

**VERMONT/WESTERN TRANSIT ORIENTED DISTRICT SPECIFIC PLAN
STATION NEIGHBORHOOD AREA PLAN (SNAP)
APPLICATION CHECKLIST**

*See Department of City Planning Application Filing Instructions for Additional Information
(Form CP13-7810 on Planning Website)

- 1. Vermont/Western Transit Oriented District Specific Plan Application Checklist
- 2. Department of City Planning Application (Form CP13-7771.1 on Planning Website)*
- 3. Proof of Ownership*
- 4. Findings/Justifications* Written narrative describing compliance with the following:
 - Vermont/Western SNAP
 - Vermont/Western SNAP Development Standards and Design Guidelines (if new construction or extensive remodel)
 - Additional findings/justification for each entitlement other than a Project Compliance (SPPC) *if applicable*
- 5. Geographic Project Planning Referral Form (*to be provided by the SNAP planner at the end of the pre-application review process*)
- 6. Plans required (one 24"x36" set and three 11"x17" sets) *The SNAP planner may require additional sheets not listed below*
 - Lot survey prepared by a licensed engineer or surveyor (to include lot area)
 - Demolition plan showing the footprint, location, and size of all structures and buildings to be demolished
 - Cover page (to include legal description, lot area, project details, etc.)
 - Plot plan (See Plot Plan Instructions Form CP-7752 on Planning Website)
 - Floor plans (See Floor Plan Instructions Form CP-7751 on Planning Website)
 - Elevations (See Elevations Instructions Form CP-7817 on Planning Website)
 - Colored Elevations
 - Privacy Diagram
 - Roof Line Break/Façade Relief
 - Transparency Diagram (if applicable)
 - Freestanding walls and fences (if applicable)
 - Sections
 - Colored renderings
 - Open Space Diagram showing location, SF, and dimensions of all areas being counted
 - Landscape plans (See Landscape Plan Instructions Form CP-6730 on Planning Website) and hardscape plans showing compliance with applicable Development Standards
 - Should include Planting Schedule which identifies sizes, quantity, Wucols, etc.
 - Irrigation Plans
 - Architectural Design Elements (if you are doing exterior remodeling)
 - Window and Door schedule (shape, type and detail)
 - Balconies and columns
 - Roof treatments (roof type, shape and pitch)
 - Exterior walls surface treatments, decorative elements, and architectural offsets
 - Materials and colors
- 7. Zoning Information and Map Access System (ZIMAS) Parcel Profile Report and Map.

- 8. Vicinity Map*
- 9. Photographs*
 - Front side and rear views of all existing buildings and structures on site
 - North, south, east and west facing views of the subject property if no structures exist
 - A view of the subject property from adjacent properties
 - A view from the subject property of all adjacent lots showing existing fencing or walls dividing each lot from the subject property
 - All abutting lots, across the street or alley from or having a common corner with the project site
 - Index map with arrows and numbers keyed to the photographs indicating from where and in what direction each photo was taken.
- 10. Public Noticing* (See Forms CP13-2074 and CP-2074T on Planning Website. *Mailing materials may be provided after case filing and closer to the issuance of the Letter of Determination or public hearing notice.*)
 - Mailing Labels
 - Owners of all properties abutting, across the street or alley from, or having a common corner with the subject property
 - Owners, applicants, and project representatives of the proposed project
 - Department of Building and Safety (see address on page 3)
 - Department of Transportation (see address on page 3)
 - Department of Neighborhood Empowerment (see address on page 3)
 - Los Angeles Unified School Board (see address on page 3)
 - City Administrative Officer (see address on page 3)
 - Bureau of Engineering (see address on page 3)
 - Certified Neighborhood Council (see address on page 3)
 - City Councilmember's Office (see address on page 3)

Note: If you are requesting entitlements other than a Project Compliance (SPPC), provide the required mailing labels in addition to the above list per Multiple Approvals Ordinance (MAO).

 - Penalty of Perjury Statement
 - BTC Receipt (BTC is not required if the application is only requesting an SPPC entitlement. MAO applications require BTC process)
 - Key map indicating which property belongs to which owner/occupant
 - Radius Map (if requesting entitlements other than an SPPC)
- 11. Electronic copy of all documents on a flash drive
- 12. Categorical Exemption (CE) or Environmental Assessment Form (EAF). If CE, document will be provided to you at time of filing by the counter staff.
- 13. Duplicate Case Files to the Certified Neighborhood Council *
- 14. Additional requirements depending on entitlements, property and project*
 - Transportation Study Assessment (Form CP13-2151.1)
 - Preliminary Zoning Assessment (Form CP-4064)
 - LAHD SB 8 Replacement Unit Determination Letter
 - Housing Crisis Act Vesting Preliminary Application Referral Form (Form CP13-4062) [optional]
 - Redevelopment Project Area Referral Form (if applicable)
 - Existing/Related Entitlements (if applicable)
 - Building Permits and Certificates of Occupancy
 - Order to Comply (if applicable)
 - Q/D Condition Ordinance (if applicable)

In addition to the abutting owner list (or appropriate radius list per Entitlement Requests and the Multiple Approvals Ordinance), THE FOLLOWING LABELS ARE REQUIRED

Required Mailing Labels

Department of Building & Safety
ATTN: Building & Safety Zoning Engineer
Mail Stop 115
201 N. Figueroa Street, Suite 1030
Los Angeles, CA 90012

Los Angeles Unified School District
333 S. Beaudry Avenue
Los Angeles, CA 90017

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012

City Administrative Officer
Mail Stop 130
ATTN: Maria Ramos
200 N Main Street, 15th Floor
Los Angeles, CA 90012

Department of Transportation
100 S Main Street
Los Angeles, CA 90012

Bureau of Engineering
1149 S. Broadway, Suite 7
Los Angeles, CA 90015

Choose the Appropriate Council Member

Councilmember Hernandez, CD1
ATTN: Helen Campbell
Mail Stop 201
200 N Spring Street
Los Angeles, CA 90012

Councilmember Hutt, CD10
ATTN: Hakeem Parke-Davis
Mail Stop 217
200 N Spring Street
Los Angeles, CA 90012

Councilmember Raman, CD 4
ATTN: Mashael Majid and Armida Reyes
Mail Stop 206
200 N Spring Street
Los Angeles, CA 90012

Councilmember Soto-Martinez, CD13
ATTN: Emma Howard and Ted Walker
Mail Stop 222
200 N Spring Street
Los Angeles, CA 90012

Choose the Appropriate Neighborhood Council

Los Feliz Neighborhood Council
PO Box 27003
Los Angeles, CA 90027

Wilshire Center Koreatown Neighborhood Council
4001 Wilshire Blvd, F400
Los Angeles, CA 90010

Hollywood Studio District Neighborhood Council
5500 Hollywood Boulevard, Suite 313
Los Angeles, CA 90028

Silver Lake Neighborhood Council
1850 W. Silver Lake Drive
Los Angeles, CA 90026

East Hollywood Neighborhood Council
PO Box 292359
Los Angeles, CA 90029

Hollywood United Neighborhood Council
PO Box 3272
Los Angeles, CA 90078

Rampart Village Neighborhood Council
155 N. Occidental Blvd. 2nd Fl, Room 236
Los Angeles, CA 90026