

**LOS ANGELES CITY PLANNING DEPARTMENT**  
Valley District Office  
6262 Van Nuys Boulevard, Suite 351  
Van Nuys, CA 91401-2709, Phone (818) 374-5055

**Porter Ranch Land Use/Transportation Specific Plan  
(Ordinance No. 166,068. Effective August 24, 1990)**

Amended by Ordinance Nos. 173,871, 173872, and 173873  
Adopted March 28, 2001. Effective May 17, 2001.

Amended by Ordinance No. 175,070  
Adopted January 15, 2003. Effective March 9, 2003.

Amended by Ordinance Nos. 175,641 and 175,642  
Adopted November 4, 2003. Effective December 29, 2003.

PROCEDURE FOR DESIGN REVIEW BOARD APPLICATION SUBMITTAL

The Porter Ranch Land Use/Transportation Specific Plan sets forth provisions regulating development within a portion of the Chatsworth-Porter Ranch Community Plan. The Specific Plan area is divided into two major areas: (1) The Regional Center area and (2) The Single Family area. These instructions cover proposed projects in the Specific Plan area. The accompanying documents should assist the applicant in completing the design review application for these projects.

STEPS IN FILING AN APPLICATION

1. Review the Porter Ranch Land Use/Transportation Specific Plan (Ordinance No. 166,068) to insure that your proposed project is in compliance with all provisions. Copies of the Specific Plan are available at Los Angeles City Planning, Valley Office, 6262 Van Nuys Boulevard, Van Nuys or on the web <http://cityplanning.lacity.org>.
2. Fill-out the required **Master Land Use Permit Application and the Special Instructions Specific Plan Design Review Board Filing**.
3. Prepare **mailing labels of property owners and occupants** which are adjacent, abutting, across the street or alley or with a common corner. Two sets are required.
4. BTC is the City's mailing contractor for public hearing notices only. Please see the attached Mailing Procedures.
5. Assemble the required supporting materials, which include a written narrative, vicinity map, **ZIMAS map**, color photographs of the property and surroundings, color set of illustrations/drawings or plans of the proposed project, site plan, elevations, sections, and landscape plans. They must be submitted with the application for review and approval. An environmental clearance is required for this application and may be obtained at the time of filing.

6. One original of the entire application package (items 2 and 4 above) must be submitted to the City Planning Department along with ten (10) collated copies of the original application package (items 2 and 4). Once your application and design plan package are completed, please make an appointment with the City Planning staff to review your application. If your application package is complete, you can file for Specific Plan review at any Department of City Planning public counter. The fee for plan review is per Section 19.01 of the Los Angeles Municipal Code (LAMC). The current fee schedule is attached but is subject to change.

**\* Please note: Specific Plan projects must conform to all provisions of the 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 Porter Ranch Land Use/Transportation Specific Plan, the applicant is responsible for insuring that the proposed project is consistent with both the Specific Plan and all applicable provisions of the LAMC.**

## General Information

All applicants for Specific Plan review 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. Additionally, staff will be able to review the Specific Plan to insure project compliance. Early contact with staff can help avoid costly delays.

### Application Filing

The application may be filed at the Department of City Planning Valley Public Counter, 6262 Van Nuys Boulevard, Van Nuys. The application will not be considered officially on file until it is deemed complete and the required plans and information are found to fulfill the requirements of the Community Planning Bureau.

### Estimated Processing Time

The Porter Ranch Design Review Board (DRB) Meetings are scheduled for the second and fourth Thursday of the month. The completed application package must be received at the Department City Planning 15 days prior to the next scheduled DRB meeting. Once the meeting is held and a decision is made, a determination letter will be issued within five (5) days. The determination letter is considered final after a 15-day appeal period expires.

To begin the process, the applicant must submit one (1) original application package and ten (10) collated copies in order to insure that the review process will be completed in a timely manner. The application package must be received by the Department of City Planning at least 15 days prior to the next scheduled DRB meeting. The DRB members will be mailed the application packages ten days in advance of the meeting. The allotted time complies with the Brown Act and permits the Board members time to review the plans. After the DRB convenes at the scheduled meeting time and renders a decision, the Director's Design Review Determination Letter will be issued within 5 days. The Director's Determination becomes final 15 days after it is issued, when the appeal period expires.

