



Los Angeles City Planning Department

Plan Implementation Division

City Hall · 200 N. Spring St, Room 621 · Los Angeles, CA 90012



Hollywoodland Specific Plan

Project Permit Compliance and Design Review Board Application Packet Ordinance No. 168,121

1. Read ALL instructions carefully.
2. Before designing the project:
 - Review the **Hollywoodland Specific Plan**, available at the Planning Department website: <http://planning.lacity.org> (General Plan → Community Plans → Specific Plans → Hollywoodland), or for purchase at the City Planning Plan Implementation Division, 200 N Spring Street, Room 667, Los Angeles, CA 90012.
 - Determine if the project is subject to the **Hillside Ordinance** (by contacting the Department of Building and Safety). There are building regulations which will affect your design if it is applicable. Note that your project must meet both the requirements of the Specific Plan as well as the Hillside Ordinance.
 - As soon as possible, preferably at the beginning of the design process, **contact City Planning Plan Implementation staff** by phone or e-mail to schedule a preliminary review to go over your project site plan and discuss any points from the Specific Plan and Design Guidelines that affect your project. The planner can also schedule you for a Board Consultation for one of the regularly scheduled board meetings. You can call the **office number at 213-978-1326** to reach the appropriate planner.
 - Schedule a meeting for a **preliminary design review or consultation with the board** to review your conceptual designs. It is advisable that all applicants consider discussing their project with the Board before investing time and effort in a design. You can schedule a consultation with the board by contacting the **City Planning staff**, listed above.
 - Determine whether the project will require street dedication by visiting the Department of Public Works, Bureau of Engineering. You may need a **Hillside Referral Form**. Obtain street status from the Department of Public Works, Bureau of Engineering, "B" Permits Section located at 201 N Figueroa Street, 7th Floor, Room 770 or call 213.482.7474 for other locations.
 - It is also advisable that you discuss your project with the **Department of Building and Safety**. You can visit them at the Construction Services Center, located at 201 North Figueroa Street, 4th Floor or call them at 311 or 866-452-2489.
 - If the project requires **relocation or removal of any protected native tree(s)** (Oak, California Black Walnut, Western Sycamore, or California Bay, 4 inches or more in diameter), a protected tree removal permit will be required from the Board of Public Works once the project is approved by the Planning Department. Because of this, **before** a DRB hearing date is set, a Protected Tree Report, which takes into consideration the site plan of the proposed project, must be prepared by a Tree Expert (as defined in Section 12.21.A.12 of the LAMC; see <http://asca-consultants.org/directory/> for a listing of REGISTERED Consulting Arborists in your area). If the project requires



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relocation or removal of ANY tree(s) 8 inches in diameter or more, a Significant Tree Report which takes into consideration the site plan of the proposed project, must be prepared by a Tree Expert. **Three (3) copies of the Protected Tree Report and/or Significant Tree Report** (they may be combined into one report) will be included along with the Project Permit Compliance application at the time of submittal to the Planning Public Counter. Otherwise the application will be considered **incomplete**. Within five days of application submittal, one copy of the Arborist Report, which includes the PPC administrative case number, will be submitted for review and approval by Urban Forestry Division. Illegal removal will result in the owner/applicant being cited, and/or the withholding or revocation of building permits. Further guidelines and information can be found by contacting Urban Forestry Division Headquarters, 1149 South Broadway Street, 4th Floor, Los Angeles, CA 90015, calling (213) 847-3077, or online here: http://bss.lacity.org/UrbanForestryDivision/index_submittal.htm

3. After your preliminary review and/or board consultation, once all materials required for filing are completed, **schedule another meeting with staff**, at least one week prior to when you want to submit in order to review your complete application package in accordance to the Specific Plan, Design Guidelines, and filing instructions before photocopies of additional sets are made.
4. You then **submit your complete application** at the Planning Department's Public Office and Construction Services Center, located at 201 North Figueroa Street, 4th Floor (213.482.7077). Counter staff will assign a case file number at the time of filing, however, they will keep the file for their initial case processing. Once the processing is completed, the Project Permit case file will be forwarded to Planning staff for compliance determination.
5. Submit all materials requested. *Missing or incomplete materials cause delays.*

PLEASE NOTE: All questions regarding the project's consistency with the Los Angeles Municipal Code (LAMC) are referred to the Department of Building and Safety. Prior to filing the subject application, **the applicant is responsible for the proposed project's compliance with the Specific Plan and all applicable provisions of the Los Angeles Municipal Code.**

Procedure for Filing:

A Project Permit Compliance determination and Design Review Board recommendation is the method by which a project is determined to conform to the provisions of the Hollywoodland Specific Plan.

- This approval must be obtained prior to the issuance of a Building Permit.
- The Director of Planning, and the Central Area Planning Commission on Appeal, shall make that determination based on:
 - Design criteria and point system established in the Hollywoodland Specific Plan
 - Points System and Checklist, approved by the City Planning Commission

Applicants should carefully review the provisions of the Specific Plan and the design guidelines evaluated by the Points System prior to designing or submitting a design for their projects.



