

INSTRUCTIONS



MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN Project Compliance

These instructions are provided as a guide to filing a for Project Compliance with the Mulholland Scenic Parkway Specific Plan (MSPSP) and preparing necessary application materials. These instructions do not preclude the Project Planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

Mulholland Scenic Parkway Specific Plan Online Application System

The following requests may be submitted to the Mulholland Scenic Parkway Specific Online Application System at <https://planning.lacity.org/oas>:

- To schedule preliminary review of application materials
- Prior to filing a case, application materials must be reviewed by Mulholland Staff.

Once all application materials are completed, submit materials to obtain a signed Project Planning Referral Form (CP13-7812) from Mulholland Staff using the [Mulholland Scenic Parkway Specific Plan Online Application System](https://planning.lacity.org/oas) page: <https://planning.lacity.org/oas>.

General Instructions

Following mandatory Preliminary Review by and receipt of a signed Geographic Project Planning Referral Form (CP13-7812) from Mulholland Staff, the case shall be filed with the Development Services Center (DSC) Public Counter, by appointment only.

Materials indicated on Page 2 of these instructions are required to file the case. Below are some tips on preparing an application. Incomplete applications will be placed on hold until all materials are provided.

- Plans shall be prepared by licensed professionals, as indicated.
- All oversized plans shall be reduced to 11" x 17" at a 1/8" minimum scale and folded in half.
- A digital copy of the plans must be submitted at the time of case filing on a USB flash drive.
- Each exhibit shall be labeled and titled.
- Each exhibit shall contain all information required for that item, even if the information is already presented on another exhibit required as part of the application materials.
- The stamp or identification of the licensed professional(s) who prepared the exhibit shall be included on the appropriate exhibit sheet.
- When reducing full-sized plans, choose relevant sections to copy and make font sizes large enough so they can be read at the reduced size.
- Use no text smaller than 8-point font.

Required Application Materials

Design Review Board (DRB) Packets

DRB Packets shall include the following documents, in this order and labeled accordingly. See the **DRB Packet Details** Section for more detailed information regarding each requirement.

- F-1** Mulholland Scenic Parkway Specific Plan Supplemental Application Form ([CP-3620](#))
- F-2** Slope Band Analysis Form ([CP-7848](#)) with Exhibit A ([CP-7851](#)) and BOE Hillside Referral Form for streets/sewers
- F-3** City Planning Application (CP13-7771.1)
- S-1** Project Description
- S-2** Site Context Photos of Site and Surrounding Area with Photo Reference Map
- S-3** Visibility Study from Mulholland Drive
- S-4** Vicinity Map
- S-5** ZIMAS Map and ZIMAS Parcel Profile Report
- S-6** Public Notification Materials
 - BTC Receipt (for one mailing and on-site posting)
 - Perjury Statement
 - Notification Map
 - Mailing Labels (also three gummed label sets separate from packet: two for Planning Staff, one for BTC)
- E-1** Neighborhood Compatibility / Parcel Map and Chart
- E-2** Sustainability Checklist / Green Building Notes and/or Low Impact Development (LID) Documents
- E-3** Topographic Survey and Stream / Riparian Report Summary (*if applicable*)
- E-4** Topographic Roof Plan
- E-5** Grading Plan
- E-6** Plot / Site Plan
- E-7** Floor Plans
- E-8** Building Elevations
- E-9** Site Sections
- E-10** Colored Rendering or Colored Elevations and Materials
- E-11** Landscape Planting and Irrigation Plan
- E-12** Fence / Wall / Gate Specifications and Elevations (*if applicable*)
- E-13** Viewshed Analysis (*if applicable*)
- E-14** Decision Letter(s) (*if applicable*)

Additional Required Materials

The materials below shall be submitted on 8 ½" x 11" and are not included in 11" x 17" packet (if applicable). Provide **one copy** of each of the following:

- Protected Tree Report
- Urban Forestry's Recommendation for Protected Tree Mitigation
- Biologist's Stream / Riparian Report (for properties with streams located on them or grading 100 cubic yards or more within 100 feet of a stream)

- Soils and Geology Report
- Soils and Geology Approval Letter
- Archaeological / Paleontological Data

DRB Packet Details

FORMS (F-#)

