

INSTRUCTIONS



ED 1 MINISTERIAL APPROVAL PROCESS

Filing Instructions and Checklist

Purpose

Pursuant to [Executive Directive 1 \(ED 1\)](#), 100 Percent Affordable Housing Projects and Shelters are eligible for the *ED 1 Ministerial Approval Process*. To learn more about the *ED 1 Ministerial Approval Process*, refer to the [ED 1 Implementation Guidelines](#)¹.

This form is provided as a guide to determining ED 1 eligibility, completing the City Planning Application Form ([CP13-7771.1](#)), and preparing other necessary application materials for ED 1 projects. Be advised that additional materials may be required for specific entitlement applications. Further, 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. A project that does not meet all ED 1 eligibility criteria and standards can be denied under the *ED 1 Ministerial Approval Process* and may need to pursue approval through an alternative procedure.

Filing Requirements

Details regarding specific filing requirements are organized in this document as follows:

[I. ED 1 Eligibility Checklist \(to be completed by Applicant\)](#)

[A. Project Information](#)

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[1. Initial Screening Checklist](#)

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¹ https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED_1_Implementation_Guidelines.pdf

THIS SECTION TO BE COMPLETED BY APPLICANT

I. ED 1 Eligibility Checklist

A. Project Information

Project Site Address: _____

Does the project have a valid Housing Crisis Act Vesting Preliminary Application issued prior to July 1, 2024 and with a "last day to file" prior to today?

☐ Yes ☐ No

If yes, provide HCA Vesting Preliminary Application case number and "last day to file":

B. ED 1 Eligibility (to be completed by Applicant)

A project meeting **all** the following criteria is eligible for the *ED 1 Ministerial Approval Process*. If a project does not meet these standards, the project will be denied and may need to pursue approval through the procedures detailed in the Los Angeles Municipal Code (LAMC) or correct the deficiencies, where applicable.

1. Initial Screening Checklist²

The following criteria must be met at the time of initial application filing to be eligible for the *ED 1 Ministerial Approval Process*:

- ☐ The project proposes five or more new units.
- ☐ The project is not located in a single family or more restrictive Zone (e.g., OS, A1, A2, RA, RE, RS, R1, RU, RZ, RW1 Zones for properties subject to zoning established in Chapter 1 of the LAMC; or, 1L Density District for properties subject to zoning established in Chapter 1A).
- ☐ All units are affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels).
- ☐ The project does not require a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change)
- ☐ The project does not seek a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of street dedications and improvements) outside of an affordable housing incentive program.
- ☐ The project does not require consideration of a Coastal Development Permit.

² Most of the site eligibility information on this Initial Screening Checklist can be verified using ZIMAS (<https://zimas.lacity.org/>), except for project-specific qualifiers listed and unless otherwise noted.

- ☐ The project is not subject to the Subdivision Map Act.
- ☐ The project site does not include any parcels located in a manufacturing zone that does not allow multifamily residential uses.
- ☐ The project is not located on a hazardous waste site that is listed pursuant to [California Government Code Section 65962.5](#) or a hazardous waste site designated by the State Department of Toxic Substance Control pursuant to [Section 78760 of the Health and Safety Code](#), unless the applicable regulatory authority has made a determination that the site is suitable for residential or residential mixed uses.³
- ☐ The project does not include any parcels that are located in the Very High Fire Hazard Severity Zone portion of the Hillside Area Map per [Council File 09-1390](#).
- ☐ The project does not include any parcels that are included in the National Register of Historic Places or the California Register of Historical Resources, either individually or within a historic district, or included within a Historic Preservation Overlay Zone (HPOZ), or designated as a City Historic-Cultural Monument, does not include any eligible historic or architectural resource located in the Westwood Village Specific Plan, Central City West Specific Plan, Echo Park CDO District, or the North University Park Specific Plan, and does not include any eligible historic resource identified within the South Los Angeles Community Plan Implementation Overlay (CPIO) Section 1-6.C.5.b, the Southeast Los Angeles CPIO Section 1-6.C.5.b, the West Adams CPIO Section 6.C.5.b, or the San Pedro CPIO Section 7.C.5.b.⁴
- ☐ The project is not located on a parcel or parcels subject to the Rent Stabilization Ordinance (RSO) containing 12 or more total units that are occupied or were occupied in the five-year period preceding the application.⁵

2. Additional Eligibility Criteria

Criteria that cannot be verified at the time of filing must be demonstrated prior to receiving a Letter of Compliance or Certificate of Occupancy. In the table below, the applicant must provide the plan sheet or attachment that demonstrates compliance with the relevant criteria at the time of filing, or initial where they intend to show compliance prior to receiving a Letter of Compliance or Certificate of Occupancy, where applicable.