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An applicant must submit all completed forms, drawings, exhibits, and other information to the appropriate Planner for the Hollywoodland Specific Plan.

- If all information is deemed satisfactory by Planning staff, the applicant can then submit all case processing fees to the Planning Public Counter, where they will be assigned a Planning Case Number.
- If any information is missing, then the project may be placed on hold until the missing information is submitted.

After proper environmental clearance, a hearing date shall be scheduled with the Hollywoodland Design Review Board (DRB).

- The DRB is an appointed board comprised of local residents and meets the 2nd and 4th Wednesday of every month.
- The role of the DRB is to submit an official recommendation to the Director of Planning to approve, deny, or approve with modifications all projects that fall under the Department's jurisdiction.
- DRB procedures are established in Section 16.50 of the Los Angeles Municipal Code and Section 9.C of the Specific Plan.
- The DRB shall use criteria set forth under the Specific Plan, Checklist, Points System, and Section 16.50 to gauge conformance and recommend approval to the Director of Planning.
- The project must meet a minimum of 40 points if the project is located on a downslope lot, and 35 points if the project is on an upslope lot.

An applicant or any other person aggrieved by a determination of the Director of Planning may appeal to the Central Area Planning Commission. The appeal shall be in writing and shall set forth specifically the reasons why the determination should not be upheld. Appeals must be filed within 15 days of the mailing of the original determination.

Application Materials Checklist

GENERAL INSTRUCTIONS

- Each exhibit should contain all information required for that item even if the information is presented on another exhibit in the application materials.
- Label and title each exhibit.
- Include the stamp or identification of the licensed professional(s) who prepared the exhibit on the appropriate exhibit sheet.
- Reduce 9 sets of the oversized plans to 11"x17". Submit one set of plans a full scale.
- When reducing full-sized plans, choose relevant sections to copy and make font sizes large enough so they can be read at the reduced size.

Provide 10 sets of all Forms, Submittal Materials and Exhibits collated in the order given below. One copy will be sent to your Certified Neighborhood Council, the Hollywood United Neighborhood Council. Nine copies to be at reduced scale 11"x17"; one copy to be at full scale. Reduced plans should indicate the actual represented scale (e.g. "plan at half-size"; graphic scale is sufficient).

Check to see if application contains the following documents and is organized in the order listed below:

Forms:

- F-1 Hollywoodland Specific Plan Application Form
- F-2 Hollywoodland Specific Plan Project Design Approval Determination Checklist
- F-3 Hollywoodland Design Guidelines Worksheet
- F-4 Master Land Use Permit Application Form

Submittal Materials:

- S-1 ZIMAS Map and ZIMAS Parcel Profile Report
- S-2 Required Project Notification Materials (Only 2 copies)
 - Mailing Labels
 - Perjury Statement
- S-3 Vicinity Map

Exhibits:

- E-1 Cover Sheet
- E-2 Site Context: Photos of Site with Photo Reference Map
- E-3 Topographic Survey
- E-4 Grading Plan
- E-5 Plot / Site Plan
- E-6 Floor Plans
- E-7 Building Elevations
- E-8 Roof Plan
- E-9 Site Sections
- E-10 Landscape Planting and Irrigation Plan (if project is over 500 sq ft)
- E-11 Fence / Wall / Gate Specifications and Elevations (if applicable)
- E-12 Architectural Design Elements / Door & Window Schedule
- E-13 Decision Letter(s) (if applicable)
- E-14 3-D View or Model (optional)

Other Materials (as applicable)

- Duplicate Case File for Neighborhood Council—1 copy
- Hillside Referral Form—2 copies
- Protected Tree Report and/or Significant Tree Report—3 copies
- Urban Forestry's Recommendation for Protected Tree Mitigation—3 copies
- Soils/Geology report—1 copy (for Building and Safety Grading)
- Geology and Soils Report Approval Letter—3 copies
- Bureau of Engineering Land Development Group Engineering Report—2 copies

Provide 10 sets, collated in the order given below.

FORMS (F-#):

F-1 HOLLYWOODLAND SPECIFIC PLAN APPLICATION FORM

- One page completed by the applicant

F-2 HOLLYWOODLAND SPECIFIC PLAN PROJECT DESIGN APPROVAL DETERMINATION CHECKLIST

- Three pages completed by the applicant
For all items on the checklist, ensure the plans and application reflect the selections checked.

F-3 HOLLYWOODLAND DESIGN GUIDELINES WORKSHEET

- Three pages completed by the applicant
For all items on the worksheet, ensure the plans and application reflect the selections indicated.

Note that item #10 (underground utilities) requires confirmations from your utilities that they can be underground. To get verification from the Department of Water and Power, call their Service Planning Division at 213-367-6000 to contact the inspector who would help provide this information to you; also be sure to check with your cable and phone utilities, too. Items #14, 20 requires additional survey information to demonstrate compliance. Ensure that you have survey information on these topics if you claim these points.