F-1 Mulholland Scenic Parkway Specific Plan Supplemental Application Form

- Completed MSPSP Supplemental Application Form (CP-3620)
- Calculation of Average Natural Slope

$$S=(I*C)/A*100$$

S = Average natural slope, in percent

I = Contour interval, in feet

C = Combined length of all contour lines, in feet

A = Area of the site, in square feet

F-2 Slope Analysis Form ([CP-7848](#)) and Exhibit A ([CP-7851](#))

- This form and related Exhibit will determine and certify the maximum Residential Floor Area (RFA) permitted for Project sites in the R1, R1H, RS, RA and RE Zones when located within the Hillside Area, as defined in LAMC Section 12.03 of Chapter 1.
- This form shall be prepared, stamped, and signed by a State of California registered Civil Engineer or Licensed Land Surveyor, and submitted to City Planning for review through the OAS and submitted to the Los Angeles Department of Building and Safety (LADBS).

Bureau of Engineering (BOE) Hillside Referral Form

- This form will determine if any public improvements are required in association with the proposed project.
- This form shall be completed by the Department of Public Works.
- If the form indicates that a street dedication is required, show the required dedication on the Plot/Site Plan, and the building setback from this dedication line.

F-3 City Planning Application ([CP13-7771.1](#))

- The LAMC Section from which relief is requested is Ordinance 167,943 (Mulholland Specific Plan Ordinance).
- The LAMC Sections which authorize relief are Section 11.5.7 C of Chapter 1 for Project Compliance and Section 16.50 of Chapter 1 for Design Review.
- Submit the original plus the copies in the packet on 11" x 17".

SUBMITTAL MATERIALS (S-#)

S-1 Project Description (Two to Three Paragraphs)

- Provide a detailed Project Description that includes the following information:
 - Property Address
 - Whether the project site is subject to the BHO or within the Girard Tract
 - Square footage of the lot (lot size)
 - A clear description of the structures on site such as the main house, accessory structures or second dwelling units, swimming pools, etc. Include height and number of retaining walls
 - Square footage of existing buildings (including existing garage floor area, if applicable)
 - Square footage of new construction or additions (including new garage floor area, if applicable)
 - Percentage of total habitable floor area to lot size (current square footage plus proposed additional square footage of all structures divided by the lot size)
 - Description and square footage of hardscape improvements
 - Number of stories
 - Number of parking spaces
 - Style and articulation of the building mass, including design details such as recessed windows
- Review the Specific Plan Design Criteria and Guidelines and identify guidelines which apply to the project.
 - Explain how the project meets the applicable guideline or what about the project makes it consistent with the guideline (e.g., the maximum permitted height is 15 feet, and the proposed structure is 13 feet).
 - Explain how the proposed project is compatible with the neighborhood.
 - Explain which sustainable building practices will be used to construct and operation the proposed structure.

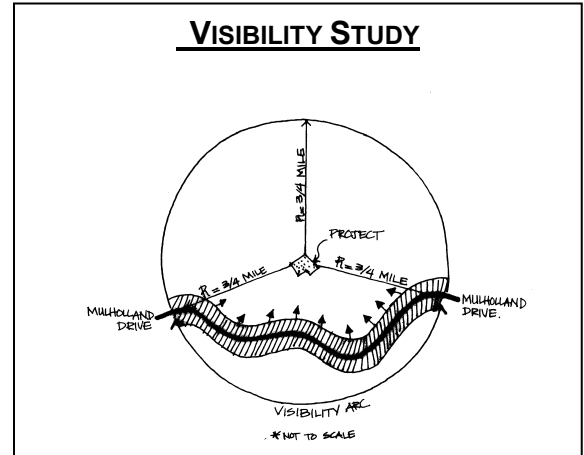
S-2 Site Context: Photos of Site and Surrounding Area with Photo Reference Map

- Photographs.** A minimum of five photos of the project site and five photos of the surrounding areas / surrounding buildings, for a minimum total of 10 photographs. Photographs in all cardinal directions from the proposed project footprint shall be provided, as the DRB needs to know the proximity of immediate neighbors to determine the impact of the project on the community.
- Reference Map.** Map indicating with arrows from where and in what direction the photos were taken.

S-3 Visibility Study from Mulholland Drive: Color Photographs and Reference Map

To determine project visibility from Mulholland Drive, a minimum of 7 lines of sight from Mulholland Drive toward the project within a $\frac{3}{4}$ -mile radius of the project should be included in the visibility study. The study should not be limited to an angle of view that is perpendicular to the roadway.