### Final Plans

When the appeal period ends and no appeals have been filed, the applicant must return to the City Planning staff for a final review of the plans and a sign-off. No work may begin prior to obtaining a Department City Planning's sign-off on the Building and Safety worksheet. All plans for final approval must have the Director of Planning's Design Review Determination attached.

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## Attachments

- A. Master Land Use Permit Application
- B. Special Instructions Specific Plan Design Review Board Filings
- C. Mailing Procedures
- D. Fee Schedule

# MASTER LAND USE PERMIT APPLICATION

## LOS ANGELES CITY PLANNING DEPARTMENT

*Planning Staff Use Only*

ENV No.	Existing Zone	District Map
APC	Community Plan	Council District
Census Tract	APN	Staff Approval *
		Date

\* Approval for Filing by Community Planning or Division of Land Staff, When Applicable

**CASE NO.** \_\_\_\_\_

**APPLICATION TYPE** \_\_\_\_\_  
(zone change, variance, conditional use, tract/parcel map, specific plan exception, etc.)

**1. PROJECT LOCATION AND SIZE**

Street Address of Project \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Tract \_\_\_\_\_  
 Lot Dimensions \_\_\_\_\_ Lot Area (sq. ft.) \_\_\_\_\_ Total Project Size (sq. ft.) \_\_\_\_\_

**2. PROJECT DESCRIPTION**

Describe what is to be done: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Plan Check No. (if available) \_\_\_\_\_ Date Filed: \_\_\_\_\_

- Check all that apply:
- |   |  |                                      |                                     |
|---|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Alterations | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Commercial       | <input type="checkbox"/> Industrial    | <input type="checkbox"/> Residential |                                     |
- Additions to the building:
- |                               |                                |                                 |                                    |
|-------------------------------|--------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Rear | <input type="checkbox"/> Front | <input type="checkbox"/> Height | <input type="checkbox"/> Side Yard |
|-------------------------------|--------------------------------|---------------------------------|------------------------------------|

**3. ACTION(S) REQUESTED**

Describe the requested entitlement which either authorizes actions **OR** grants a variance:

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_  
 \_\_\_\_\_

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_  
 \_\_\_\_\_

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_  
 \_\_\_\_\_

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_  
 \_\_\_\_\_

List related or pending case numbers relating to this site:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. SIGNATURES** of adjoining or neighboring property owners in support of the request; not required but helpful, especially for projects in single-family residential areas. (Attach sheet, if necessary)

NAME (Print)	SIGNATURE	ADDRESS	KEY # ON MAP

**5. OWNER/APPLICANT INFORMATION**

Applicant's Name \_\_\_\_\_ Company \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner's Name (if different than applicant) \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person for project Information \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**6. APPLICANT'S AFFIDAVIT**

- Under penalty of perjury the following declarations are made:
- a. The undersigned is the owner or lessee if entire site is leased, or authorized agent of the owner with power of attorney or officers of a corporation (submit proof). (NOTE: for zone changes lessee may not sign).
  - b. The information presented is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Subscribed and sworn before me this (date): \_\_\_\_\_  
 \_\_\_\_\_  
 Print: \_\_\_\_\_ In the County of \_\_\_\_\_, State of California  
 \_\_\_\_\_  
 Date: \_\_\_\_\_ **Notary Public** \_\_\_\_\_  
 \_\_\_\_\_ Stamp: \_\_\_\_\_

**7. ADDITIONAL INFORMATION/FINDINGS**

In order for the City to render a determination on your application, additional information may be required. Consult the appropriate "Special Instructions" handout. Provide on attached sheet(s) this additional information using the hand-out as a guide.

NOTE: All applicants are eligible to request a one time, one-year only freeze on fees charged by various City departments in connection with your project. It is advisable only when this application is deemed complete or upon payment of Building and Safety plan check fees. Please ask staff for details or an application.