F-4 MASTER LAND USE PERMIT APPLICATION FORM (submit the original plus 9 copies)

- This form can be found online at: <http://cityplanning.lacity.org> (Forms and Processes → Forms and Instructions → Master Land Use Permit Application), or available at the City Planning Department
- Completed and signed by the property owner(s) of record (on ZIMAS printout)
- Notarized

SUBMITTAL MATERIALS (S-#):

S-1 ZIMAS MAP AND ZIMAS PARCEL PROFILE REPORT (not the parcel profile from LADBS)

Available on the Planning Department website: <http://zimas.lacity.org/>

Zoning Information → Zone Information and Map Access System (ZIMAS) → type in the address or parcel number (APN) → click map → click create report or available from Planning Staff.

S-2 REQUIRED PROJECT NOTIFICATION MATERIALS:

Note: Applicant is required to (A) post onsite 10 days before the DRB hearing and (B) notify all owners and occupants of abutting properties. See the mailing instructions form for more information.

Provide 2 copies of the following material to City Planning.

- Mailing labels of names and addresses of the following:
 - Owners of abutting properties
 - Occupants of abutting properties (if different from the owner)
 - Names and addresses of property owners are to be obtained **only** from the City Clerk's Land Records Division, 7th Floor, 201 N Figueroa St.

- Labels for the owners and occupants can be created by you or BTC, 201 N Los Angeles St, Suite 13A; 213-617-9600. For an additional fee, BTC can also do the required mailing and post the mandatory public hearing signs for you.
- Index Map showing locations of abutting properties
- Perjury Statement, signed and dated. (only one copy needed)

S-3 VICINITY MAP

Thomas Guide or printed online map is acceptable, showing:

- Scale
- Directional arrow
- Location of the project site in relation to nearby streets

EXHIBITS (E-#):

- E-1 Cover Sheet
- E-2 Site Context: Photos of Site with Photo Reference Map
- E-3 Topographic Survey
- E-4 Grading Plan
- E-5 Plot / Site Plan[®]
- E-6 Floor Plans[®]
- E-7 Building Elevations[®]
- E-8 Roof Plan[®]
- E-9 Site Sections[®]
- E-10 Landscape Planting and Irrigation Plan (if project is over 500 sq ft)[®]
- E-11 Fence / Wall / Gate Specifications and Elevations (if applicable)[®]
- E-12 Architectural Design Elements / Door and Window Schedule
- E-13 Decision Letter(s) (if applicable)
- E-14 3-D View or Model (optional)

[®]**Note:** Projects which are additions shall clearly delineate existing versus new.

E-1 COVER SHEET

This cover sheet shall include the following information:

(a) Basic Information

- Street Address of site
- Date for the plans
- Contact information for architect, representative, and/or owner
- Table of Contents, listing sheets included in set
- Vicinity Map, above, may be included here
- Photos, below, may be included here

(b) Hollywoodland Specific Plan Information

Lot Area: _____ sq ft
 Footprint of Existing Structures: _____ sq ft
 Footprint of Proposed Total (Existing + New) Structures: _____ sq ft
 Hardscape*: _____ sq ft
 Landscape: _____ sq ft
 Lot coverage: Lot is _____ sq ft; lot coverage (Proposed Footprint + Proposed Hardscape*) is _____ sq ft. Actual Proposed Coverage is _____%.
 Proposed Building Height (per Building and Safety): _____ ft
 Proposed Front Yard Setback: _____ ft
 Proposed Side Yard Setbacks: _____ ft
 Proposed Rear Yard Setback: _____ ft

Parking Requirements: _____ spaces
Proposed Total Parking: _____ spaces
Total Grading Quantities (cubic yards):
Cut: _____ Fill: _____ Import: _____ Export: _____
Distance to nearest trunk line: _____ ft

(c) Proposed total (gross) Floor Area Tabulations**

Existing Structures: _____ sq ft
New Structure total: _____ sq ft
Proposed Total for Existing and New Structure**: _____ sq ft
1st / Ground Floor: _____ sq ft
2nd / Upper Level: _____ sq ft
3rd / Lower Level: _____ sq ft
Garage: _____ sq ft
Storage area(s) within Garage: _____ sq ft
Basement Storage Area(s): _____ sq ft
Accessory Building: _____ sq ft

(d) Dedication and Improvements

If not applicable, write "NONE"
Width of Dedication: _____ ft
Type of Improvement(s) Required (Curbs, gutters, etc.):
Existing Street Width: _____ ft
Street Width after Improvements: _____ ft

(e) Existing Tree and Landscape Survey

For all existing trees regardless of size, and any other significant/mature vegetation, their species and size.

- List all trees on the site:
Quantity _____ Type _____ Diameter _____ Height _____
- If there are no trees on the subject site, add to the map the following: **"There are no trees on the site."**

Definitions:

***Hardscape** is defined as elements within the landscape which are mostly impermeable (some permeable surfaces still qualify). These elements would include solid concrete paving (or tile, brick, wood, or stonework), decomposed granite or gravel beds (with binding agent) or any constructed water features, including pools and fountains.

