



INSTRUCTIONS:

PRIMARY CHECKLIST and DEEMED COMPLETE FOR CASE FILING

CPC 2018-2114

Case No.

Staff

Edber/Steve

Environmental Case No.

ENV-2018-2116 - EIR  
(APPROX. 4.4 acres)

Date

4/12/18

DEPARTMENT OF CITY PLANNING APPLICATION FORM

Application Type

CPC-2018-2114-ZC/HD-CU-MCUP-SPR

(Zone Change, Plan Amendment, Zone Variance, Conditional Use, etc.)

CPC-2018-2115-DA

UTT-82152-

1. Project Location

Comp. Incomp. N/A

See Attachment A



Street address in ZIMAS or BOE Referral form if address is not in ZIMAS



Lot area



Legal description (including all contiguously owned parcels)



Lot dimensions



Assessor's Parcel Number(s)



Total project size

2. Project Description

Comp. Incomp. N/A



Present and proposed use, especially if units are to be demolished.



Description of project such as existing and proposed number of units, parking spaces, seats, hours of operation, height, use, scope and/or operation of the proposed project etc.



Existing Site Conditions



Proposed Project information



Housing Component Information



Public Right-of-Way Information

**3. Action Requested**

Comp. Incomp. N/A

- Authorizing Code Section *ps. 20 of DCP packet document*
- Code Section from which deviation is required, if applicable
- Actions Request, Narrative of what is required verses what is requested

**4. Related Department of City Planning Cases**

Comp. Incomp. N/A

- List of previous, recent or pending case numbers related to the project.  
*↳ See page 22 of DCP packet document*

**5. Related Documents/Referrals**

Comp. Incomp. N/A

- Specialized Requirement forms *ps. 33 and on*
  - Findings or Justification for each requested action *- ZC/DVD ✓ - SPR ✓ - CUP ✓ - VTT ✓ - MCLP ✓*
- Geographic Project Planning Referral  
*↳ signed by L. Ibarra*
- Citywide Urban Design Guidelines Checklist  
*↳ Residential*
- Affordable Housing Referral Form
- Mello Form
- Unpermitted Dwelling Unit (UDU) Inter-Agency Referral Form
- HPOZ Authorization Form
- Management Team Authorization
- Expedite Fee Agreement
- Department of Transportation (DOT) Referral Form  
*↳ applicant completed the form*
- Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)
- Order to Comply
- Building Permits and Certificates of Occupancy  
*↳ for remaining structures*

Hillside Referral Form

Low Impact Development (LID) Referral Form (Storm water Mitigation) 4/16/15

Proof of Filing with the Housing and Community Investment Department

Are there any recorded Covenants, affidavits or easements on this property?

**6. Project Team Information.**

Comp. Incomp. N/A

Applicant (Note: The Applicant cannot be the Representative unless the Representative has a vested interest in the project)

Owner

Representative

Other

**7. Property Owner Affidavits**

Comp. Incomp. N/A

Ownership Disclosure if property is owned by LLC, Corporation, partnership or Trust

↳ 1770 Invar LLC missing. Applicant demonstrates evidence illustrating the authority of one person to sign the PCP app.

Agent for Service of Process

Names and addresses of principal owners (25% interest or greater)

Copy of current corporate articles, partnership agreement, or trust document as applicable

Letter of Authorization from owner granting Power of Attorney to the Signatory (if MLU not signed by owner) Notarized LOA preferred if no supporting documentation to compare signature.

Grant Deed (always required for CDP's)

Multiple owners

Copy of Lease (if applicant is lessee of entire site)

Notarized

Note: If there are multiple parcels and/or owners, all owners need to give consent.

**8. Applicant Declaration**

Comp. Incomp. N/A

Owner

Applicant (Note: The Applicant cannot be the Representative unless the Representative has a vested interest in the project)

Representative

**9. (Optional) Neighborhood Contact Sheet.**

Comp. Incomp. N/A

Neighborhood Contact Sheet

## Supplemental Filing Requirements

### CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).

Comp. Incomp. N/A

Categorical Exemption recommended \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Environmental Assessment Form \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Reconsideration of: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Existing ENV: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

EIR 2018 - \_\_\_\_\_ - EIR

# Additional documentation and information to be attached to all Department of City Planning Applications.

## 1. Photographs

Comp. Incomp. N/A

Neighboring properties also, on 8 1/2" x 11" paper

Index map showing from which direction photos were taken

## 2. Vicinity Map

Comp. Incom N/A  
p.

