



# FAQs

## Upcoming Changes to the Application Submittal and Clearance Process for Conditional Use Permit Applications for Alcoholic Beverages and Entertainment (CUBs & CUXs)

On **July 6, 2015**, Ordinance **No 183581** will become effective. This Ordinance adds new pre-application, monitoring, verification and inspection fees for CUBs and CUXs, changes the submittal process and adds an inspection function to these types of cases. Below are answers to **Frequently Asked Questions** about the new Program.

### What is the function of the MViP?

The primary function of the **Monitoring, Verification and Inspection Program** (“MViP” or “Program”) is to ensure compliance of conditionally approved uses prior to the beginning of operations, and to pro-actively monitor utilization, Plan Approval and expiration deadlines of these grants. This new Program will add a pro-active inspection component to ensure compliance after operations at a restaurant, bar, nightclub or similar establishment begin. The Program also adds a Pre-Application and a Planning Field Verification function, explained below.

### What are the components of the MViP and what are the associated costs or fee increases?

There are **five main components** and associated fees to the Program\*

1. Pre-Application .....	\$293.00	
2. Clearance/Effectuation .....	\$1,960.00	This is a fee increase from \$1,722
3. Verification .....	\$253.00	Planning Field Verification**
4. Monitoring .....	\$952.00	
5. Inspection .....	\$746.00	



\*These fees do not reflect surcharges. There are no changes to the current Conditional Use Permit application submittal fees per L.A.M.C. 19.01 E.

\*\* Planning Staff Field Verification Fee will only be collected when there is no building permit/inspections by the Department of Building and Safety (DBS) associated with the Conditional Use.

### When will these fees be collected?

The Pre-Application Fee will be collected prior to the application submittal. All other the fees will be collected during “Clearance/Effectuation”.

### What Section in the Planning Department will be responsible for the MViP?

The Condition Compliance Unit (CCU) will be responsible for the pre-application, clearances/effectuation, monitoring and field verification related to CUB's & CUX's. The Department of Building & Safety (DBS) in partnership with the CCU will be responsible for the inspection component of the Program.

### Is this Program mandatory for all Projects which include a CUB/CUX?

All components of the Program, except for the Planning Field Verification component, are mandatory for stand-alone CUB/ CUXs. Projects with multiple entitlements are not subject to “Pre-Application” and will continue to be submitted at the Development Service Centers. However, Projects with multiple entitlements are subject to the “Clearance/Effectuation, Monitoring and Inspection” components of the Program and must do so through the CCU. The Field Verification Fee will be collected only if the Planner determines that a site visit is necessary to verify compliance with the approved Project, in the absence of a DBS permit inspection.

### What is the “Pre-Application” Process?

In an effort to avoid red flags, or holds during, or at the end of the process, this Program requires that prior to any application submittal, CCU staff review materials and investigate the property records. You will not be required to submit

past cases, permits, Certificates of Occupancy (C of O) or Orders on the property with your final application package. Staff will ensure that all aspects of the application package are completed correctly and that the plans submitted correctly depict site conditions, and the proposed Project, in order to facilitate processing, completion and eventually effectuation of the case.

### **What documents are required for Pre-Application Review?**

- Pre-Application Form (CP-2415)
- Master Land Use Application (only Sections 1 – 4) (CP 7771)
- Environmental Assessment Form (CP1204)
- Plot Plan (Instructions: CP 7752)
- Floor Plan (Instructions CP 7751)

Forms are available through the Department's website: <http://planning.lacity.org/>

### **How can I request Pre-Application Review?**

You will be able to print and upload the Pre-Application Form from the CCU webpage. In addition, you can upload all the documents needed for Pre-Application Review through our webpage. No appointment is necessary. You can drop-off a check or cash at our office located at City Hall or make a payment (cash, check or credit card) at any one of the Constituent Service Center cashiers.

The Constituent Service Center cashiers are located at:

- **Figueroa Plaza**, 201 North Figueroa Street, 4th Floor, Los Angeles, CA 90012
- **Condition Compliance Unit**, 200 N. Spring Street, Room 528, Los Angeles, CA 90012
- **Marvin Braude Constituent Service Center**, 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401

### **When will I be able to submit my final application?**

Staff will review pre-application documents and complete the research within 2 to 4 days. You will receive a checklist of items needed to submit the final application, including any required revisions, corrections or modifications to the application or plans based on the research. You will then be able to simply drop-off the final application submittal package at our office along with a check for the application fee and environmental fee. No appointment is necessary. You will be emailed a copy of the receipt the case is crated in the system and the payment is processed. You may also process your payment at any one of the City's Constituent Service Center cashiers.

### **If I submitted my application prior to July 4th, will I be subject to the new Clearance, Monitoring, Verification and Inspection Fee increase?**

Yes. This Ordinance applies to all cases which have yet to obtain a verification of condition compliance (i.e. sign-off). All cases seeking a sign-off on a CUB/CUX case will be subject to the new Program.

### **Do I need an Appointment for Clearance/Effectuation?**

An appointment is not needed to clear your conditions. You can submit a request to the CCU through our website: <http://planning.lacity.org> Staff will contact you with a checklist of the items needed to clear your case. You can submit all the items electronically and staff will let you know when to drop-off any original documents that may be required as well as the final fee.

### **What is the "Verification" component of the Program?**

When a CUB is approved for an existing venue where there is no physical construction, added floor area, alterations or change of use which would otherwise require a building permit, the Planner clearing the case will conduct a field verification inspection to ensure the building and operation is in conformance with the Exhibit/Plans provided to the Department.

### **What is the "Inspection" component of the Program?**

The new Program adds an inspection component to the process in partnership with DBS. The CCU will coordinate with DBS to conduct inspections during the first six months of the operation and during the last six months prior to the expiration of the grant. Intermittent inspections may be conducted depending of the compliance and complaint history of the operation.