****LAMC 12.03 defines Floor Area** as: "The area in square feet confined within the exterior walls of a building, but not including the area of the following: exterior walls, stairways, shafts, rooms housing, building-operating machinery, parking areas with associated driveways or ramps, space for landing and storage of helicopters, basement storage areas."

*****Tree Relocation and Removal:** any Significant or Native Tree(s) removed as a result of any act which will cause a native or significant tree to die, including but not limited to, acts which inflict damage upon the root system or other part of the tree by fire, application of toxic substances, operation or equipment or machinery, or by changing the natural grade of land by excavation or filling dripline areas around the trunk, or by changing the local drainage pattern, either inside or outside the dripline, such that it significantly affects the amount of water that reaches the tree root.

E-2 SITE CONTEXT: PHOTOS OF SITE AND SURROUNDING AREA WITH PHOTO REFERENCE MAP

- Photographs: Minimum of 5 photos showing North, South, East, and West of the project site. These photographs shall provide two or more views of the project site, existing improvements, views, and significant features.
- Reference Map: Map indicating with arrows from where and in what direction the photos were taken.
- A site aerial view is desirable.

E-3 TOPOGRAPHIC SURVEY

This topographic survey shall include the following information:

- The stamp, signature, and date of the licensed surveyor or civil engineer
- Address:
- Legal Description:
- Show contours at 2-foot intervals
- Scale, Graphic Scale, North/True North arrows(s) (*Graphic Scale helpful for reduced size plans*)
- Show all street centerlines, existing trees, gutters/curbs, and fire hydrants
- Lot Area: _____ sq ft
- Grade of slope (per Building and Safety calculation): _____ %

E-4 GRADING PLAN (if grading or any modification to the foundation is proposed)

The grading plan must show:

- Contours at 2-foot intervals
- Scale, Graphic Scale, North/True North arrows(s)
- Existing elevations
- Proposed elevations
- Proposed drainage system
- Total Grading Quantities (cubic yards), as applicable:
Cut: _____ Fill: _____ Import: _____ Export: _____

E-5 SITE PLAN

The site plan must show:

- Scale shall be 1/8" = 1'(architectural) or 1" = 10' (engineering) or larger for full size drawings. Plot Plan shall be accurate to within 0.1".
- Scale, Graphic Scale, North/True North arrows(s) (*Graphic Scale helpful for reduced size plans*)
- Boundary of Plot Plan shall be shown by a heavy-broken line
- Lot dimensions
- Street and other right-of-way dimensions (If a street dedication is required, show it on the plot/site plan, and show the building setback from this dedication line.)
- Street Centerline
- Names of abutting streets
- Other public rights-of-way and easements
- Granite walls and stair cases
- Gutters/curbs
- Fire hydrants
- Topography of site (where more than 5-foot elevation difference in slope); contours at a 2-foot interval. Elevation numbers represented at a minimum of every 10 feet.
- Footprint of existing structures

- Footprint of proposed project, including hardscaping
- Spot elevations at the corners of every structure, which accurately represent any grading that will occur
- Location and uses and height of all buildings and structures (including walls and fences) and structures on adjoining properties that may have a bearing on the requested action.
- Location of storage for trash and recycling bins
- Existing structures to be demolished
- Existing buildings and structures to remain
- Proposed structures to be constructed or added
- Requested change or part of project subject to approval
- The front a yard setback dimension
- Side yards setback dimensions
- The rear-yard setback dimension
- Locations of hardscape materials; please note that permeable and semi-permeable pavements are encouraged
- Location of required parking spaces (including the garage)
- All existing trees, labeled with their species and diameter
- Street Address of site
- Date on plan, including revisions
- Architect's name, stamp, license number and renewal date (where applicable)

For further guidance, you may review the Los Angeles City Planning Department Plot Plan Instructions found online at: <http://cityplanning.lacity.org> (Forms and Processes → Forms and Instructions → Plot Plan Instructions), or available at the City Planning Department.

E-6 FLOOR PLANS

For each floor or level, show:

- A key from these plans to the Elevations (E-7) and Building Sections (E-8)
- Dimensions of all structures
- Square-footage calculations: _____ sq ft
- Walls shown as double lines
- North arrow
- Street Address of project
- Scale - Not less than 1/4" = 1' or larger for full size drawings and shall be accurate to within 0.1" (*Graphic Scale helpful for reduced size plans*)
- Date on plan(s), including any revisions
- Architect's name, stamp, license number and renewal date (where applicable)

For further guidance, you may review the Los Angeles City Planning Department Floor Plan Instructions found online at: <http://cityplanning.lacity.org> (Forms and Processes → Forms and Instructions → Floor Plan Instructions), or available at the City Planning Department.