*Planning Staff Use Only*

Base Fee	Reviewed and Accepted by	Date
Receipt No.	Deemed Complete by	Date

## **SPECIAL INSTRUCTIONS**

### **SPECIFIC PLAN DESIGN REVIEW BOARD FILINGS LOS ANGELES DEPARTMENT OF CITY PLANNING**

**(Except Mulholland Scenic Parkway DRB, HollywoodLand DRB,  
North University Park DRB, and Park Mile DRB)**

#### **Instructions**

1. 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.
2. Contact the Specific Plan's staff person by phone or e-mail to schedule an appointment to submit your application.
3. Fees are set by Section 19.01 Q of the Los Angeles Municipal Code. Contact the Department of City Planning Public Counter for current fees (213) 482-7077 or (818) 374-5050). Checks should be made payable to the City of Los Angeles.
4. All submitted application materials, drawings, plans, etc. should be on 8 ½" x 11", 8 ½" x 14" or 11" x 17" (and folded in half) paper. Oversize plans submitted should be folded down to approximately 8 ½" x 14".
5. Bring one set of the original size plans, drawings and/or models, and color/material sample board to the Design Review Board meeting for which your case is scheduled.
6. Once your item is set on the DRB agenda, you are required to post a legal hearing notice, provided by the Department of City Planning, on your property at least five days prior to the meeting. Proof of posting must also be furnished to the Specific Plan project planner.
7. Prior to filing your application with the Planning Department, you are required to submit one set of self-adhesive mailing labels, plus a copy of the labels, directly to BTC (City's official mailing contractor), and obtain a receipt. This receipt is required as part of your initial filing package submitted to the Planning Department. Note: see the Mailing Procedures handout and instructions on the following page for details regarding mailing labels and index map.
8. Optional Preliminary Design Review. If applicants are filing for a Preliminary Design Review, refer to instructions on page 3.

## **Required documents/forms for Final Design Review application submittal:**

- " **The Master Land Use Permit Application, signed and notarized by the property owner(s).**
- " **Environmental Clearance.** (Projects entitled to exemptions are issued an environmental clearance over the counter at the time of filing.)
- " **Any Information** on related discretionary cases (e.g., Conditional Use Permits, zone variances).

## **Please provide 1 copy \* of the following to City Planning staff:**

- " **Mailing labels, Index map, and Perjury Statement**  
 Names and addresses of the applicant(s), project's property owner(s), architect, and/or representatives on self-adhesive labels.  
 Names and addresses of the **owners** of all properties adjacent, abutting, with a common corner, across streets and alleys, on self-adhesive labels.  
 Names and addresses of **all occupants or tenants** adjacent, abutting, with a common corner, across the street or alley, on self-adhesive labels. If the properties are not owner-occupied, mailing labels must be provided for these sites.  
 Name and address of the Certified Neighborhood Council.  
 Signed and dated Perjury statement.  
 Index Map or Key Map matching lots to address labels.  
 BTC Receipt

\* Prior to filing application, Applicants must provide to BTC (or hire BTC to produce) one set of self adhesive labels, plus one copy of those labels, and obtain a receipt from BTC. See Mailing Procedures handout for more information.

## **Please provide 11 collated copies of the following:**

- " **Written narrative** describing the nature of the project, addressing the Specific Plan design criteria and guidelines, and presenting findings regarding the project's consistency with the Specific Plan.
- " **Vicinity Map**, with scale and directional arrow, indicating the location of the project site in relation to nearby streets.
- " **District/ZIMAS Map** indicating the project's location, zoning, and related cases.
- " **Color photographs** (with index map indicating where photos were taken) showing the existing site situation; the project site, surrounding areas and buildings, to clearly represent the context of the proposed project.
- " **Colored renderings or drawings** of the proposed project, include finish details. Call out specific products and materials proposed, and state the manufacturer's name, and color number, for colors proposed.



- " **Site Plan** (s) of appropriate scale that clearly represents all the features of the site and significant design issues. If the scope of work is significant, or the project is complex, it may be necessary to provide two Site Plans; one showing the existing site situation, and the second showing proposed changes. To include:
  - Existing and proposed dimensions of improvements
  - Lot lines
  - Scale
  - North arrow
  - Buildings, structures, walls, fences, significant trees
  - Abutting sidewalks and streets
  
- " **Floor Plans** of appropriate scale, including all significant items or floor levels necessary to clearly represent design intent. Show dimensions for all stories and levels.
  
- " **Elevation Drawings** of appropriate scale, including all sides of the item(s) or building(s) to clearly represent design intent. Show fully dimensioned height and width of item(s) or building(s).
  