Location map showing surrounding area (*should minimally show nearest Collector Street*)

## 3. Radius Maps (as applicable)

Comp. Incomp. N/A

Ownership Map—must include all contiguously owned properties, keyed to match numbers on the ownership list (*abutting notification cases only*)

Radius Map—must include all contiguously owned properties, keyed to match numbers on the ownership and occupant lists

Original plus seven (7) copies

8 1/2" x 11" copy

Dated within 180 days of submittal *4-6-18*

Existing Plan, Proposed Plan and Existing Zoning Maps (*GPA cases only*)

8 1/2" x 11" size maps (*color preferred, old ZIP-a-tone acceptable, individually prepared—not just ZIMAS printouts*)

Five (5) copies each

## 4. Zimas Profile Report

Comp. Incomp. N/A

One (1) copy of Parcel Profile Report selecting all contiguously owned properties

One (1) copy of ZIMAS aerial view

5. Public Noticing

Comp. Incomp. N/A

- BTC receipt number LA18-365
- Perjury affidavit (*never waived*)
- Labels of abutting property owners (*never waived*)
- Copy of abutting property owners list (*never waived*)
- Copy of owners and occupants list (for projects requiring radius maps only)
- Applicant, owner and representative must be on all labels and copies (cannot be handwritten)
- Dated within 180 days of submittal 4-11-18
- Posting to be done by:  BTC  Applicant or Representative

6. Plans Required (each folded to 8 1/2" x 11")

Comp. Incomp. N/A

- Size and number of all Plans**
- One (1) full size on 24" x 36" paper
- Four (4) reduced size on 11" x 17" paper, (APC cases 6 copies, CPC cases 11 copies)
- One (1) reduced size on 8 1/2" x 11" paper (*for Expedite Processing cases only*)
- Plot Plan
  - Includes all contiguously owned parcels (*identify which parcels are not a part of project*)
  - Summary of information table
- Floor Plans
- For CUB cases, Floor Plans include # of seats, alcohol storage area and outdoor seating areas
- Elevations
- Color renderings of project in conjunction with landscaping (all PPB cases)

Sections (if project involves multiple levels or subterranean parking or basement floors)

Landscape Plan (for projects with 6+ new units, include Open Space area and summary table)

Trees

**7. Duplicate Case Files**

Comp. Incomp. N/A

Certified Neighborhood Council in an unsealed, postage affixed envelope with Public Counter return address (for all cases)

California Coastal Commission (for CDP's only)

LAPD (for CUB's only)

Council Office (for CUB's only)

Fire Department (for Amateur Radio Antenna only)

**8. Electronic Copy of Application Materials**

Comp. Incomp. N/A

Copy of significant documents on flash drive or CD (PDF format only)

Staff: Please check the appropriate box.

- Your project has been accepted for review to determine completeness for filing. The review will be completed within 30 days of the date of this form. The assigned planner will contact you if additional information or corrections are required.

Staff:  
Date:

- There are portions of your application that have been determined to be "incomplete" for filing purposes, those items have been checked incomplete above. Please provide the completed/corrected items to the Department of City Planning Department as soon as possible in order to continue processing your request.

Staff: Edber Macedo per Steve Kim  
Date: 04/12/2018

- Your project has been reviewed for completeness for filing purposes. Your corrections and revised documents have been accepted and your project is deemed complete for filing purposes. The entitlement request will now be process as requested.

Staff:  
Date:

**Applicant name** MCAF Vine LLC  
Company/Firm: \_\_\_\_\_  
Address: 1995 Broadway, 3rd Floor Unit/Space Number: \_\_\_\_\_  
City: New York State: NY Zip Code: 10023  
Telephone: Contact Rep E-mail: Contact rep

**Representative name** Mayer Brown, LLP  
Company/Firm: \_\_\_\_\_  
Address: 350 S. Grand, 125th Floor Unit/Space Number: \_\_\_\_\_  
City: Los Angeles State: CA Zip Code: 90071  
Telephone: (213) 229-9548 E-mail: pkhata.tian@mayerbrown.com

**Owner name** Various See attachment in CPC file  
Company/Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_



## STAFF REQUIREMENTS

### 1. PCTS Entry

Complete

- Project Description (200 character maximum) field must include relevant information such as:
  - Existing/Proposed use
  - Existing/Proposed zone
  - Existing/Proposed number of units
  - Existing/Proposed floor area
  - Existing/Proposed height
  - Existing Proposed number of parking spaces
  - Existing/Proposed number of seats/hours (for food/beverage establishments)
  - Affordable Housing Data (Including Type and Income Level).
- Requested Entitlement (2,000 character maximum) field must include a list of all requested entitlements
- Input Housing Dwelling Unit Count Data (Including non-residential floor area).
- Upload digital attachments to E-Submit

### 2. Application Acceptance

Complete

- For Priority Housing Project case filings, affix Priority Housing Project sticker on folder *W/L*
- For Expedite Processing case filings, affix red Expedite stickers on case folders and MLUA *W/L*
- For CUB filings, include Date Information and LAPD notification sticker on inside cover of case file
- For Coastal Development Permit filings, include "All Areas" and Specified Coastal Zone labels *W/L*
- Photocopy Neighborhood Council packet envelope and insert in case file
- Give posting instructions to applicant if BTC is not posting *W/L*
- Invoice and receipt number recorded in PCTS
- Provide a copy of the Complete/Incomplete form to the applicant/representative and place a copy in the file.