E-7 BUILDING ELEVATIONS

Show:

- Elevations of all buildings, structures, walls and fences - if new construction or exterior changes
- Building heights (including total height); include number of stories and dimensions for all heights
 - Building height of the front elevation
 - Building height of rear elevation
 - Building height of side elevations
- Indicate the lowest elevation within 5 feet of the perimeter of the building

- Indicate the highest elevation at the peak of the roof ridge (measured per Department of Building and Safety requirements LAMC Sec 12)
- Window description: materials, color, manufacturer
- Door description: materials, color, manufacturer (for exterior doors only; garage doors included)
- Description of finish of exterior or building materials
- Show front property line
- Street Address of project
- Scale shall be $\frac{1}{4}'' = 1'$ or larger for full size drawings and shall be accurate to within 0.1" (*Graphic Scale helpful for reduced size plans*)
- Date on plan(s), including any revisions
- Architect's name, stamp, license number and renewal date (where applicable)

For each material or different color, show:

- Material
- Manufacturer's name
- Color name and number

For further guidance, you may review the Los Angeles City Planning Department Elevation Instructions found online at: <http://cityplanning.lacity.org> (Forms and Processes → Forms and Instructions → Elevation Instructions), or available at the City Planning Department.

E-8 ROOF PLAN

The proposed roof plan must show:

- Slope of roof
- Gutters, downspouts, and/or scuppers
- Roofing material, and where applicable, placement pattern
- Manufacturer's name
- Color, name, and number
- Scale shall be $\frac{1}{4}'' = 1'$ or larger for full size drawings and shall be accurate to within 0.1" (*Graphic Scale helpful for reduced size plans*)
- Date on plan(s), including any revisions
- Architect's name, stamp, license number and renewal date (where applicable)

If skylights are proposed, show:

- Location, dimensions, and square footage for each skylight
- Skylight description: materials, color, manufacturer
- Total square footage for the skylights and total percentage of roof coverage for the skylights

E-9 BUILDING SECTIONS

Building sections to show (cut lines for these to be shown on E-5 Floor Plans):

- Structural relationship parallel with the finished hillside grade
- Show as much of the adjacent site as possible
- Scale shall be $\frac{1}{4}'' = 1'$ or larger for full size drawings and shall be accurate to within 0.1" (*Graphic Scale helpful for reduced size plans*)
- Date on plan(s), including any revisions
- Architect's name, stamp, license number and renewal date (where applicable)

E-10 LANDSCAPE PLANTING AND IRRIGATION PLAN (if applicable; for projects 500 sq ft or more)

- Include any existing planting scheme to remain

- Show proposed planting scheme indexed to the Planting Legend
- Show as much of adjacent site as possible
- If oak trees or other native trees are to be removed or impacted, show and label the location and size of replacement trees of the same species and submit 2 copies of a Protected Tree report prepared by a Tree Expert, as defined in Section 12.21.A.12 of the LAMC, as well as a letter from Urban Forestry recommending the necessary mitigation.
- Show **all** existing trees regardless of size, and any other significant/mature vegetation, their species and size
 1. List all trees on the site:
 - Quantity _____ Type _____ Diameter _____ Height _____
 2. Show location of each tree
 3. Identify trees being removed (see Tree Relocation and Removal Definition***)
- If there are no trees on the subject site, add to the map the following: **“There are no trees on the site.”**
- Include a proposed irrigation plan
- Show fencing, gates, pool, and other mechanical equipment enclosures, stairs, patios and exterior structures
- Include a Planting Legend, which should read as follows:

Reference Number (to Correspond with Plan)	Common Plant Name	Botanical Plant Name	Container Size (i.e., 15 gal., or 36" box, etc.)	Number to be Planted	Height and Width (at Time of Planting)	Height and Width (at Full Maturity)	Years to Reach Maturity
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For further guidance, you may review the Los Angeles City Planning Department Landscape Plan Instructions found online at: <http://cityplanning.lacity.org> (Forms and Processes → Forms and Instructions → Landscape Plan Instructions), or available at the City Planning Department.

E-11 FENCE / WALL / GATE SPECIFICATIONS AND ELEVATIONS (if applicable; may be included on E-6 Elevations)

- Height
- Materials
- Manufacturer color name and number

F-12 ARCHITECTURAL DESIGN ELEMENTS

- Shape, type and detail of balconies, columns; architectural offsets; roof treatments, including roof type, shape, and pitch; exterior wall surface treatments; rain gutter details; decorative elements; and color
- Samples of veneers, paint chips, details, etc. Photos may be appropriate
- Door and Window Schedule

G-13 DECISION LETTER(S) (if applicable)

Letters on related discretionary cases (e.g., zone variances) or the completed bond application if street improvements are required and no variance has been obtained.

E-14 3-D VIEW OR MODEL (optional)

Providing a 3-D view or model is optional but encouraged, especially for new homes.