- " **Section Drawings**, of appropriate scale, show fully dimensioned height and width of item(s) or building(s), and lot contour and elevation lines.
  
- " **Sign Plan**, (if applicable) indicating proposed sign(s), fully dimensioned, and all existing signs on the property.
  
- " **Landscape Plans** showing:
  - Planting locations
  - Names of plant materials, common and scientific.
  - Quantity of each plant material.
  - Approximate size of plant materials at time of planting and at maturity.
  - Time of plant materials to reach maturity.
  - Proposed irrigation plan.

**Please bring one copy of the following to the DRB meeting:**

- Color chips and materials board.
- Display drawings and photographs.
- Originals size plans, drawings, and/or models.
- Certification of on-site notification posting.

- d. **Boundary Line:** Property Boundary of Plot Plan shall be shown by a heavy-broken line and clearly labeled.
- e. Names of abutting streets
  
- f. **Dimensions:** Dimensions shall be provided for all important measurements, including:
  - 1) Yards, setbacks, building or structure height, building footprints, other key features (as applicable to the request)
  - 2) If there is more than one zone classification on the subject property, the zone boundary and dimensions shall be indicated.
- g. **Area Calculations:** Square-footage calculations for all notable areas (e.g., main and accessory structures, landscape area, common and private open space, lot coverage, etc.)
- h. Floor Area Ratio (FAR) calculations
  
- 4. **Plot Plan** must clearly and completely show the intent of the project and its uses and their locations on the site. Clearly label, identify and differentiate the following features (and include dimensions for important distances):
  - a. Location and uses of all buildings and structures (including walls and fences):
    - 1) Existing structures to be demolished and existing structures to remain
    - 2) Proposed structures to be constructed or added
  - b. Parking / Loading:
    - 1) Parking areas (including stalls), on-site circulation, and access to the site
    - 2) Parking table (number of existing stalls, number required by Zoning Code, Specific Plan or pursuant to Advisory Agency parking policy, and proposed number of parking stalls to be provided -- indicate any applicable parking ratio formulas)
    - 3) Location of residential guest parking stalls
    - 4) Loading areas -- dimensions and access driveways
    - 5) Mixed use projects – location of residential and non-residential parking areas, loading area(s)
  - c. Open Space, Landscape and Hardscape Areas & Color Building Renderings
    - 1) Depict landscape (planting) and hardscape areas where site is not covered by buildings or structures and provide square footage totals, including any qualifying required Open Space.
      - At minimum, depiction of landscape areas should illustrate a concept of plant materials, location, spacing and size at planting.
      - Significant development projects requiring Commission review, including but not limited to Site Plan Review and Tract/Parcel Map cases shall include at minimum the following: Planting Plan with Landscape certification (Ord. 170978) with a plant list referencing common and scientific names of plants, quantities of plant materials, and size at time of planting; and Irrigation plan with Water management certification (Ord. 170,978). (See Landscape Plan Instructions)
    - 2) Open Space table indicating square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
    - 3) Colored building renderings or colored building elevations, showing proposed project in conjunction with proposed landscaping, shall be submitted for all significant development projects requiring Commission review, including but not limited to Site Plan Review cases.
  - d. Alleys and other public rights-of-way and easements
  - e. Topography of site (where more than 5-foot elevation difference in slope). Plot Plan shall be superimposed on a contour map showing site topography. If the proposed project includes Site Plan Review findings or is a big development project then a certified topographic map shall also be provided.
  - f. Off-site signs location(s), dimensions, and whether or not sign(s) exists, is to be retained, moved, changed or removed. **(Please be aware of additional notice requirements on sites with off-site signs. See “Mailing Procedures” instructions.)**

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# Plot Plan Instructions

Los Angeles City Planning Department

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Plot Plans submitted to City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the City's web site (go to [www.lacity.org/PLN](http://www.lacity.org/PLN) and choose Forms/Procedures) and at the Planning Department Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

**NOTE: Counter staff will not accept an application if it determines that the Plot Plan is not legible or is otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size.** Include only information necessary to depict the project and its setting (do not include mechanical drawings). **A Plot Plan that does not substantially conform with these instructions, or is unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.**

**1. Boundaries**

Plot Plan shall include all property in the project site or ownership (whichever is larger) unless written permission has been obtained from a Public Counter staff supervisor to include an area less than the entire site or ownership. If the project is located on only a portion of a larger site, indicate those portions of the site that are not a part of the project.