- Provide a minimum of seven photographs, including a photograph taken from each of the two points where the arc crosses Mulholland Drive and any locations from which there is a line of site to the project from Mulholland Drive.
- Reference photographs to the Reference Map, indicating from where and in what direction the photos were taken.
- Mark on each photograph:
 - **Visible:** If the project is visible from Mulholland Drive mark with an arrow the location of the project and write “visible.”
 - **Not Visible:** If the project is not visible from Mulholland Drive, mark with an arrow the location of the project and mark the feature in front of it with an arrow and write “not visible due to [...]” (e.g., the hill in front, other development).



S-4 Vicinity Map

- Scale
- Directional arrow
- Location of the project site in relation to nearby streets

T-5 ZIMAS Map and ZIMAS Parcel Profile Report

- Available at: <http://zimas.lacity.org/>
- Type in the address or parcel number (APN)
 - Click Reports
 - Click Parcel Profile Report

U-6 Required Project Notification Materials:

- Refer to the Mailing Procedures Instructions ([CP13-2074](#)) for applicable requirements. In addition, the Applicant is required to:
 - Post onsite five days before the DRB hearing; and
 - Notify all owners and occupants of abutting properties, which are both handled through the City’s mailing contractor, BTC. We strongly advise applicants to use BTC for both the mailing and the posting in order to obtain an objective third party confirmation of these events.

EXHIBITS (E-#)

E-1 Neighborhood Compatibility / Parcel Map and Chart

- Use the Radius Tool on ZIMAS (fourth button from the left on the tool bar at the top of the map window) to draw a 100-foot buffer around the subject property to get a 100-foot radius map to use as a reference map.
- Include a chart or table indexed to the reference map for the closest 10 homes surrounding the project site, or all homes within a 100-foot radius, whichever results in the greater number of existing homes being shown.
- Do not include vacant lots in the Neighborhood Compatibility Analysis.

Notes: Use the template below to create a Neighborhood Compatibility Chart (Table 1).

To be comparable with the square footages used for neighboring buildings found on ZIMAS, when inputting your building's square footage, deduct the square footage for the garage or 400 square feet, whichever amount is less. Use the Address/Legal Information for Lot Size and the Assessor Information for the Building Square Footage.

Table 1. Neighborhood Compatibility Chart Template				
1a. Individual Properties				
Reference #	Property Address (or APN)	Building Square Footage	Lot Size (lot square footage)	Floor Area Ratio (FAR) (building square footage divided by the lot size)
1		3,502	12,321	28.4%
2		3,409	12,121	28.1%
3		3,024	14,552	20.8%
4		4,930	8,623	57.2%
5		2,101	10,372	20.3%
6		2,098	10,573	19.8%
7		3,932	10,982	35.8%
8		4,200	9,012	46.6%
9		2,304	12,043	19.1%
10		3,029	11,983	25.3%
1b. Neighborhood Averages				
# of Buildings Included in the Analysis		Average Building Square Footage	Average Lot Size	Average FAR (use the lot coverage values above, not the averages, for each property to find the average for the neighborhood)
10		3,252.9	11,258.2	30.1%

1c. Proposed Project				
	Property Address (or APN)	Proposed Building Square Footage (RFA)	Lot Size (lot square footage)	FAR (building square footage divided by the lot size)

E-2 Sustainability Checklist

- Provide a sustainability checklist, or demonstrate through the drawings and a written summary, itemizing how the proposed project seeks to reduce energy and water consumption. The checklist should include all elements of sustainable building practices including:
 - Planning & design
 - Storm water & site management
 - Water efficiency
 - Energy usage
 - Materials conservation & resource efficiency
 - How the project intends to implement such practices
- A sustainability checklist from a recognized third-party verification process is preferred, including, but not limited to Build-It-Green and LEED. Many projects require approval for the **Green Building Program** with LADBS; including the measures of compliance with this program may reduce redundancies. However, if the Green Sheet building notes are utilized, a more detailed description should be included in Section S-1 (Project Description) to more clearly demonstrate how those notes will be implemented.
- For projects that require approval for the **LID**¹ with the Bureau of Sanitation, the measures of compliance with this program should be included.
- If drawings are used, all relevant information relating to the sustainable building practices is to be included on the appropriate exhibit.

