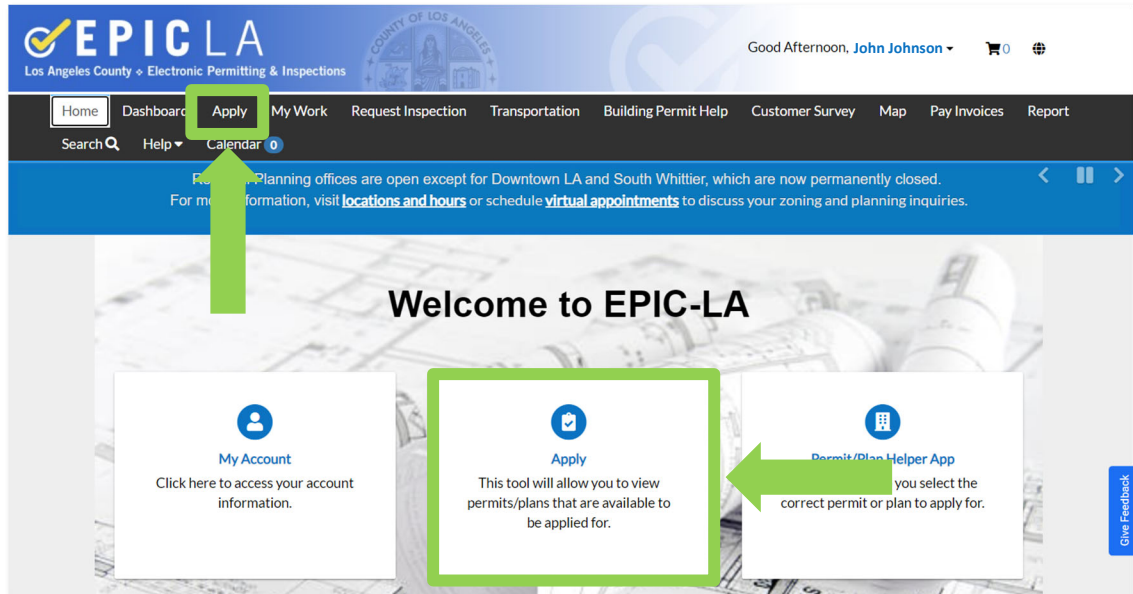
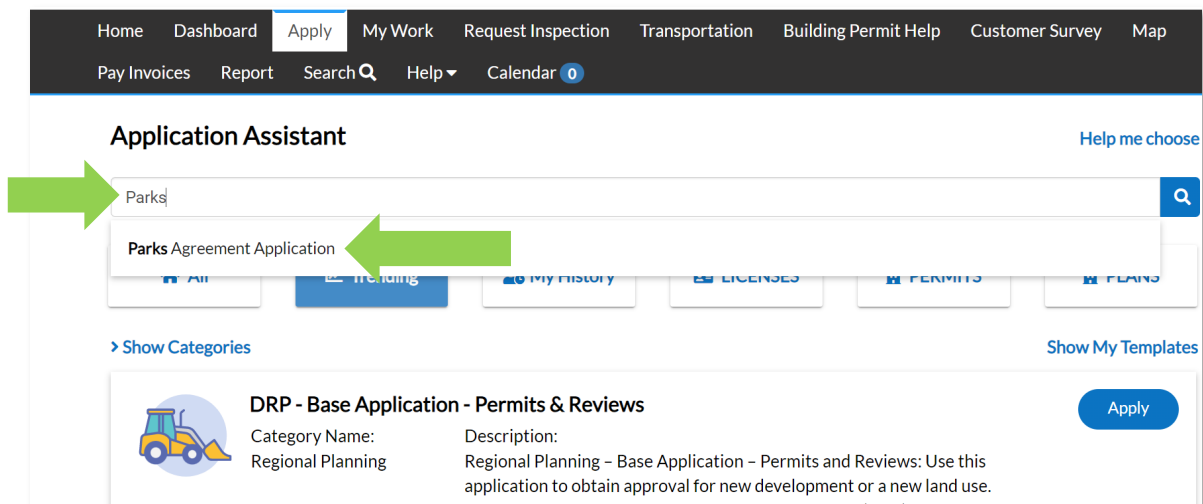




- To start an application, log-in to Epic-LA and click on **Apply** from the Welcome screen.