³ List of Hazardous Waste and Substances sites from Department of Toxic Substances Control (DTSC) EnviroStor database: https://www.envirostor.dtsc.ca.gov/public/search?cmd=search&reporttype=CORTESE&site_type=C_SITES_FUDS&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST+%28CORTESE%29; List of additional hazardous waste facilities subject to corrective action pursuant to Government Code Section 65962.5(a)(1), identified by DTSC, but not listed on EnviroStor: <https://calepa.ca.gov/sitecleanup/corteselist/section-65962-5a/>

⁴ More information can be found by searching the property address at zimas.lacity.org and reviewing the "Historic Preservation Review" and "HistoricPlacesLA" fields after expanding the "Planning and Zoning" tab.

⁵ For the purpose of initial eligibility screening, ZIMAS can be used to verify RSO status and the number of existing units. However, LAHD will provide the final determination for projects that require a Replacement Unit Determination letter.

ED 1 Eligibility Standard	Eligibility Criteria Verification	
	Plan Sheet or Document Showing Compliance	Standard To Be Met Post-Filing (Initials Required)
A. Mandatory Development Standards		
1. For a project site with a residential zoning classification, the entire project site's zoning, prior to the granting of any density bonus, shall permit the construction of 5 or more residential units, rounded up to the nearest whole number, on the project site.		
2. All at grade or above grade parking shall be screened with active uses or visually opaque materials and treatments along all facades visible from public rights-of-way, excluding driveway/garage entrances.		
3. Any building fronting a public street shall have at least one pedestrian entrance facing a public street. Pedestrian access to the street facing entrance shall be provided.		
4. All floors located above the ground floor shall have glazing equivalent to a minimum of 20 percent of the facade area. Ground floor facades in commercial zones fronting the primary street shall have glazing equivalent to a minimum of 30 percent of the facade area.		
5. Project sites that are or were previously used as a gas or oil well as identified by the California Geologic Energy Management Division shall not be approved until a Phase I environmental assessment, as defined in Section 25319.1 of the Health and Safety Code , is completed, and a Phase II environmental assessment, as defined in subdivision (o) of Section 25403 of the Health and Safety Code , is completed if warranted. A "No Further Action" letter, or some other comparable documentation issued by the appropriate regulatory agency shall be required to establish eligibility for this program. ⁶		

⁶ More information can be found by searching the property address at zimas.lacity.org and reviewing the "Wells" field after expanding the "Additional" tab.

ED 1 Eligibility Standard

Eligibility Criteria Verification

*Plan Sheet or
Document Showing
Compliance*

*Standard To Be
Met Post-Filing
(Initials Required)*

B. Density Bonus Criteria

1. Projects seeking Density Bonuses under LAMC Section 12.22 A.25 of Chapter 1 or LAMC Section 9.2.1 of Chapter 1A shall be eligible for no more than five incentives and one waiver.		
2. Furthermore, any project seeking off-menu incentives, waivers, or modifications of any development standard(s) not on the menu described in LAMC Section 12.22 A.25(g)(3) of Chapter 1 shall be limited as follows:	N/A	N/A
a. A project in a residential land use designation shall be eligible to request no more than a 100 percent increase in floor area, or up to a floor area ratio of 3.5 to 1, whichever is greater.		
b. A project in a residential zone shall be eligible to receive no more than a total project height increase of three stories, or 33 feet, in excess of the otherwise applicable height limit imposed by the project's zoning.		
c. A project in a residential land use designation shall provide no less than a side yard setback of 5 feet and a rear yard setback of 8 feet. A reduction of front yard setbacks shall be limited to maintain the average of the front yards of adjoining buildings along the same street frontage. If located on a corner lot or adjacent to a vacant lot, the front yard setback may align with the facade of the adjoining building along the same front lot line. If there are no adjoining buildings, no reduction in the front yard setback is permitted. For the purpose of requesting an off-menu incentive or waiver to reduce required yards, all adjustments to individual yards or setbacks may be combined to count as one off-menu incentive or waiver.		
d. A project shall be eligible to request no more than a 50 percent reduction in the otherwise required open space.		
e. A project shall be eligible to request no more than a 50 percent reduction in the otherwise required bicycle parking.		

