



Miracle Mile Community Design Overlay (CDO) District Filing for a New CDO Approval Case (Buildings and Tenant Spaces)

PROCESS

1. Contact Planning staff for a pre-application consultation regarding design criteria and application package.
2. Submit **pre-application materials** (see below) to the Planning staff to obtain a signed Community Planning Referral Form. This form is required when your project is located in an overlay zone.
3. Upon receipt of complete pre-application materials, the Planning staff will sign the Community Planning Referral Form.
4. Prepare a complete **application package** (see below).
5. File a Director's Determination (DIR) case for CDO approval and associated environmental clearance at the City's Development Services Center. You will need the signed Community Planning Referral Form when you file a case.
6. Final Letter Of Determination, and planning sign-off, payment of fee due prior.

PRE-APPLICATION MATERIALS (to obtain a Signed Community Planning Referral Form from Planning Staff)

- Planning Application (Form CP-7771 and Instructions are available on the City Planning website)
- Proof of Ownership (Owner Signature on the Planning Application)
- Findings
- Color photos of existing conditions
- Plans required (hard copies for final sign-off, please submit pdf copies via email for initial review)

APPLICATION PACKAGE (to file a case at the Development Services Center)

- All items in the Pre-Application Materials section
- CEQA environmental clearance with an Environmental Assessment Form (EAF) or Categorical Exemption (CE)
- Signed Community Planning Referral Form
- Photographs and an Index Map
- Vicinity Map
- Mailing labels for the owner, applicant, representative, Council Office, and any interested parties.
 - Council District 4 David E. Ryu
200 N. Spring St. Room 425
Los Angeles, CA 90012
- Certified Neighborhood Council packet – a duplicate copy of the case file in its own separate, unsealed envelope
 - Mid City West Community Council
543 N. Fairfax Avenue, Suite 106
Los Angeles, CA 90036
- Optional requirement by City Planning as requested by staff: Color renderings or photo simulation, order to comply, building permits and certificates of occupancy, Citywide Design Guidelines Checklist, Department of Transportation Referral Form.

***More detail may be required for historic buildings to determine any impact on historic features.*

***Please check the Master Land Use Application Instructions Form for details.*

PLANS REQUIRED FOR NEW CONSTRUCTION, ADDITION, ALTERATION, AND/OR TENANT IMPROVEMENT

Please submit **four (4) copies of all plan sheets, minimum 11" x 17" size**, fully dimensioned and drawn to scale.

- Vicinity Map
- Site Plan (existing and proposed)
 - Circulation showing vehicular entrances, pedestrian walkways, passenger loading zones, and parking lots and structures
- Floor Plans (existing and proposed)
 - Include utilities, storage areas, mechanical equipment, and other service areas (seating and display)
- Elevations (existing and proposed)
 - Exterior surface wall treatments, colors, and materials
- Window/Door Schedule
 - Architectural design elements, location, dimensions, and materials
 - Include manufacturer specifications sheets for all windows, glass, and doors. Glass specs must include percent visible light transmittance and percent visible light reflectance.
- Include canopies, awnings, signs and/or security grilles, if proposed as part of the project.

PLANS REQUIRED FOR CANOPIES, AWNINGS, AND SECURITY GRILLES

- Manufacturer's Spec Sheet showing structural details, materials, colors, dimensions

PLANS REQUIRED FOR SIGNS

- Color photos of all signs on the building along the street frontage
- Sign Inventory showing:
 - Address, business name, sign type, permit number, dimensions, and area for existing signs along the street frontage. Include legally non-conforming signs
 - Total combined sign area of existing and proposed signs. Include legally non-conforming signs.
 - Total combined sign area allowed along the street frontage
- Site Plan showing:
 - Location of all existing signage listed on the Sign Inventory
 - Location of proposed signage
 - Street frontage dimensions
- Elevations showing:
 - Proposed signs and dimensions
 - Existing building dimensions
 - Height to the top of the proposed sign from the grade level (sidewalk)
- Manufacturer's Spec Sheet showing:
 - Structural details
 - Materials
 - Colors
 - Dimensions including letters and logos

CONTACT

<p>Department of City Planning Development Services Center</p> <p>Metro 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (213) 482 – 7077</p> <p>Valley 6262 Van Nuys Boulevard Van Nuys, CA 91401 (818) 374 – 5050</p> <p>West Los Angeles 1828 Sawtelle Boulevard, 2nd Floor Los Angeles, CA 90025 (310) 231 – 2901</p>	<p>Department of City Planning Central Project Planning Division</p> <p>200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978 – 1160</p>	<p>City Planning Staff</p> <p>Andre Calderon andre.calderon@lacity.org (213) 978 – 1395</p>
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