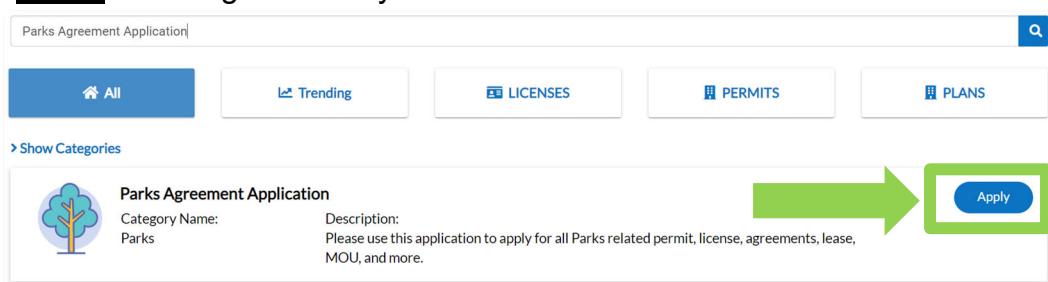


- Type Parks into the search bar, then click on **Parks Agreement Application** then **Apply**.



This initial application gives you access into our system. Please use this application to apply for all types of Parks related permits, licenses, agreements, MOA, MOU, leases, and more. In Step #2, you are able to explain your specific needs in the description box.

Then click on **Apply** to the right side of your screen.





- Step 1 - provide a physical location. Click on \pm sign and enter an address of the the facility your application pertains to.

Apply for Plan - Parks Agreement Application *REQUIRED

1

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7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

LOCATIONS

Please provide a location that relates to your Parks Agreement Application. If the Park Address does not return a result, please use an adjacent home address.

Location

Add Location

+

Please select an address that best relates to your application to proceed and click on **Add** to the right of the screen.

Add Location

Address

Parcel

Add Address As Location

Search

Address Information

Search 5950 Stoneview Dr

Address	Action
5950 Stoneview Drive Culver City, CA 90232	Add
5950 Stoneview Drive Culver City, CA 90232	Add
5950 Stoneview Drive Culver City, CA 90232	Add

Results per page 10 1 - 3 of 3 << < 1 > >>

A location is required. If you do not know the address, or if the address will not populate correctly, please enter any address and we can correct this later in the process.



- This step may be repeated to capture additional locations, if required.

Click **Next** on the bottom to the right of your screen.

(Please note that anytime a step is incomplete, the **Next** button or **OK** button will appear grayed out until all the requested information has been provided.)

- Please enter details about your request in the **Description** box so we understand how to best assist you. Description details should include the entity that is making the request, a reason for the request, and the duration of your need. If you are a non-profit, a public agency, government agency, utility, or a school, please provide this information. Please let us know if you have used our services in the past. Finally, please provide a brief scope of work, if applicable.

Click **Next** on the bottom to the right of your screen.



Note about **Contacts**: All contacts must have an Epic-LA account to be found in the system. To add additional people to the contact page, please have them create an Epic- LA account so their contact information will be available in the system.

Apply for Plan - Parks Agreement Application *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Please add contacts that already have an account in Epic LA that would be important for the process.

Applicant

Loretta Quach (You)

1000 South Fremont Avenue,
Alhambra, CA , 91803

Select Type

Add Contact

Back Create Template Save Draft **Next**

Click **Next** on the bottom right of your screen.



- Use the **Facility/Park Name** field to help us better locate the site, especially if there was an issue with the address. Use the **Application Type** field to help us understand how to best assist you.

The **Facility/Park Name** and **Application Type** are not required fields, so if you are in doubt you may leave them blank.

Apply for Plan - Parks Agreement Application *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Please select all the applicable Facility/Parks to your application and your idea of the type of application for which you are applying.

Please select Facility/Park [Top](#) | [Main Menu](#)

Facility/Park Name

- ☐ 72nd Street Staging Area
- ☐ Acton Park
- ☐ Acton Wash Wildlife Sanctuary
- ☐ Adventure Park
- ☐ Albatross Road Rest Area
- ☐ William Steinmetz Park
- ☐ Workman Mill Staging Area

What are you applying for?

