



# APPLICATION FOR DETERMINATION OF PUBLIC CONVENIENCE OR NECESSITY (PCN)

PURSUANT TO CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTIONS 23958 AND 23858.4

**There is no Filing Fee for this application**

## INSTRUCTIONS

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:

1. COMPLETE THE FORM BELOW
2. ATTACH THE FOLLOWING:
  - A. COPY OF THE CUB APPLICATION PACKAGE SUBMITTED TO THE DEPARTMENT OF CITY PLANNING
  - B. LETTER OF DETERMINATION APPROVING A CONDITIONAL USE PERMIT FOR ALCOHOL SALES
  - C. MAILING LIST OF ABUTTING PROPERTY OWNERS
    - MUST INCLUDE IN LIST – APPLICANT, REPRESENTATIVE, AND PROPERTY OWNER, IF APPLICABLE
    - MUST USE EXCEL TEMPLATE PROVIDED

[Click here to download the Excel Template](#)

SUBMIT THE COMPLETED PCN APPLICATION VIE EMAIL TO:  
OFFICE OF THE CITY CLERK, CITY OF LOS ANGELES  
[CLERK.PCN@LACITY.ORG](mailto:CLERK.PCN@LACITY.ORG)

**ALL FIELDS ARE REQUIRED – COMPLETE ALL ITEMS BELOW OR USE “N/A”**

PROJECT NAME  
PROJECT ADDRESS  
COUNCIL DISTRICT

## APPLICANT

*Check if the Property Owner is the same as the Applicant*

NAME  
ADDRESS  
PHONE  
EMAIL

## PROPERTY OWNER

NAME  
ADDRESS  
PHONE

## REPRESENTATIVE

*Check if the Representative is the same as the Applicant*

NAME  
ADDRESS  
PHONE  
EMAIL

TYPE OF BUSINESS  
CITY PLANNING CASE NO.  
TYPE OF ALCOHOL SALES  
(Select one option)

## AGENT, CA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

**CONTACT INFORMATION REQUIRED. APPLICATION MAY BE REJECTED IF CONTACT INFORMATION IS NOT PROVIDED.**

NAME  
EMAIL

**Note: Attachment maximum size is 25 MB**