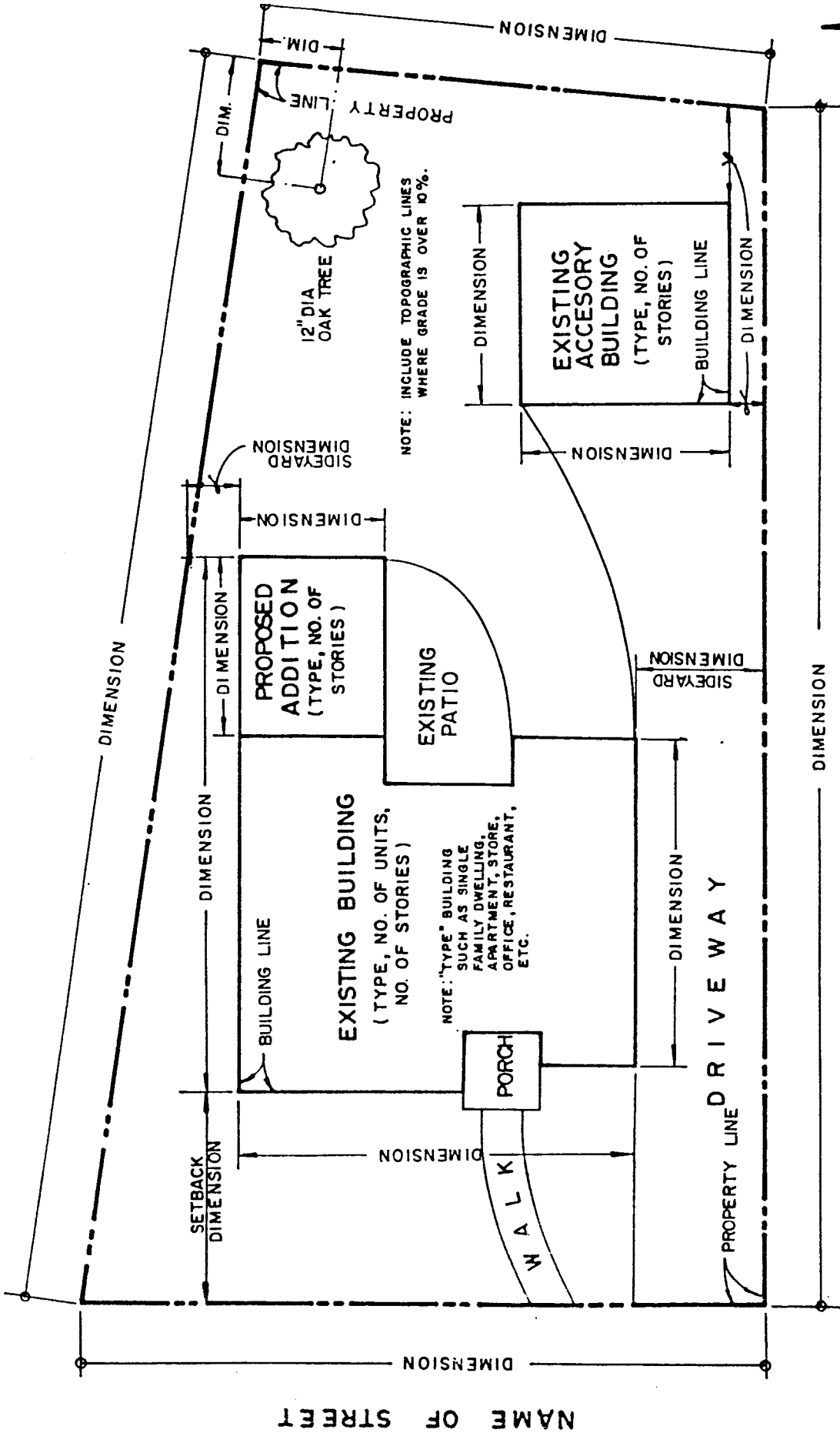
**2. Size and Number of Copies**

- a. Full size Plot Plans, folded to 8½" x 11" size. Must be scaled and include graphic scale.
  - Two (2) copies
- b. Reduced Plot Plans on 11"x17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies for distribution to the applicable decision maker and support staff, as follows:
  - City Planning Commission (CPC) -- Fifteen (15) copies
  - Area Planning Commission (APC) -- Nine (9) copies
  - Zoning Administrator (ZA) -- Four (4) copies
  - Deputy Advisory Agency (DAA) -- Four (4) copies
  - Director's Determination (DIR) -- Two (2) copies
- c. Reduced Plot Plans on 8.5"x11" standard paper. Include graphic scale.
  - Two (2) copies

**3. Technical Requirements**

- a. **Scale:**
  - 1) All plans shall indicate a scale and display a graphic scale
  - 1) Plot Plan shall be accurate to within 0.1"
  - 2) Full size plans shall be at a scale of 1/16"=1' or larger (if not possible, see 3.a.4. below)
  - 3) Full size plans for large sites (over 2 acres) may be provided at a scale smaller than 1/16"=1', provided, additional plans of key areas are provided at 1/16"=1' scale.
  - 4) Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale but do not need to be reduced to scale.
- b. **Orientation:** North shall be shown and oriented towards the top of the page. True north shall be indicated.
- c. **Location:** the site address(es) and legal description(s) - including Arb number(s).

- g. **Protected Trees.** Identify and label on the site plan any of the following Southern California native tree species, which measures four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree: a) Oak tree including Valley Oak (*Quercus lobata*) and California LiveOak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus dumosa*); (b) Southern California Black Walnut (*Juglans californica* var. *californica*); (c) Western Sycamore (*Platanus racemosa*); (d) California Bay (*Umbellularia californica*). (Ordinance 177,404, effective 4/23/2006)