Application Type

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Please click **Next** on the bottom right of your screen.



➤ **Attachments** may include maps, images, or documents to help illustrate your request.

The screenshot shows the 'Apply for Plan - Parks Agreement Application' form. At the top, a progress bar indicates the current step is 'Attachments' (step 5), with previous steps (Locations, Type, Contacts, More Info) marked as complete and subsequent steps (Signature, Review and Submit) marked as required. Below the progress bar, the 'Attachments' section prompts the user to 'Please provide maps, images, or documents to help better explain your request.' A blue box labeled 'click or drag files' contains an 'Add Attachment' button with a plus sign and a list of supported file formats: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .dxf, .dwf, .dwfx, .csv, etc. A green arrow points from this box to the 'Next' button at the bottom right of the form. The 'Next' button is highlighted with a green box and a green arrow pointing down to it.

Attachments is not a required field. Please click **Next** to move to the required signature.

To attach a document click **Add Attachment** and browse to your file and click **Open**. Once all documents have been uploaded click **Next** to move to the required signature.

The screenshot shows the 'Apply for Plan - Parks Agreement Application' form after a file has been uploaded. The progress bar remains the same, with 'Attachments' (step 5) as the current step. In the 'Attachments' section, a file named 'Site Images.pdf' (1.47 MB) is shown as 'Uploaded via Los Angeles County - Test'. A 'Remove' button is located below the file name. To the right of the uploaded file is a blue box labeled 'click or drag files' containing an 'Add Attachment' button with a plus sign and the same list of supported file formats. A green arrow points from this box to the 'Next' button at the bottom right of the form. The 'Next' button is highlighted with a green box and a green arrow pointing down to it.



- The system requires both a consent name as well as a signature. The signature box can be filled out in one of two ways. Use either the **Enable Type Signature** toggle to type your name, OR simply use your mouse to sign.

Apply for Plan - Parks Agreement Application *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit


SIGNATURE

An electronic signature is required in order to complete this step of your application.

* Please type your name as consent to electronically sign this application.

Enable Type Signature ☒

John Johnson
December, 28 2022



This is a required step as is the final Review and Submit step that follows. Click **Next** to continue. Almost done...



- Please review and click on **Submit** to turn in your application. Please wait for the final approval screen to materialize.

Apply for Plan - Parks Agreement Application *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

[Submit](#)

Locations

Location 5950 Stoneview Drive Culver City, CA 90232

Parcel Number 4204014909

Basic Info

Type Parks Agreement Application

Description

Applied Date 12/28/2022

Contacts

Applicant Loretta Quach
1000 South Fremont Avenue, Alhambra, CA, 91803

More Info

Please select Facility/Park

Facility/Park Name

- ☐ 72nd Street Staging Area
- ☐ Acton Park
- ☐ Acton Wash Wildlife Sanctuary
- ☐ William S. Hart Regional Park
- ☐ William Steinmetz Park
- ☐ Workman Mill Staging Area

What are you applying for?

Application Type Access Agreement

Attachments

Attachment Site Images.pdf

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)



- You will see the following header including a Plan Number. You will need this Plan Number to obtain progress updates as your application approval process progresses. You will also receive a confirmation email with your Plan Number.

The screenshot shows the EPIC LA web application interface. At the top, there is a navigation bar with the EPIC LA logo and the text "Los Angeles County - Electronic Permitting & Inspections". To the right of the logo, it says "Good Afternoon, John Johnson" with a dropdown arrow. Further right are icons for a shopping cart and a globe. Below the navigation bar is a menu with links: Home, Dashboard, Apply, My Work, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, and Search. A green arrow points to a green notification banner that reads: "✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly." Below the banner, the text "Plan Number: DPR2022000009" is displayed, with a green arrow pointing to it. Underneath the plan number are links for "Plan Details", "Tab Elements", and "Main Menu". At the bottom, there is a light blue box containing application details:

Type:	Parks Agreement Application	Status:	New - Online	Project Name:	
Applied Date:	12/28/2022	Expiration Date:			
District:	Blank	Assigned To:	In Box, Parks	Completion Date:	
Description:	Description				

Congratulations, your application has been submitted. We look forward to serving you!!