E-3 Topographic Survey

- The stamp, signature, and date of the licensed surveyor or civil engineer shall be included on the reduced topographic base map.
- Show **all existing trees**, labeled with their species and diameter.
- Biologist’s Stream/Riparian Report** for properties with streams located on them or grading 100 cubic yards or more within 100 feet of an identified stream

¹ For more information on LID, visit: <http://www.lastormwater.org/> or Station 18 at 201 N Figueroa St, 4th Floor.

E-4 Topographic Roof Plan

- Superimpose the proposed Roof Plan on the Certified Topographic survey. The Roof Plan must show:
 - Slope of roof
 - **Lowest elevation** (within five feet of the perimeter of the building)
 - **Highest elevation** (at the peak of the roof ridge)
 - Roofing material
 - Manufacturer's name
 - Color, name, and number

- If skylights are proposed, show:
 - The location, dimensions, and square footage of each skylight (Note: Guideline 41 limits to 4 square feet)
 - Manufacturer
 - Model
 - Glazing
 - Total square footage for the skylights and total percentage of roof coverage for the skylights

E-5 Grading Plan

- If grading or any modification to the foundation is proposed, provide a grading plan showing:
 - All existing retaining walls (identifying the top and bottom of all walls)
 - All proposed retaining walls (identifying the top and bottom of all walls)
 - *Note: Verify the permitted number and size of each retaining wall with LADBS.*
 - Cubic yards of cut, fill, export and/or import (as applicable)
 - Proposed drainage system. Approval for **LID** with the Bureau of Sanitation, including measures of compliance with this program shall be included.

- If a grading permit is required by LADBS, provide:
 - 3 copies of a Geology and Soils Report

E-6 Plot / Site Plan

- Provide a Plot / Site Plan that shows:
 - Footprint of existing structures and proposed project
 - All existing trees, labeled with their species and diameter
 - Location of required parking spaces (not including the garage)
 - All site plans/plot plans need to graphically show the proximity of surrounding, neighboring properties i.,e. the distances in all directions from the property line of the project out to any adjacent properties—to a distance not to exceed 100 feet.

Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

- Provide a **Project Profile** that contains the following information:

Project Profile	
Lot Size	sq. ft.
Floor Area	sq. ft.
Floor Area Ratio (Floor Area / Lot Size)	
Building Footprint	sq. ft.
% of Lot Coverage (Building Footprint / Lot Size)	
Hardscape	sq. ft.
% of Total Lot Coverage (Hardscape + Building Footprint / Lot Size)	
Number of Parking Spaces	

Note: Hardscape is defined as elements within the landscape which are impermeable. These elements would include solid concrete paving (or tile, brick, wood, or stonework), decomposed granite or gravel beds (with binding agent) or any constructed water features, including pools and fountains

E-7 Floor Plans

- A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

Note: Square footage calculations must use the definition for Residential Floor Area per LAMC Section 12.03 of Chapter 1.

E-8 Building Elevations

- For all facades, show:
 - Dimensions
 - Building envelope heights as defined by LAMC Section 12.21 C.10(d) of Chapter 1 (or height limits identified in LAMC Section 12.21 A.17(c) of Chapter 1 if in an A1, A2 or RD Zone)
 - The lowest elevation within 5 feet of the perimeter of the building
 - The highest elevation at the peak of the roof ridge
 - Any outdoor lighting shall be shielded and downfacing
- For each **material or different color**, show:
 - Material(s) - Indicate that glass shall be anti-reflective
 - Manufacturer's name(s)
 - Color name(s) and number(s)

Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

E-9 Site Sections

- For each section and retaining wall, show:
 - Height of building
 - Height of any retaining walls
 - Lot contour and elevation lines

Note: Verify with LADBS for the permitted number and size of each retaining wall. If the project is located in the Inner Corridor, extend the Section(s) to Mulholland Drive. (Please also see Viewshed Analysis, E-12.)