OTHER MATERIALS:

DUPLICATE COPY OF CASE FILE FOR NEIGHBORHOOD COUNCIL—1 SET

- A duplicate copy of a case file needs to be provided in order to accept all applications
- The copy of materials needs to be in its own separate unsealed envelope

- The envelope needs to be addressed to the Neighborhood Council for which the project is located in, unsealed, postage affixed, and your own address as the return address.
- Council address is:
 - Hollywood United Neighborhood Council
 - David Schessinger, P.L.U.M. Chair (or current chair)
 - P.O. Box 3272
 - Los Angeles, CA 90078
- Contents of Duplicate Copy
 - Master Land Use Application copies
 - Exhibits and Drawings—E-1 to E-14
 - Findings/Written Documentation (if seeking a variance or exception)
 - Photos of the site
 - Environmental Assessment Form or Determination (if applicable, environmental or categorical exemptions need not be provided)

There will be no acceptance of a case file without all duplicate copies!

ADDITIONAL OTHER MATERIALS (if applicable)

Provide copies of the following (when required by City Planning staff):

- Hillside Referral Form—2 copies.** Filled-in by the Department of Public Works, the Referral Form indicates the following:
 1. Street type
 2. Road width (Sec. 12.21 A, 17 e (2))
 3. Whether the vehicular access route less is than 20 feet (Sec. 12.21 A, 17 e (3))
 4. Dedication requirements (Sec. 12.21 A, 17 e (1))
 5. Improvements requirements

If a street dedication is required, show it on the plot/site plan, and show the building setback from this dedication line (see E-4, above).
- Protected Tree Report and/or Significant Tree Report by a Tree Expert— 3 copies.** As defined in Section 12.21.A.12 of the LAMC (required for projects affecting protected native trees. See <http://asca-consultants.org/directory/> for a directory of registered experts near you).
- Urban Forestry’s Recommendation for Protected Tree Mitigation— 2 copies.** For projects moving or removing protected tree(s) (Oak, California Black Walnut, Western Sycamore or California Bay).
- Soils/Geology Report—1 copy.** For projects with grading or any modification to the foundation. If a Soil and Geology investigation report is required for the proposed project, a copy must be submitted along with the Project Permit Compliance application request. Failure to do so will cause a delay in the processing of the Environmental Assessment Form.
- Geology and Soils Report Approval Letter—2 copies.** Once the soils report is approved and a determination has been issued, a copy of the approval letter must be submitted to City Planning for the processing of the Environmental Assessment Form. Not providing the City Planning with a copy of the approval letter will result in undue delay of the environmental clearance that will affect the continued processing of the Project Permit Compliance application.
- Bureau of Engineering Land Development Group Engineering Report—2 copies.** For projects which seek a variance (through the City Planning Variance process) from the dedications required from the Hillside Referral Form. If a report of this sort is issued by the Bureau of Engineering, send 2 copies to the City Planning.

ITEMS TO BE COMPLETED AT THE TIME OF SUBMITTING APPLICATION AT THE PLANNING PUBLIC COUNTER:

- Environmental Clearance:** File for the type of environmental clearance needed for the project. All new construction will require the filing of an Environmental Assessment Form (EAF). The environmental clearance form will be issued by the planning counter staff when the case is submitted. It may be possible that your project will qualify for a Categorical Exemption. Counter Planning Staff can assist you in determining which environmental assessment will apply.
- Fees** are set by section 19.01 Q of the Los Angeles Municipal code. Checks should be made payable to the City of Los Angeles. (A copy of the most recent fee schedule can be obtained at the Planning Public Counter.)

HOLLYWOODLAND SPECIFIC PLAN APPLICATION

CPC No. _____ (PDA) Filing Date: _____
Project Address: _____ Zoning/DM: _____
Legal Description: Tract: _____ Lot: _____ Block: _____
Thomas Brothers Map: Edition: _____ Page No: _____ Grid No: _____
Project Type: New Construction _____ Addition to Building _____
Exterior Remodel _____ Accessory Structure _____

Lot Size: Width _____ Depth _____ Area _____ sq. ft. Net Acres _____

Type of Lot: (Upslope, Downslope, or Ridgeline, or Flat): _____

Width of Street in front of project site: (measured from curb or paved edge as determined by the City Engineer) _____

Existing Building Footprint: _____ sq ft New Building Footprint: _____ sq ft

Existing Floor Area*: _____ sq ft New Building Floor Area*: _____ sq ft

Accessory Building, Garage: _____ sq ft Accessory Building, Other: _____ sq ft

Proposed Building Height: _____ Proposed Number of Stories: _____

Roof Design: (Hip, Gable, Flat, etc.) _____ Roof Materials: _____

Type of Roof: (Pitched or Flat) _____ Degree of Slope: _____

Total Grading Quantities (cubic yards):

Cut: _____ Fill: _____ Import: _____ Export: _____

Ancillary Features: Walls _____ Type(s) Wall Height(s) _____

Features on Surrounding Parcels: (Height, Massing, Use) __ (remove??) _____

Applicant
Name _____
Address _____
City _____
Phone _____

Property Owner
Name _____
Address _____
City _____
Phone _____

Date Application Deemed Complete (City Use Only) _____

*LAMC 12.03 defines Floor Area as: "The area in square feet confined within the exterior walls of a building, but not including the area of the following: exterior walls, stairways, shafts, rooms housing, building-operating machinery, parking areas with associated driveways or ramps, space for landing and storage of helicopters, basement storage areas."

