

Park Fee Calculation Application

Department of Recreation and Parks



THIS BOX FOR RECREATION AND PARKS STAFF USE ONLY			
Case Number	_____		
Application Type	_____		
Date Application Received	_____	Date Completed/Cancelled	_____
Applicant Request(s):			
<input type="checkbox"/> Recreation Credit	<input type="checkbox"/> DUCT	<input type="checkbox"/> Affordable Units	<input type="checkbox"/> Vested Rights <input type="checkbox"/> 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.

TYPE OF DEVELOPMENT

Subdivision

Non-Subdivision

Tract or Parcel Map #: _____

Building Permit(s)#: _____

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)

Related Zone Change

Case: _____

Note: If there multiple building permits that require clearance on the same Assessor Parcel Number (APN), you may list all of those permits on one application.

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)

PROJECT LOCATION

Address*: _____ Zip code: _____

Legal Description (Lot, Block, Tract)**: _____

Assessor Parcel Number: _____

Project Name (if applicable): _____

Existing Zone: _____ Future Zone (if applicable): _____

*Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS <http://zimas.lacity.org>)

**Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

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RESIDENTIAL DWELLING UNITS

Number of New Residential Dwelling Units

Number of New Affordable Units

Number of Demolished Residential Units
as part of the Project***

Number of Existing Units to Remain

Note: 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).

AFFORDABLE HOUSING PER LAMC 12.33.G

New residential dwelling units which are rented or sold to persons or household of very-low, low, or moderate income may be eligible to receive an affordable housing exemption for the park fee and land dedication requirement per LAMC Section 12.33 G. In projects with a mix of market-rate and affordable housing units, only the affordable housing units are eligible to receive this exemption.

Are the affordable housing units being developed as a part of the project affordable to a household at or below 120% of AMI?

Yes

No

Does the project have a recorded covenant, acceptable to the Los Angeles Housing Department, guaranteeing that the affordability criteria will be observed for at least 55 years from the issuance of the Certificate of Occupancy for the project?

Yes

No

If yes, please provide:

- A copy of the recorded covenant and the Document No. _____
- Los Angeles Housing Department Contact: _____

Is the project planning to record a covenant with the Los Angeles Housing Department, guaranteeing that the affordability criteria will be observed for at least 55 years from the issuance of the Certificate of Occupancy project?

Yes

No

If yes, please provide:

- Los Angeles Housing Department Contact: _____

***Only demolished legal permitted dwelling units as confirmed by LADBS that are demolished as part of the residential development project are eligible for credit.

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RECREATION CREDIT PER LAMC 12.33.H

Is the project applying for recreation credit?

Yes

No

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

APPLICANT OR AGENT/ REPRESENTATIVE INFORMATION****

First Name

Last Name

Company
Name

Address

City/State

Zipcode

Phone

Email

PARK FEE PAYMENT INFORMATION

Name

(Required)

Email

(Required)

Eligible applicants will have the option to pay via ACH payment or Credit Card payment. Applicants will be sent an email from eng.lapermits@lacity.org with the "Department of Recreation and Parks" listed in the subject line. The encrypted link in the email will direct the applicant to the City of Los Angeles' Universal Cashiering System payment platform

****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)

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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. Applicants not eligible to pay via ACH or Credit Card on the Universal Cashiering System payment platform shall be issued a Park Fee Calculation Letter and required to pay via Cashier's or Certified Check

I. 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:

- Electronically: Applications may be submitted via email at rap.parkfees@lacity.org.
- Via Mail: Applications and additional attachments can be mailed to the following address: ATTN: Park Fees Group, 221 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012

The City requires an original or digital signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: _____

Print Name: _____