

FINDINGS/SPECIAL REQUIREMENTS



DEVONSHIRE/TOPANGA CORRIDOR SPECIFIC PLAN Project Compliance (Design Review Board)

The Devonshire/Topanga Corridor Specific Plan sets forth provisions regulating development within a portion of the Chatsworth-Porter Ranch Community Plan. 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 Devonshire/Topanga Corridor 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 Devonshire/Topanga Corridor 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/devonshiretopanga-corridor>.
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](#) can be found on the City Planning website at <http://planning.lacity.org> under the "About" tab.
3. Complete the Department of City Planning Application ([CP13-7771.1](#)) and prepare the items required as specified in the Department of City Planning (DCP) 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 request a filing appointment with the Development Services Center. Once your application package is completed, make an

appointment with City Planning staff to review your application. The Development Service Centers (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.
- ☐ **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.
- ☐ **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:

- ☐ Chatsworth 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/cnc/>

- ☐ 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
- LADOT Approval for Driveway plans
- Bureau of Engineering (BOE) approval for Driveway plans
- Geographic Project Planning Referral Form
- Plans Required (elevations required)
- Colored renderings or drawings
- Exhibits with Color chips and materials
- Building Permits
- Photographs

Specialized Questions

The following information needs to be identified on the architectural plans submitted for review. Please see the regulations within the Specific Plan for a full list of requirements. The questions below are a summary intended as a guidance when designing your project.

1. Section 4. Land Use: Identify the proposed Use for the subject site (See Section 4 of the Specific Plan and Ordinance No. 162,508 for restrictions on Uses):

2. Section 5. Height Limit: 45 feet
Height Proposed: _____

3. Section 6.
 - a. Lot Coverage permitted: 50%, unless at least 15% of the lot is reserved for and permanently maintained as landscaped Open Space and if parking areas and driveways do not exceed 20% of the lot, then up to 65% of the lot may be covered by buildings and structures.
Lot Coverage Proposed: _____
 - b. Maximum Floor Area Ratio (FAR) permitted: Lots zoned for commercial uses and with a Height District designation of 2D shall be allowed a maximum FAR of 1.5 to 1.
FAR Proposed: _____

4. Section 7. Buffering. A solid decorative masonry wall, minimum six feet in height, shall be constructed along the property line of any commercially zoned lot if its parking or driveway area is adjacent to a single-family residentially zoned or used lot.
Proposed Height of decorative masonry wall: _____

5. Section 8. Required Setbacks: At least five feet along Devonshire Street and Topanga Canyon Boulevard. Note: there are requirements on the area of driveways and walkways, see Section 8.
Proposed Setbacks: _____

Architectural/Design Articulation: Does the project have required identification of the building elements on plan elevations, show recessed walls that break up linear walls, roof elements, building materials, windows, etc? ☐ YES ☐ NO

6. Section 9. Landscaping

a. For Parking Lots, at least 10% of the total area of an open parking lot shall be landscaped

i. Size of Parking Lot (in square feet): _____

ii. Proposed Landscaped Area (in square feet): _____

b. Number of proposed shade trees: _____

7. Section 10.A Required Parking Ratio.

☐ 1:300 (general commercial/office)

☐ 1:100 (for both indoor and outdoor restaurant)

☐ 2.5 spaces per bed (hospital)

☐ 1 space for every three seats (theater)

☐ 1:100 (gyms, health clubs, aerobic dance studios or similar uses)

☐ 1:100 (for beauty salons, nail salons, hairdressers, barber shops and similar uses)

☐ Or, per LAMC: _____

☐ Or, Utilizing AB2097

a. No. Existing Parking Spaces: _____

b. No. Credited Parking Spaces: _____

c. No. Proposed Parking Spaces: _____

8. Section 10.D Parking Buildings – Number of Stories permitted: two with no roof parking

Proposed Number of Stories for Parking Building: _____

9. Section 11. Driveway Review

a. Access driveway plans shall be submitted to, and approved by, the Department of Transportation and the Bureau of Engineering.

10. Section 12. Signage

a. Type of sign(s) proposed (projecting, flashing, rotating, banner and temporary signs are prohibited):

b. Number of signs proposed: _____

c. Storefront/lot frontage: _____ feet

- d. The combined area of all permanent signs facing a street shall not exceed 2 square feet for every one-foot. of total area;

- i. Area of signs proposed:_____

- e. Pole signs.

- i. Permitted Height - not to exceed 30 feet.

- Pole Height proposed:_____

- ii. Permitted Sign Area - 75 square feet initial maximum, plus 15 square feet for each business over five businesses, for total maximum of 150 square feet.

- Proposed Sign Area:_____