HOLLYWOODLAND SPECIFIC PLAN PROJECT DESIGN APPROVAL
DETERMINATION CHECKLIST

SECTION 7 AND 8 REQUIREMENTS

1. ROOF STRUCTURES Sec. 7.A

No heating, ventilation, or air-conditioning equipment installed in a new building shall be located on the roof of a house or garage. (Exceptions: solar heating panels, receiving antennas, and exhaust and plumbing vents).

ROOF STRUCTURAL ELEMENTS REQUIREMENT MET: YES___ NO___

2. FENCES AND WALLS Sec. 7.B

No new fence or new wall or addition to an existing fence shall be permitted closer than three feet from the front lot line or exceed 6-feet in height or be attached to a Granite Wall or Granite Stairway when the Wall or Stairway is located in the public right of way.

FENCES AND WALL REQUIREMENT MET: YES___ NO___

3. PARKING, OFF-STREET Sec. 7.C

Street width ___ feet.

A project** on a street that has a paved roadway width between 28 feet and 36 feet shall have one off-street parking space in addition to the requirements in the LAMC Section 12.21.

PARKING REQUIREMENT MET: YES___ NO___ N/A___

A project** on a street that has a paved roadway of less than 28 feet shall have two off-street parking spaces in addition to the requirements in the LAMC Section 12.21.

PARKING REQUIREMENT MET: YES___ NO___ N/A___

4. LANDSCAPING Sec. 7.D

50% of Front and Side Yards (for projects** as defined by the definition below)

LANDSCAPE REQUIREMENT MET: YES___ NO___ N/A___

5. STREET IMPROVEMENTS Sec. 7E.

If a project** has frontage on an unimproved public street, improvements shall be constructed or guaranteed to the satisfaction of the Bureau of Engineering. (Street improvements completed)

STREET IMPROVEMENT REQUIREMENT MET: YES___ NO___ N/A___

**In these instances, a Project does not include interior remodeling of an existing building, or any additions to an existing building, so long as the total cumulative floor area of all additions made after the effective date of this Specific Plan does not exceed 500 square feet.

6a. SETBACKS (FRONT YARD) Sec. 7F1.

Street width ____ feet.

If a project is on a lot which fronts on a standard hillside limited street, the front yard shall be the same as required by LAMC.

FRONT YARD REQUIREMENT MET: YES___ NO___ N/A___

If a project is on a lot which fronts on a sub-standard hillside limited street, there must be a front yard of at least 10 feet.

FRONT YARD REQUIREMENT MET: YES___ NO___ N/A___

Project has a minimum three foot front yard for any detached accessory one-story garage or for that portion of any building which is an attached accessory one-story garage.

FRONT YARD REQUIREMENT MET: YES___ NO___ N/A___

6b. SETBACKS (SIDE YARD) Sec. 7F2.

For any main building, each side yard must not be less than five feet.

SIDE YARD REQUIREMENT MET: YES___ NO___ N/A___

For any main building on a lot in the RE, RS, R1, and RD zones, one foot will be added to the required five-foot width of each side yard for each increment of 10 feet or fraction thereof above the first 18 feet of height of the main building.

SIDE YARD REQUIREMENT MET: YES___ NO___ N/A___

7a. HEIGHT Sec. 7G.

No building or structure shall exceed 36 feet in height as measured from the lowest grade adjacent to the exterior wall of the building or structure to the highest point of the roof structure or parapet existing wall.

HEIGHT REQUIREMENT MET: YES___ NO___ N/A___

7b. HEIGHT (45 FEET) Sec. 7G(1).

When the elevation of the highest adjoining sidewalk or ground surface is located within a five-foot horizontal distance from the exterior wall of the building exceeds the lowest grade adjacent to the exterior wall of a building by more than 20 feet, then no building or structure shall exceed 45 feet in height. The project also meets requirements of Building & Safety and the Hillside Ordinance(s).

HEIGHT REQUIREMENT MET: YES___ NO___ N/A___

7c. HEIGHT (24 FEET) Sec. 7G(2).

Within 20 feet in depth from the front lot line of a lot, the project does not exceed 24 feet in height measured from the highest point of the roof structure or parapet exterior wall to the top of the street curb elevation at the centerline of the front lot line or the street elevation if there is no curb.

HEIGHT REQUIREMENT MET: YES___ NO___ N/A___

7d. HEIGHT (Exceed Existing) Sec. 7G(3).

The project does not exceed the height of the existing building.

HEIGHT REQUIREMENT MET: YES___ NO___ N/A___

8. LOT COVERAGE Sec. 7H.

(for projects** as defined by the definition above)

No more than 30% of the lot area for buildings

Lot is _____ sq ft; main and accessory building footprint is _____ sq ft = _____% of actual coverage.