ED 1 Eligibility Standard	Eligibility Criteria Verification	
	Plan Sheet or Document Showing Compliance	Standard To Be Met Post-Filing (Initials Required)
f. A project shall be eligible to request no more than a 25 percent reduction in any otherwise required tree planting requirements.		
g. A project located in a commercial zone shall be eligible to request no more than a 30 percent reduction in any otherwise required ground story requirement related to ground story minimum height requirements, ground story nonresidential floor area requirements, ground story glazing and transparency requirements, or ground story pedestrian entrance number and spacing requirements. If requesting multiple modifications to ground story requirements, they may be combined to count as one incentive or waiver, but each individual request shall not exceed a 30 percent reduction.		
h. The building height limit shall be stepped-back at a 45 degree angle as measured from a horizontal plane originating 25 feet above grade at the property line of any adjoining lot in the RW1 zone or more restrictive zone.		
i. For projects seeking a height increase of three stories, or more than 22 feet, the top story of the project shall be stepped back 10 feet from the exterior building face fronting any public street; for buildings with 70 linear feet or greater in width along the front street frontage, the top story of the project shall be stepped back 10 feet from all exterior building faces. Any portion of a building that is already set back 10 feet or more from required front, side and rear yards shall be exempt from these requirements. Projects with any frontage on a street with a General Plan designation of Boulevard or Avenue shall be exempt from these requirements.		

ED 1 Eligibility Standard

Eligibility Criteria Verification

*Plan Sheet or
Document Showing
Compliance*

*Standard To Be
Met Post-Filing
(Initials Required)*

C. Mandatory Housing Protection Requirements⁷

1. For 100% affordable projects approved under this Directive, any inclusion of Accessory Dwelling Units, or the future conversion of amenity spaces and parking areas, including but not limited to recreation rooms, community rooms, storage rooms, office, and fitness rooms, into dwelling units (including Accessory Dwelling Units) shall be provided as covenanted affordable units at affordability levels and terms equal to the approved project.
2. The project shall replace all existing RSO units and RSO units demolished on or after January 1, 2020 pursuant to the replacement requirements of [California Government Code Section 65915\(c\)\(3\)](#). The project shall also comply with the following:
 - a. If the income level of occupants is unknown, or if the income is above lower income, the units shall be replaced according to [California Government Code Section 65915\(c\)\(3\)\(C\)\(i\)](#); and
 - b. If the units are occupied by lower income households that intend to exercise the right to return, the units shall be replaced with an affordable unit subject to a recorded covenant so that rent is affordable to extremely low, very low, or low income households depending on the income of the household, as verified by the Los Angeles Housing Department.

⁷ Compliance with the housing and resident protection standards in this subsection will be determined by LAHD for projects that require a Replacement Unit Determination (RUD). Contact LAHD-Landuse@lacity.org for additional information on administrative procedures

ED 1 Eligibility Standard	Eligibility Criteria Verification	
	Plan Sheet or Document Showing Compliance	Standard To Be Met Post-Filing (Initials Required)
3. Returning tenants exercising the right of first refusal for a comparable affordable replacement unit shall be offered a new unit in the proposed development at an initial rate no higher than the most recent lawful rent for their prior unit if the prior unit was subject to the RSO, unless the affordable rent based on the household's income is lower, in which case the affordable rent shall be the initial rental rate. Thereafter, rent increases for such tenants shall not exceed the allowable rent increase for rent stabilized units under LAMC Chapter XV (Rent Stabilization Ordinance) , and this limitation shall be included in the covenant recorded for the affordable replacement unit.		
4. Returning tenants shall not be required to pay a security deposit greater than one half of their initial monthly rent, and shall be permitted to pay any required security deposit up to 90 days after moving into their replacement unit.		
5. Prior to the issuance of a building permit for a 100% affordable housing project, a covenant acceptable to the Los Angeles Housing Department shall be recorded with the Los Angeles County Recorder guaranteeing that the affordability of units contained in such projects, including any required affordable replacement units, will be observed for at least 99 years from the issuance of the Certificate of Occupancy, except for a 100% affordable housing project which receives any form of public subsidy that is tied to a specified covenant period including Low Income Housing Tax Credits, as verified by the Los Angeles Housing Department, in which case all restricted affordable units shall be covenanted for at least a period of 55 years for rental units, or 45 years for for-sale units.		

II. City Planning Forms

A. Application Form & Specialized Instructions

In addition to the above ED 1 Eligibility Checklist, the following documents/forms are required prior to filing the City Planning Application with the DSC.

