Filing for a New Design Overlay Plan Approval Case in a Community Design Overlay (CDO) District in Northeast Los Angeles

Cypress Park/Glassell Park CDO, Fletcher Square CDO, Lincoln Heights CDO

Go to Plans & Policies → Plan Overlays → Community Design Overlays (Click on See Full List) → Lincoln Heights

You may also contact to the LA City Planning Department to get a copy; see contact info below.

If a **consultation** is needed regarding design criteria and required submittal package, or **when you are ready to file**, contact City Planning staff to schedule an appointment (see contact info below).

These instructions apply to projects as defined in the Design Guidelines that do not qualify under Minor Projects or Permit Sign-Off, also defined by the Design Guidelines. The process is called a Design Overlay Plan Approval. These instructions are in conjunction with the DCP Application Instructions (attached in this package).

Please submit **one (1) full size set of plans, 24"x36" in size** and **four (4) reduced sets of plans, 11"x17" in size**, fully dimensioned and drawn to scale. You will also need **one (1) additional set of both sizes** for the Neighborhood Council packet referenced below.

Basic Checklist for all projects, such as new homes, storefronts, and building renovations:

- Photos of existing condition
- Plot Plan/Survey of existing condition
- Plot Plan to show the proposed location of windows, doors, and parking access and relationship of these items to the configuration of the front façade and the property line, as well as the location of trash/recycling. For single family homes, paved areas/hardscape needs also to be shown.
- Elevation drawing showing dimensions
- Material specifications (manufacturer's spec sheet) or samples
- Exterior surface wall treatments, and/or roofing materials if being affected by the proposed project
- Floor Plans
- Window/door schedule showing graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed
- Color renderings
- Department of City Planning Application Form
- Project Planning Referral Form, signed by Project Planner
- Findings/Justifications. Please provide responses to the two (2) Findings/Justifications required in order to approve an application for a CDO Plan Approval which are established by the LAMC Section 13.B.2.5. of Chapter 1A.
- Mailing labels. Create labels for the owner, applicant, representative (if applicable), Council Office, local certified Neighborhood Council, all owners of properties abutting, across the street or alley from, or having a common corner with the subject property, and any interested parties. See the next page for Council District information. Refer to Mailing Procedures Form (CP13-2074) (pages 3-6) for instructions on how to prepare labels.
- Neighborhood Council (NC) packet - a copy of all the case file materials in a pre-paid, open envelope addressed to the appropriate NC. See the next page for Neighborhood Council information.
- *More detail may be required for historic buildings to determine any impact on historic features.*

Contacts:

Department of City Planning Development Services Center (Public Counter) 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (213) 978-7077 – option 7	**Department of City Planning** Central Project Planning Division 200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978-1160 – main number	**Project Planner:** Dominic Gonzalez Dominic.Gonzalez@lacity.org (213) 756-1734

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Council District information

CD 1: 200 N. Spring Street Room 460, Los Angeles, CA 90012 (Cypress Park/Glassell Park CDO, Lincoln Heights CDO)
CD 13: 200 N. Spring Street Room 480, Los Angeles, CA 90012 (Cypress Park/Glassell Park CDO, Echo Park CDO, Fletcher Square CDO)
CD 14: 200 N. Spring Street Room 425, Los Angeles, CA 90012 (Cypress Park/Glassell Park CDO)

Neighborhood Council Information

Greater Cypress Park NC, 1150 Cypress Avenue, Los Angeles, CA 90065 (Cypress Park/Glassell Park)
Glassell Park NC, 3756 W. Avenue 40, Suite K, #545, Los Angeles CA 90065 (Cypress Park/Glassell Park, Fletcher Square CDO)
Lincoln Heights NC, 3516 N. Broadway, Los Angeles, CA 90031 (Lincoln Heights CDO)