LOT COVERAGE REQUIREMENT MET: YES___ NO___ N/A___

No more than 50% of the lot area for buildings and hardscape

Lot is _____ sq ft; building footprint and paved lot coverage is _____ sq ft = _____% of actual coverage.

LOT COVERAGE REQUIREMENT MET: YES___ NO___ N/A___

9. SPRINKLER SYSTEM Sec. 8A.

Automatic fire sprinkler system is required, per the satisfaction of Building and Safety.

SPRINKLER SYSTEM REQUIREMENT MET: YES___ NO___ N/A___

10. SEWER CONNECTION Sec. 8B.

A sewer connection shall be provided for any new dwelling unit on a lot located 200 or fewer feet from a sewer mainline. Sewer connection per the satisfaction of City Engineer.

SEWER CONNECTION REQUIREMENT MET: YES___ NO___ N/A___

11. GRADING--RIDGELINE Sec. 8C.

The Natural Elevation of a Ridgeline shall not be altered by more than 5 feet and shall be retained in its natural state.

RIDGELINE REQUIREMENT MET: YES___ NO___ N/A___
(Not a ridgeline lot)

HOLLYWOODLAND DESIGN GUIDELINES WORKSHEET

Note: The applicant should review and complete the following design issue work sheet to determine if the project receives the required points. (The design issues should be noted in the Architectural plans.) Fill in the blank space under the Points Received column with the allowed Points Assigned if your project meets the respective design issue criteria:

Design Issues	Points Assigned	Points Received
1. Project utilizes no retaining walls exceeding 10-feet in height. Retaining walls required for street improvements and buried retaining walls are exempt. In addition, any stepped retaining walls are a minimum of 3-feet apart.	+5	
2. On a downslope lot, the project does not exceed 16-feet above the average curb elevation.	+5	
3. All visible retaining walls are stucco coated, or constructed of stone brick, decorative block, or masonry decorative block included slumpstone, colored block, battered concrete block, and other types of block with a finish other than standard concrete block.	+3	
4. The project will significantly reduce the offsite visual impact of retaining and/or skirt-walls with dense shrubbery and vines. Offsite visual impact is defined as wall visible from <u>any</u> point off the site.	+2	
5. The project will provide required parking in an open carport. The carport is a freestanding structure open on two or more sides.	-4	
6. The project utilizes wood windows or metal windows throughout the building with a minimum 1½ inch profile.	+4	
6a. Project utilizes metal windows less than 1¼ inch section.	-6	
7. The project will utilize horizontal aluminum siding, heavy lace stucco or medium lace stucco, or imitation masonry finish less than 2-inches thick as an exterior finish.	-5	
7a. Project utilizes steel-troweled or a sand float finish stucco where stucco is used.	+3	
8. The project will utilize chain link fencing visible from the street.	-4	
9. The project will provide a satellite antenna in excess of 4 feet in diameter that will be visible from the street.	-5	
10. The project will provide all underground utility connections.	+4	
11. All stairs visible from the public right-of-way will have closed risers.	+4	
12. The project will utilize a veneer brick material that is three (3) or more inches in thickness, or a stone veneer that is ¾ inch or more in thickness on at least 25% of each exterior elevation.	+2	
13. The project presents only one double or two single garage doors in the same plane. If separate planes are utilized, they are separated by at least 3 feet.	+5	
14. Within 15 feet of any side yard property line, the project does not exceed the height of a main structure on an abutting lot by more than 10 feet measured vertically. The applicant shall provide survey information to demonstrate compliance.	+3	

15a. The project utilizes a roof form over at least 60% of the main building which exceeds a 2 in 12 roof pitch. The roof area excludes any habitable decks.	+4	
15b. Project utilizes roll-type or cap sheet roofing (with or without rock covering) over 50% or more of the total roof area.	-5	
15c. Project utilizes at least one secondary roof form, covering 25% of the total roof area.	+3	
16. At least 75% of the windows within the project are recessed a minimum of 3 inches from the face of the wall to the face of the glass.	+5	
17a. The buildings of the project consist of three (3) or more building elements, each within its own associated roof form. A building element may also be a horizontal mass, set back or forward from the face of other masses.	+7	
17b. The project utilizes at least one projection from the main wall surface with a minimum depth projection of 3 feet, which covers more than 10% of the façade from which it projects.	+3	
18. The project legally ties two (2) or more lots.	+5	
19. The project, including attached walls taller than 6 feet, covers less than 80% of the street frontage. Retaining walls required for street improvements are exempted.	+5	
20. Habitable floor area does not exceed 2,500 square feet or 125% of the average floor area of all houses on lots within a 500 foot radius. The applicant shall provide data to demonstrate compliance.	+6	
Total Points Received	--	

Total Points Required:

Upslope Lots 35

Downslope Lots 40

Amount of Points Deficient: _____