City Planning Application

- ☐ This form ([CP13-7771.1](#)) is required for all ED 1 Ministerial Approval Process projects. All fields shall be filled out as usual; however, below are guidance and some examples for how to fill out each respective section under “Action(s) Requested”:

LAMC Section from Which Relief is Requested

This section is N/A to ED 1 Projects seeking affordable housing incentive programs.

Authorizing Code Section

Identify the LAMC or California Government Code Section that authorizes the request. For instance, for lots subject to the Chapter 1 Zoning Code, an On-Menu Density Bonus request would be authorized pursuant to Government Code Section 65915 (State Density Bonus Program) and LAMC Section 12.22 A.25(g)(2) of Chapter 1.

Action Requested Narrative

Identify the type of entitlement requested (e.g., On-Menu Density Bonus, TOC Additional Incentives, Conditional Use, Project Permit Compliance, Design Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

A Density Bonus Compliance Review to allow 35% density bonus with the following on-menu incentives: (1) a 3:1 FAR over the entire project site, in lieu of the otherwise maximum permitted of 1.5:1 FAR; (2) averaging of FAR, identity, open space, and parking within R3 and R4 Zones; (3) a reduced northerly side yard setback of 4 feet in lieu of the otherwise required 6 feet.

Project Team Information

- ☐ Provide names and contact information for all members of the Project Team (Property Owner, Applicant, Representative). Note that an Applicant must have a vested interest in the project. For instance, if you have been hired to file the case on behalf of a client, you would be the Agent / Representative, and not the Applicant. Please indicate the primary contact for the project.

As of June 8, 2022, the primary contact for the project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the City Planning Application, and the email address provided shall match the email address used to create the Angeleno Account.

Specialized Requirements

- ☐ This type of form is required if the request includes an entitlement for which there is a Specialized Requirement available. Review and complete the form, if applicable, and include it with the application. Note that the Noticing Requirements outlined in the ED 1 Ministerial Approval Process Filing Instructions shall **supersede** those listed on any Specialized Requirements forms. Do not modify these forms. [Forms](#) are listed alphabetically on the City Planning website. For assistance regarding which forms are applicable to the request, consult Development Services Center (DSC) Staff.

B. Referral Forms

Depending on the location and type of project, the following documents/forms are required prior to filing the City Planning Application with the DSC.

Geographic Project Planning Referral Form

- ☐ This form ([CP13-7812](#)) is required if the project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

Redevelopment Project Area – Administrative Review and Referral Form

- ☐ This form ([CP-3621](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. Please review submittal requirements in Redevelopment Plan Administrative Review Instructions (CP-3540). For assistance, contact planning.redevelopment@lacity.org.

HPOZ Authorization Form

- ☐ This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

Affordable Housing Referral Form

- ☐ This form ([CP13-4043](#)) is required if the request includes an affordable housing incentive under the [Density Bonus Program, SB 35, AB 2162, or the Greater Downtown Housing Incentive Program](#). It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact planning.priorityhousing@lacity.org.

Transit Oriented Communities (TOC) Referral Form

- ☐ This form ([CP13-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact planning.priorityhousing@lacity.org.

(Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

- ☐ This form ([CP13-4062](#)) is intended to initiate optional vested rights for a housing project, pursuant to the [Housing Crisis Act of 2019 \(HCA\)](#). The Applicant shall submit the HCA Vesting Preliminary Application through City Planning's Online Application System ([OAS](#)) at <http://planning.lacity.org/oas>. Once the preliminary application is deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application for the project. For assistance, contact planning.HCA@lacity.org.

No Net Loss Declaration

- ☐ For a complete application, a signed No Net Loss Declaration ([CP-4069](#)) with supporting documentation may be submitted instead of obtaining a Replacement Unit Determination (RUD) from the Los Angeles Housing Department if the project meets the eligibility criteria to qualify for the No Net Loss Declaration as detailed on the form.

For more information, refer to the [Housing Development Project Applicability Matrix](#) and the Replacement and Occupant Protection Matrix.

III. Determinations from Other Agencies

The following documents require contact forms or information to be obtained from City Agencies other than City Planning.

Preliminary Zoning Assessment Form

- ☐ This form ([CP-4064](#) or [CP-4064.A](#), depending on a property's zoning) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. The form must be reviewed and signed by LADBS staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

Bureau of Engineering (BOE) Preliminary Land Use Report (PLUR)

- ☐ This document will establish preliminary right-of-way requirements for projects for which a Department of City Planning Application is required other than for a subdivision.

