

## FINDINGS/SPECIAL REQUIREMENTS



### PORTER RANCH SPECIFIC PLAN Project Compliance (Design Review Board)

The Porter Ranch Specific Plan sets forth provisions regulating development within a portion of the Chatsworth-Porter Ranch Community Plan. The Specific Plan area is divided into two major areas: The Regional Center Area and The Single Family Area. These instructions cover proposed projects in the Specific Plan area. This special requirement form is to assist the applicant in completing the Project Compliance (Design Review Board) application for their projects.

### General Instructions

Specific Plan projects must conform to all provisions of the Los Angeles Municipal Code (LAMC). All questions regarding a project's consistency with the LAMC are referred to the Department of Building and Safety. Prior to filing for review under the Porter Ranch Specific Plan, the applicant is responsible for ensuring that the proposed project is consistent with both the Specific Plan and all applicable provisions of the LAMC.

All applicants for Project Compliance (Design Review Board) are encouraged to discuss the concept and design of their proposed project with City Planning staff prior to spending time, energy, and money on the preparation of plans. Early contact with staff can help avoid costly delays.

The application will not be considered officially on file until it is deemed complete, and the required plans and documents are found to fulfill the requirements of the Department of City Planning. Please read the following instructions carefully so your DRB case may be processed without delay. Missing or incomplete materials may cause a case to be continued.

1. Review the Porter Ranch Specific Plan to ensure that your proposed project is in compliance with all provisions. The Specific Plan is available at <https://planning.lacity.org/plans-policies/overlays/porter-ranch>
2. Contact the planner assigned to the Specific Plan to schedule an appointment to discuss the project and the timelines for scheduling a Design Review Board meeting. An [Assignment List](http://planning.lacity.org) can be found on the City Planning website at <http://planning.lacity.org> under the "About" tab.
3. Complete the City Planning Application ([CP13-7771.1](#)) and prepare the items required as specified in the City Planning Application Filing Instructions ([CP13-7810](#)) and the additional items as specified in this document.
4. Once all materials required for filing are completed, but prior to making duplicate copies for additional sets, submit materials and a Geographic Project Planning Referral Form

([CP13-7812](#)) via email to the planner assigned to the Specific Plan to review the application package in accordance with the Specific Plan.

5. Pre-Filing Review must be completed before requesting a filing appointment with the Development Services Center (DSC). Once your application package is completed, make an appointment with Planning staff to review your application. The DSC offer case filing and condition clearance services by appointment only. Once you have a completed application submittal, you may request a filing appointment through [BuildLA](#). Please check the DSC page for current protocols.
6. Refer to the Mailing Procedures Instructions ([CP13-2074](#)) and Posting Instructions ([CP-7762](#)) for applicable requirements regarding public noticing.

## Specialized Requirements

When filing for the above application, the following items are required in addition to those specified in the City Planning Application Filing Instructions ([CP13-7810](#)).

### Cover Letter

- ☐ Provide a written narrative describing the nature of the project, addressing the Specific Plan criteria and guidelines, and demonstrating compliance with the Specific Plan. Provide a detailed discussion of the Project's compliance with the Specific Plan's provisions. Additionally, a complete listing of entitlement requests must be included.

### Plans Required

- ☐ **Colored Renderings or Drawings.** Provide colored renderings or drawings of the proposed project, including finish details. The plans shall call out specific products and materials proposed and state the manufacturer's name and color for the materials.
- ☐ **Parking Plan.** A Plan shall be submitted showing the location of the required automobile and bike parking spaces. The Plan shall list all the current land uses and their required parking requirements as required per the Specific Plan and LAMC. If the Project involves an addition, the last Certificate of Occupancy is needed to document the required parking for the existing use.
- ☐ **Sign Plan.** If applicable, a sign plan shall be submitted indicating the proposed sign(s), fully dimensioned, in addition to any existing signs on the property.

### Mailing Labels

The mailing of a Letter of Determination (LOD) is required to be mailed to Abutting Property Owners and Interested Parties, in addition to the following:

- ☐ Porter Ranch Neighborhood Council

c/o Department of Neighborhood Empowerment  
Los Angeles City Hall  
200 N Spring St #2005  
Los Angeles, CA 90012

Alternatively, see mailing address and contact information for the Porter Ranch  
Neighborhood Council at <https://empowerla.org/prnc/>

- ☐ Council District 12 Office  
200 North Spring Street, Room 405  
Los Angeles, CA 90012

This is for informational purposes only and not required at the time of filing, unless otherwise requested. The Applicant shall be responsible for providing the mailing labels and Perjury Statement. Refer to the Mailing Procedures Instructions ([CP13-2074](#)) for applicable requirements.

## Design Review Board (DRB) e-Packets

Provide an electronic copy of the following application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., "Project Plans.pdf", "Photos.pdf", "Findings.pdf"). No individual file should exceed 70 MB in size.

- City Planning Application Form
- Cover Letter
- Geographic Project Planning Referral Form
- Plans Required (elevations required)
- Color Renderings or drawings
- Exhibit with color chips and materials
- Building Permits
- Photographs