5. **Adjoining land uses.** Show the location, uses, yards/setbacks, height and footprint of buildings and structures on adjoining properties that may be affected by the requested action (e.g., involving a change or variation from existing regulations on use, density, land use intensity, height, yards, open space, landscaping or building setbacks.)
6. **Other Drawings to accompany Plot Plan**
- a. Elevations of all buildings, structures, walls and fences - **if** new construction or exterior change
  - b. Cross-Sections - **if** the project involves multiple levels and/or subterranean/basement floors which can only be shown through a section cut of the property.
  - c. Floor Plans - **if** the nature of the request involves knowing the interior lay-out of a project. Floor Plan(s) must show proposed arrangement of rooms and location of various activities. Restaurant, bar, night club or similar establishments require floor plans.
  - d. Color building renderings / landscape plans - **if** required. (See 4.c.3 above)
  - e. Certified Topographic Map - **if** there is more than 5-foot elevation difference in slope **and** project requires a Site Plan Review or is a big development project. (See 4.e above)



PROJECT ADDRESS: \_\_\_\_\_

NAME OF STREET  
(IF APPLICABLE)

# PLOT PLAN

SCALE: (NOT LESS THAN 1/16"=1')

LEGAL DESCRIPTION:

LOT — BLOCK —  
TRACT —

NOTE: METES AND BOUNDS DESCRIPTION  
OF EXISTING PARCEL OR LOT SPLITS  
MUST BE ATTACHED TO THE APPLICATION.

CASE NO. \_\_\_\_\_

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# Elevation Instructions

## Los Angeles City Planning Department

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Elevations submitted to the City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the Los Angeles City Planning Department's web site (go to [www.lacity.org/PLN](http://www.lacity.org/PLN) and choose Forms/Procedures) and at the City Planning Department Public Counters, located at 201 N. Figueroa Street, 4<sup>th</sup> Floor, Los Angeles CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