E-10 Colored Rendering or Colored Elevations and Materials

- On a colored rendering or colored elevation of the proposed project, list and identify:
 - Material(s)
 - Manufacturer's name(s)
 - Color name(s) and number(s)
 - The directional perspective (e.g., compass orientation) from which each originates

E-11 Landscape Planting and Irrigation Plan

- Refer to the guidelines in the Landscape Section of the [Mulholland Specific Plan Design Guidelines](#) and the preferred planting list when developing your project. Applications will be considered incomplete unless all of the following details are provided for the Planting Legend, below.
 - Include any existing planting scheme to remain. If no landscaping is changing, provide an existing landscape survey.
 - Show proposed planting scheme indexed to the Planting Legend
 - **If planter boxes for LID Compliance are used**, show and label the plants for those boxes
 - Include a proposed **irrigation plan** which shows, at a minimum, the zones and types of devices used. A more complete irrigation plan should show zone, type of device, water flow, spacing, etc.
 - Show all exterior or outdoor lighting in a **lighting plan** (*if applicable*). This plan should include location and type of light fixture/devices, illumination information, etc.
 - Show fencing, gates, pool, and other mechanical equipment enclosures, stairs, patios, and any exterior structures
 - Include a Water Use Classification of Landscape Species (WUCOLS) in the Landscape Plan. Information on this can be found at the California Department of Water Resources website at: <https://water.ca.gov/Water-Basics/Conservation-Tips/Plant-and-Landscape-Guide>. A PDF listing regions, species, and water consumption can be found at: <http://www.water.ca.gov/wateruseefficiency/docs/wucols00.pdf>
 - Include a **Planting Legend**, which should read as follows:

Reference No. (Corresponding with Specific Plan)	Common Plant Name	Botanical Plant Name	Container Size (e.g., 15 gal., or 36" box, etc.)	No. to be Planted	Height and Width (at Time of Planting)	Height and Width (at Full Maturity)	Years to Reach Maturity	Water Use Classification of Landscape Species (WUCOLS)
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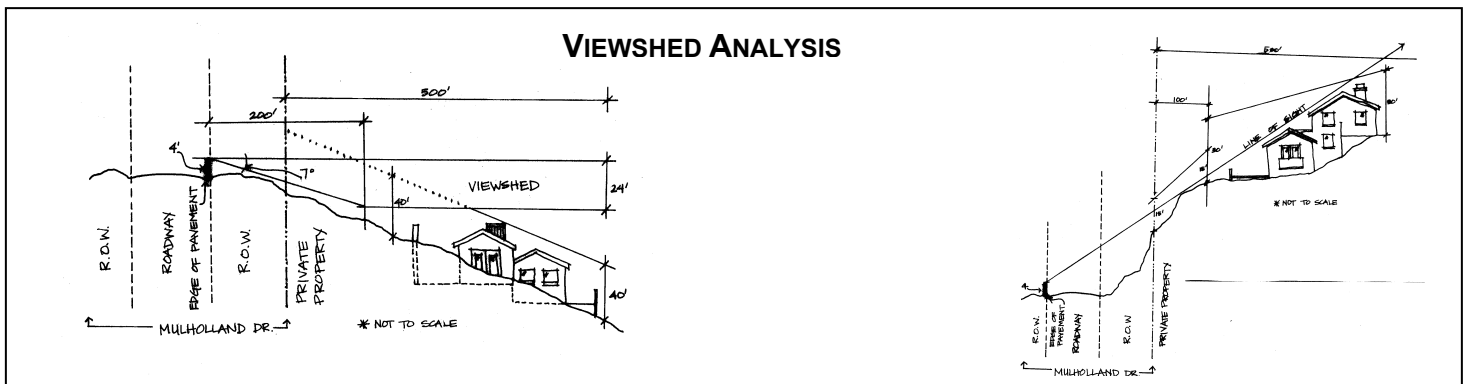
E-12 Fence / Wall / Gate Specifications and Elevations (if applicable)

- Provide Elevations which indicate the following for any proposed fences, walls, and/or gates:
 - Height
 - Materials
 - Manufacturer color name and number

Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

E-13 Viewshed Analysis

- A viewshed analysis shall be prepared for any project located in the Inner Corridor and is visible from Mulholland. The viewshed analysis aids in determining the maximum building height which would not negatively impact the view. A project that is as far beneath the viewshed limit as possible is preferred.
 - For downslope lots, the viewshed analysis should be done at a point beginning at a point four feet above the closest edge of the paved roadway.
 - For upslope lots, the viewshed analysis should be done from a point four feet above the furthest edge of the paved roadway.
 - **See below for how to conduct viewshed analysis. Page 12 of the [Mulholland Specific Plan Design Guidelines](#) provides further details/larger pictures:**



E-14 Decision Letter(s)

Include a copy of any Letters of Determination (LOD) or previous approval letters for related discretionary cases (e.g., Variances) or, if applicable, the completed bond application if street improvements are required and no variance has been obtained. Homeowners Association (HOA) documentation may also fit in this section.