



APPLICATION

DEPARTMENT OF RECREATION AND PARKS
PARK FEE CALCULATION APPLICATION

THIS BOX FOR RECREATION AND PARKS STAFF USE ONLY

Case Number
Application Type
Date Application Received Date Completed/Cancelled

Applicant Request(s):
Recreation Credit DUCT Affordable Units Vested Rights Resubmittal/Recalculation

RAP CASHIER NOTE

Total Amount Due Deposit to Admin W.O. No. SP720H00 Deposit to Park Fee Account (89716H-00 or 89718H-00) Park Fee W.O. No.

Provide all information requested. Missing, incomplete or inconsistent information will cause delays and may cause the application to be rejected.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. Type of Residential Development

SUBDIVISION

Tract/Parcel Map #:

NON-SUBDIVISION

Application/Permit #:

Related Zone Change Case #:

Note: Multiple related permits may be submitted on a single application but shall not exceed the number of "# of Bldgs on Site" as specified on the permit.

2. Project Location

Street Address 1 Zip Code

Legal Description 2 (Lot, Block, Tract)

Assessor Parcel Number

Project Name (if applicable)

Existing Zone Proposed/Future Zone (if applicable)

3. Residential Dwelling Units

Table with 5 columns: Number of Proposed New Market Rate Units, Number of Proposed New Affordable Units, Number of Accessory/Secondary Dwelling Unit, Number of Units to be Demolished as part of the project, Number of Existing Units to Remain

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)

3 If applicant is requesting an exemption for Affordable Housing Units, applicant must complete and attach the Affordable Housing Checklist (Form PF - 5000).

4. Demolished Dwelling Units

Are/were any dwelling units being demolished as part of the project?

- YES NO

If yes, was the demolition permit issued within a year of filing the project application.

- YES NO

If ANY dwelling unit(s) are or have been demolished as part of the project, applicant **MUST** attach a copy of the "Application for Inspection to Demolish Building or Structure(s)" WITH the "Plot Plan Attachment" for ALL the unit(s) being demolished. If the demolition permits are not submitted, the project **WILL NOT** receive an exemption for the demolished unit(s).

5. Approvals/Determination

If **Subdivision**, applicant **MUST** submit:

- Letter of Determination
- "Application of Building Permit and Certificate of Occupancy(s)" (if issued)
- Tract/parcel map or "Application for Inspection to Demolish Building or Structure(s)" with the "Plot Plan Attachment" (if units are being demolished)

If **Non-Subdivision**, applicant **MUST** submit:

- "Application of Building Permit and Certificate of Occupancy(s)"
- "Application for Inspection to Demolish Building or Structure(s)" with the "Plot Plan Attachment" (if applicable)

6. Recreational Credit per LAMC 12.33. Section H

Is the project applying for recreational credits?

- YES NO

If yes, applicant **MUST** complete and attach Recreation Credit Application (Form PF-3001).

7. Applicant Information (Complete all applicable fields)

Applicant⁴ name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ E-mail _____

Agent/Representative name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Primary Contact for Project Information Name _____ E-mail _____

Phone _____



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⁴ 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/representative).

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. 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:

- 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: _____

GENERAL APPLICATION INSTRUCTIONS

City of Los Angeles - Department of Recreation and Parks

These instructions are for all residential projects per LAMC 12.33.

NOTE: An application with missing, incomplete, illegible or inconsistent information cannot be accepted. Failure to comply will result in the delay in the processing of the application or may cause the application to be rejected.

1. **Early Consultation Meeting Request Form:**

For residential subdivision projects of more than 50 units, applicants shall meet with the Department of Recreation and Parks (Department) prior to the submittal of a tract map application (LAMC 12.33, Section D.1). Applicants of residential subdivision projects of more than 50 units are required to fill out the "Early Consultation Meeting Request Form" (PF-2001) and return the completed form to the Department of Recreation and Parks. Following the Early Consultation Meeting, the Department of Recreation and Parks will provide written verification of the consultation to the project applicant within 10 days of the meeting.

Applicants submitting the Early Consultation Form are not required to submit the Park Fee Application and the Recreation Credit Application at this time.

In order to give Department staff enough time to review the application and schedule a meeting, please submit this application at least 1 month prior to filing the application with the Department of City Planning.

2. **Park Fee Calculation Application:**

All residential projects are required to fill out the "Park Fee Calculation Application" (PF-1001), including vested projects that are not subject to a park fee pursuant to Ordinance 184,505 but were subject to the Recreation and Park Fee provisions that were effective prior to January 11, 2017.

Subdivision Projects - Per LAMC 12.33, E.6, the park fee for residential subdivisions shall be calculated and collected prior to final subdivision map approval.

Non-Subdivision Projects - Per LAMC 12.33, E.6, the park fee shall be calculated and collected prior to the issuance of the Certificate of Occupancy. Your Department of Building and Safety inspector MUST send "Verification" in the Automated Certificate of Occupancy System to Department staff before an application can be processed.

3. **Recreation Credit Application:**

Only applicants requesting a recreation credit need to fill out the "Recreation Credit Application" (PF-3001). If the applicant is applying for recreation credit, please see the additional instructions for each type of recreation credit (PF-3002, PF-3003, PF-3004 PF-3006-I, and PF-3010-E).

4. **Filing Process:**

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c. Electronically: Applications and additional attachments can be submitted electronically to rap.parkfees@lacity.org.

Once an application is submitted to the Department of Recreation and Parks, applicants will be emailed a confirmation that the application has been received. Following the confirmation email, the Department will respond within 5 working days to advise if the application is complete or more information is required.

Applicants can also contact Department of Recreation and Parks staff by email at rap.parkfees@lacity.org, by phone at (213) 202-2682, or in person at 221 North Figueroa Street, Suite 400 (4th Floor), Los Angeles, CA 90012.



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