SAN GABRIEL/VERDUGO MOUNTAINS SCENIC PRESERVATION SPECIFIC PLAN FILING INSTRUCTIONS AND SUPPLEMENTAL APPLICATION FORM

Filing Instructions for New Cases

1. **Read all instructions carefully**.

2. Submit all materials requested. Missing or incomplete materials will result in the case being placed on hold.

3. Review the San Gabriel/Verdugo Mountains Scenic Preservation Specific Plan which can be linked through ZIMAS.

4. Once all application materials are completed, or if you have questions during the process, please contact Planning staff for an appointment at laura.frazinsteele@lacity.org or peggy.malone-brown@lacity.org

5. Required application materials are listed on the Department of City Planning Application (DCP) Filing Instructions Form CP-7810.
Note: In most cases a radius map and BTC receipt are not required. Provide a list of abutting property owners and map (ZIMAS map, Assessor's Parcel Map) with names on the notification list numbered and keyed to the map. See instructions for Mailing Labels/Decision Letter, Project Team, and Penalty of Perjury Statement.

6. All applicants must submit the attached Supplemental Application Instructions.

7. Commercial and Industrial Projects must show on the Plot Plan and/or Elevations the following items: exterior lighting; any roof mounted structures; any fencing, gates, or walls; all landscaping proposed (see Landscape Plan Instructions Form CP-6730), existing and proposed parking spaces; existing and proposed signage (monument, wall, projecting, window, and/or temporary signs).

SUPPLEMENTAL APPLICATION INSTRUCTIONS FOR ALL PROJECTS

1. **Is the project located in whole or in part on a Scenic Highway or a Scenic Highway Corridor as designated on Specific Plan Map No. 1?**
   □ **Yes**
   □ **No**

2. **Is the project located in whole or in part on a Prominent Ridgeline or a Prominent Ridgeline Protection Area as designated on Specific Plan Map No. 2?**
   □ **Yes**
   □ **No**

3. **Does the site abut any Official Equestrian Trail shown on Specific Plan Map No. 3?**
   □ **Yes**
   □ **No**
   If "Yes" show the Official Equestrian Trail abutting the subject property on the Plot Plan.

4. **Does the project propose moving or cutting down any oak or other protected trees?**
   □ **Yes**
   □ **No**
   If "Yes" submit a Tree Report by a "Tree Expert" to the satisfaction of the Urban Forestry Division
   http://bss.lacity.org/urbanforestry/index_submittal.htm

5. **Does the project site contain any streams or blue line streams as shown on Specific Plan Maps Nos. 2 and 3?**
   □ **Yes**
   □ **No**
   If "Yes" a Biological Survey is required as part of the application package and blue line streams must be shown on the plot plan or topographic survey.

6. **Project Height**
   _____ **Existing structures**
   _____ **Proposed structures**

7. **Is the site in a Hillside Area as designated on ZIMAS?**
   □ **Yes**
   □ **No**
   If "Yes" provide a Topographic Survey stamped and signed by a licensed Civil Engineer or Surveyor in the State of California. A Hillside Referral Form may also be required from the Bureau of Engineering.

8. **Is any grading proposed?**
   □ **Yes**
   □ **No**

If "Yes" indicate as follows:
_____ cubic yards of cut

_____ cubic yards of fill
_____ cubic yards of import
_____ cubic yards of export
A Soils and Geology Approval Letter from the Department of Building and Safety may also be required.

9. **If grading or berming is proposed, will the elevation of the crest of any Prominent Ridgeline be altered?**
   □ **Yes**
   □ **No**

10. **Does the site currently include any of the prohibited plant materials listed in Section 8.C of the Specific Plan?**
    □ **Yes**
    □ **No**

11. **Will any native vegetation be removed within any Prominent Ridgeline Protection Area except as required for driveways, building footprints, any required equine pad or stable areas, or as necessary to meet fire safety and brush clearance regulations?**
    □ **Yes**
    □ **No**

12. **Project Amenities. Will any fire pits, picnic tables, or other similar structures associated with residential lots be located within any Prominent Ridgeline Protection Area that will be visible from the right-of-way or any Scenic Highway?**
    □ **Yes**
    □ **No**
    If "Yes" show fire pit, picnic table, or similar structure on the plot plan.