The Preliminary Land Use Report (PLUR) is required for the following types of projects:

- New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use projects with a commercial or industrial component and associated building/surface parking facilities in any zone, including Hillside Areas.
- New construction of, alteration, and/or addition resulting in additional dwelling units for multifamily residential buildings (resulting in two or more dwelling units) in any zone, including Hillside Areas.
- Zone Changes, Public Benefit Alternative Compliance, Off-Menu Density Bonus, Class 3 Conditional Use for a Density Bonus greater than 35%, Variance or Small Lot Subdivision request if the site is located in a Specific Plan or Overlay Zone.

For all other projects, PLURs may be voluntarily filed to inform of potential required dedication and improvements. To obtain a PLUR, visit the BOE Online Portal at <https://engpermits.lacity.org>.

Hillside Referral Form

- ☐ This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS, and includes a single-family development in the RD Zone of Chapter 1.

Replacement Unit Determination (RUD) Letter

- ☐ This letter may be required for a complete application if the project proposes a Housing Development Project or a non-residential Development Project subject to the Housing Crisis Act of 2019 (HCA) or the Resident Protections Ordinance (RPO). To determine whether the subject property requires a RUD from LAHD, check “Housing Crisis Act Replacement Review” under the Housing tab on [ZIMAS](#). If the project results in a loss of protected units or is located on a lot where protected units were demolished in the last five years), then a RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any replacement units are required, their affordability levels, and if HCA or RPO occupant protections apply. For assistance, contact lahd-landuse@lacity.org.

Urban Forestry Referral Form

- ☐ This form ([CP-4070](#)) is required for all ED 1 projects that contain protected trees or protected shrubs on the project site and/or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading).

Demolition Permits for Residential Buildings

- ☐ If the site has been developed with existing residential buildings within five years prior to submitting an application to the City, provide copies of any demolition permits for any residential

buildings removed from the site. These documents may be obtained from LADBS at www.ladbs.org.

Low Impact Development (LID) PCRf

- ☐ This form provides a preliminary review for a project to determine how LID requirements may be met based on the preliminary site conditions and is required from the Bureau of Sanitation for all projects that result in a land disturbance event that results in the addition, creation, or replacement of 500 square feet or more of impervious areas, except for New or Redevelopment Residential Projects that are four units or less. However, New or Redevelopment Residential Project that are four units or less that are located in an Environmentally Sensitive Area (ESA) and propose more than 2,500 SF of impervious area, are required to obtain a LID PCRf.

To obtain a LID PCRf, visit the [LID Online Portal](https://lid.lacitysan.org/) at <https://lid.lacitysan.org/>. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance.

Covenants and Other Recorded Items

- ☐ If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

IV. Supplemental Filing Requirements

A. Photographs

Color Photographs

- ☐ Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map (see below). An aerial view is also recommended.

Index Map

- ☐ Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

B. Notification Materials

- ☐ ED 1 projects involve decisions on entitlement requests that require mailing of an Administrative Compliance Letter. Provide labels for Abutting Property Owners, Neighborhood Council, Council

District, Project Team (Owner, Applicant, Representative), and Interested Parties, if available. All notification materials for ED 1 projects shall be required at the time of case filing. Refer to the Mailing Procedures Instructions ([CP13-2074](#)) for applicable requirements.

C. ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ☐ ZIMAS Parcel Profile Report selecting all contiguously owned parcels
- ☐ ZIMAS Map aerial view selecting all contiguously owned parcels⁸

D. Plans Required

Include only the information necessary to depict the project and its immediate settings. Do not include mechanical drawings unless specifically requested by Planning Staff. The Applicant is advised to check the Specialized Requirements for the subject request(s) prior to preparing these plans as some entitlements may require specific details and/or additional copies.

Scale and Orientation

- ☐ All plans shall be drawn to scale and legible. Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

Size and Number of Copies

- ☐ All plans must be collated into sets and folded to 8 ½" x 11".
 - ☐ **Full Size.** Provide one 24" x 36" full size set of plans.
 - ☐ **Reduced Size.** Provide two sets of 11" x 17" reduced size plans.

Plot/Site Plan

- ☐ A Plot/Site Plan is required for all cases). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

Floor Plans

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

⁸ Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.

Elevations

- ☐ Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

Sections

- ☐ Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

Landscape and Irrigation Plans

- ☐ Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

Open Space Plan

- ☐ An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

E. Electronic Copy of Application Materials

Provide an electronic copy of the 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”, “”). No individual file should exceed 70 MB in size.

- ☐ City Planning Application
- ☐ ZIMAS Map highlighting all contiguously owned properties
- ☐ Index Map and Color Photographs (saved as a single PDF)
- ☐ Project Plans (saved as a single PDF)
- ☐ Additional application specific materials