

# REFERRAL FORM



## MULHOLLAND SCENIC PARWAY SPECIFIC PLAN Joint Referral Form

### Purpose

This form provides instructions on how to obtain building permits for the proposed construction, within the boundaries of the Mulholland Scenic Parkway Specific Plan (MSPSP) to be accepted for Plan Check with the Los Angeles Department of Building and Safety (LADBS).

### Instructions

LADBS will not accept any MSPSP projects proposing construction for Plan Check unless one of the following has been completed:

- An effective<sup>1</sup> Project Compliance approval for the proposed construction with the submitted plans consistent with Letter of Determination (LOD)
- A completed Joint Referral Form, signed by Mulholland Staff, exempting the proposed construction from the Project Compliance Review, including Design Review, pursuant to Section 11 of the Specific Plan (i.e., no LOD is necessary)
- A completed Joint Referral Form, signed by Mulholland Staff, not exempting the proposed construction from Project Compliance Review; however, the applicant has signed an Assumption of Risk Affidavit, attached to this Referral Form, acknowledging the risk of early submittal of building plans
- A completed Slope Band Analysis Form ([CP-7848](#)) with Exhibit A ([CP-7851](#)), reviewed and signed by Development Services Center (DSC) Planning Staff, confirming the maximum residential floor area permitted for the subject site.

To obtain Mulholland Staff review, submit materials using the [Online Application System](#) webpage.

Complete **the following Section**, and submit this form with the following materials (where applicable) to receive Mulholland staff sign-off for LADBS submission:

- Site Plan
- Floor Plans
- Elevations

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<sup>1</sup> Effective shall mean that the appeal period for the Project Permit Compliance has lapsed and no appeals have been filed.

- Site Images
- Building Permits
- Existing or Proposed Landscape

Review the [Mulholland Scenic Parkway Specific Plan](https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland_Scenic_Parkway_Specific_Plan_.pdf) at [https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland Scenic Parkway Specific Plan .pdf](https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland_Scenic_Parkway_Specific_Plan_.pdf)

Review the Mulholland Scenic Parkway Specific Plan Design Guidelines at <https://planning.lacity.org/odocument/69a90420-48bc-4653-be63-2e58ce8d25e7/mulholguidelines.pdf>.

## THIS SECTION TO BE COMPLETED BY APPLICANT

### Project Contact

**Applicant/Representative Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Project Owner Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

### Project Information

**Project Address:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Project Description (describe proposed work in detail):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Project Details

#### Residential Floor Area<sup>2</sup>

**Existing:** \_\_\_\_\_ sq. ft.      **Proposed:** \_\_\_\_\_ sq. ft.

\_\_\_\_\_

<sup>2</sup> As defined in the Baseline Hillside Ordinance (Ordinance No. 181,624; Effective Date May 9, 2011) and LAMC Section 12.03 of Chapter 1.

Maximum Residential Floor Area as determined by Slope Band Analysis Form ([CP-7848](#)) with Exhibit A ([CP-7851](#)) \_\_\_\_\_ sq. ft.

**Height**

**Existing:** \_\_\_\_\_ ft.

**Proposed:** \_\_\_\_\_ ft.

**Envelope Height (if applicable)**

**Existing:** \_\_\_\_\_ ft.

**Proposed:** \_\_\_\_\_ ft.

**Grading**

**Cut:** \_\_\_\_\_ cu. yds.

**Fill:** \_\_\_\_\_ cu. yds.

**I certify that all above information is correct.**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## THIS SECTION TO BE COMPLETED BY PLANNING STAFF

### Consultation Completed

- Does the project require Project Compliance?  YES  NO
- Does the project require DRB review?  YES  NO
- Is the applicant submitting a Risk of Assumption Affidavit?  YES  NO

### Project Description:

- All exterior colors must match existing colors or 25% gray scale or darker. No white is proposed.
- All glass is non-glare, non-reflective and a note/statement has been added to the window schedule.
- No more than 50 cubic yards proposed for administrative approval on any request.
- All dimensions, colors, materials, type of material and manufacturer are called out on the plans.
- The Clearance Summary Worksheet (CSW) clearly identifies the additions, dimensions, or the cubic yards. The numbers on the plans, the CSW, and the signed Joint Referral Form match.
- The project complies with all the specific and applicable guidelines to the project.
- Color, Materials, and design of exterior changes, including landscaping, are consistent with the intent and provisions of the MSPSP.
- The total cumulative floor area of all additions since 06/29/1992 does not exceed 900 square feet. Previous additions: \_\_\_\_\_ sq. ft.

The building height does not exceed the standards set forth in this Specific Plan (almost always superseded by restrictions set for the Baseline Hillside Ordinance unless property is on Mulholland Drive.)

Inner       Outer Corridor       Visible       Not Visible

Upslope       Downslope      Max. Height \_\_\_\_\_

The proposed project is not on a prominent ridge and/or does not break an existing skyline according to Specific Plan Maps 1 – 12.

The proposed project is not located on a lot which contains a stream according to Specific Plan Maps 1-12.

The proposed project does not propose grading or require a grading permit.

The project is not grading within 200 feet of park land or an identified stream.

The project does not remove any protected trees.

The property is identified on SurveyLA/HistoricPlacesLA.       YES       NO

*If YES, coordinate with Office of Historic Resources.*

## NOTES:

**Project Planning Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_      **Date:** \_\_\_\_\_

## ASSUMPTION OF RISK AFFIDAVIT

Per Section IV above, staff has determined that the proposed project is subject to Project Compliance submittal pursuant to Section 11 of the Mulholland Scenic Parkway Specific Plan (MSPSP) including Design Review Board review. As such, the applicant is required to file pursuant to the requirements established in Los Angeles Municipal Code (LAMC) Section 11.5.7 C of Chapter 1, as well as the additional requirements established for the MSPSP.

The owner of the property may be permitted to file the building plans to Los Angeles Department of Building and Safety (LADBS) acknowledging an Assumption of Risk that the Plans submitted to LADBS may be changed as a result of the MSPSP Project Permit Compliance review and approval process. City Planning shall not be held responsible by the owner of the property for any changes made as a result of the MSPSP Project Compliance review and approval.

I, \_\_\_\_\_ Signed \_\_\_\_\_  
Owner (Owner in escrow) (Please Print)

assume all risks resulting from being permitted by the City for early submittal of building plans for a project which will require review and approval by the Director of Planning pursuant to the authority granted him/her under LAMC Section 11.5.7 of Chapter 1 and Section 11 of the Mulholland Scenic Parkway Specific Plan (Ordinance No. 167,943). The City shall not be held responsible for any changes to the building plans as a result of the Project Permit Compliance review and approval.

\*\*\*\*\*Space Below This Line for Notary's Use\*\*\*\*\*

### ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of \_\_\_\_\_ on \_\_\_\_\_ before me,

\_\_\_\_\_  
(INSERT NAME OF NOTARY PUBLIC AND TITLE)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature (Seal)