

1

## 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

**Apply for Plan - Regional Planning - Base Application** \*REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) **2**, 3 (Contacts), 4 (More Info), 5 (Attachments), 6 (Summary)

**PLAN DETAILS**

\* **Plan Type**

**Description**   
Note: You may want to copy this, because you will be asked again.

Buttons: Back, Save Draft, **Next** **2**

## 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

**Apply for Plan - Regional Planning - Base Application** \*REQUIRED

Progress: 1 Locations 2 Type 3 **Contacts** 4 More Info 5 Attachments 6 Summary

**CONTACTS**

**Applicant**

DRF (You)

320 Temple, Los Angeles, CA, US, 90012

Account Holder

**Add Contact**

**+** 1

Back Save Draft **Next** 2

## 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.

**Apply for Plan - Regional Planning - Base Application** \*REQUIRED

Locations     Type     Contacts     **More Info**     Attachments     Summary

**MORE INFO**

**General Information** [Next Section](#) | [Top](#) | [Main Menu](#)

Business / Establishment Name

**\*Use - Current**   1

Use - Current is required.

**\*Use - Proposed - 1st**

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

**\*Project Description**  Enter your project description. Provide as much information as possible 1

**\*Oak Tree - Encroachment**  Must be a numeric value. Enter 0 if N/A 2

Oak Tree - Encroachment should be a whole number less than 2 billion.

## Disclaimers

Please make sure to read all disclaimers.

**Disclaimers** [Previous Section](#) | [Top](#) | [Main Menu](#)

I hereby certify the following:

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1. I am the property owner or have obtained the property owner's/owners' consent to the submittal of this application and contents therein; and

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2. I have carefully reviewed and prepared the application and plans in accordance with the instructions; and

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**

12. I understand that denials may result in no refunds; and

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13. I understand that planning staff is not permitted to assist the applicant or proponents and opponents of a project, in preparing arguments for or against the project; and

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14. I understand that there is no guarantee – expressed or implied – that an approval will be granted. I understand that such application must be carefully evaluated and after the evaluation has been conducted, that staff's recommendation or decision may change.

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"I have read and understood the above disclaimers"

I have read and understood the above disclaimers is required.

Save DraftNext12



## 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

The screenshot displays a multi-step application process for a 'Base Application'. The progress bar at the top shows six steps: 'Locations', 'Type', 'Contacts', 'More info', 'Attachments', and 'Summary'. The 'Attachments' step is highlighted in yellow and marked with a '5', indicating it is the current step. A red 'REQUIRED' label is visible in the top right corner.

Below the progress bar, there is a section titled 'Attachments' with a dashed border. The text 'Please attach your documents.' is displayed. Below this, there are four attachment cards. The first three cards are green and represent 'Application Form', 'Photos', and 'Site Plan'. Each of these cards has a yellow plus sign and the text 'Add Attachment'. Below each card, a list of supported file formats is provided: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwt. Each of these three cards is labeled 'REQUIRED' at the bottom. The fourth card is blue and represents 'Access Easement'. It also has a yellow plus sign and the text 'Add Attachment'. Below it, the supported file formats are listed: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, d, oox, xls, xlsx, bd. This card is labeled 'REQUIRED' at the bottom. A blue arrow points to the dropdown menu on the 'Access Easement' card, which currently shows 'Access Easement'.

At the bottom of the form, there is a navigation bar. On the left is a 'Back' button. In the center is a circular button with the number '1'. On the right are 'Save Draft' and 'Next' buttons. The 'Next' button is highlighted in yellow and marked with a '2' in a circle.

## Step 6: Summary

Review that all the information is accurate.

**Apply for Plan - Regional Planning - Base Application** \*REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Summary

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**Locations**

Location 1	38	Tree Street, Palmdale, CA, United States, 93551
Location 2	30	

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**Basic Info**

Type	Regional Planning - Base Application
Description	Please enter a description. Note: You may want to copy this, because you will be asked again.
Applied Date	06/19/2018

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**Contacts**

Contact 1	DR: [Redacted] Support CSS: [Redacted] Unit 320 W Temple Street, Los Angeles, CA, US, 90012
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Once all information has been reviewed

1. **Click** on Submit

**Attachments**

Attachment 1	Application.docx
Attachment 2	Photos.docx
Attachment 3	Site Plan.docx

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1

Back Save Draft 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](#)

<b>Type:</b> Regional Planning - Base Application	<b>District:</b> Blank	<b>Applied Date:</b> 06/19/2018
<b>Status:</b> New - Online	<b>Project Name:</b>	<b>Expiration Date:</b>
	<b>Assigned To:</b>	<b>Completion Date:</b>
<b>Description:</b> 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 - RPAP202Yahoo/Inbox ★

**donotreply@lacounty.gov**  
To: [redacted]

Tue, Jul 13 at 12:46 PM ★

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.