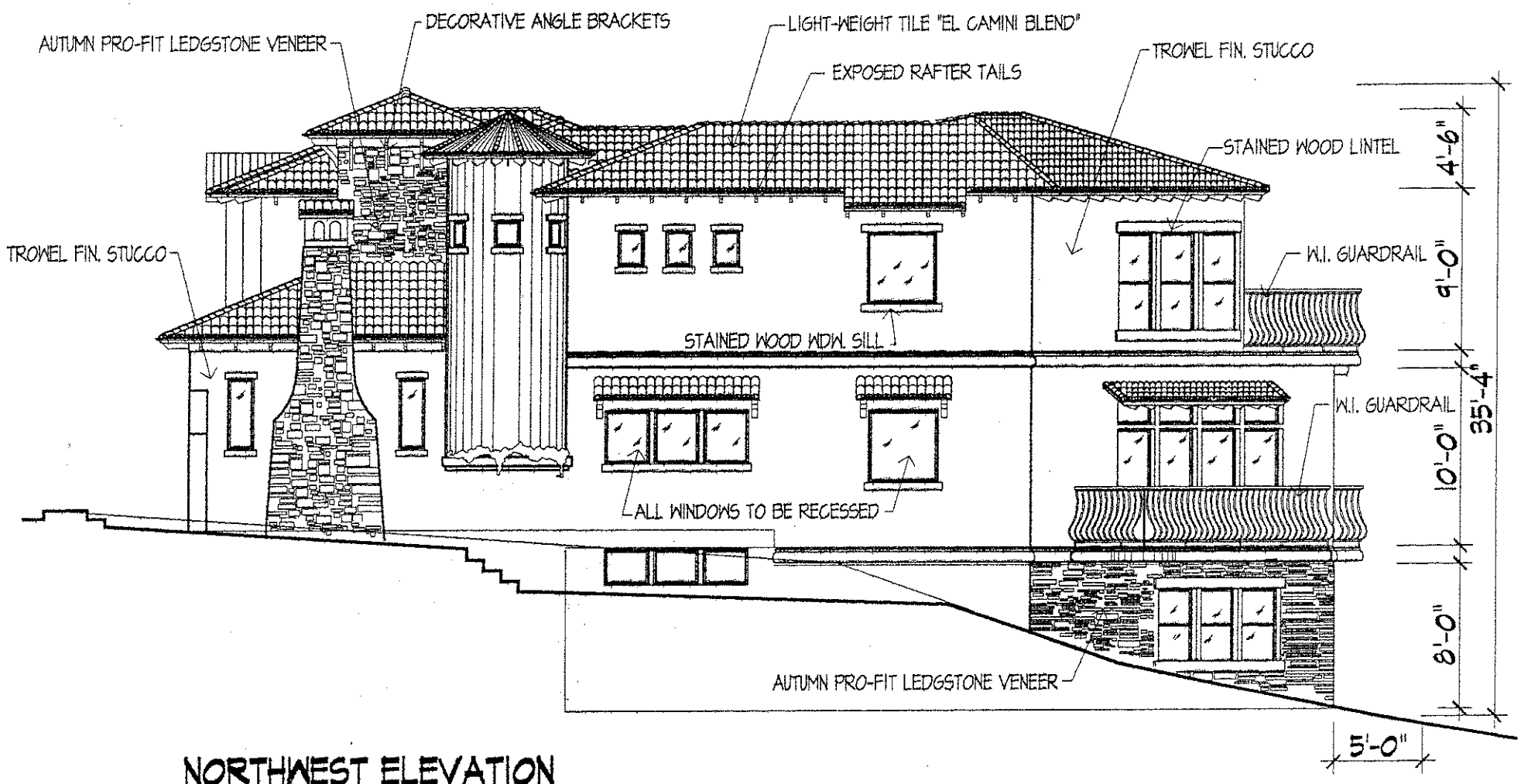
**NOTE: Counter staff will not accept an application if the Elevations are not legible or are otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size. Elevations that do not substantially conform with these instructions, or that are unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.**

1. **When Elevations are required.** Elevations can be required by City Planning Department staff as needed to illustrate and communicate the details of any case. Elevations must accompany the following applications:
- a. New construction projects, including additions;
  - b. Over height fences - show all dimensions including lighting fixtures, pillars, and gates – indicate materials used;
  - c. Commercial Corner and Mini Shopping Centers - show doors, windows, facade mounted signs and building height; include walls, fences and pole signs - demonstrate the project will meet the transparent window requirement of Sec. 12.22.A.23(a)(8);
  - d. Building height waivers;
  - e. Site Plan Review (any project which creates or results in an increase of 50,000 gross square feet or more of nonresidential floor area, or creates or results in an increase of 50 or more dwelling units or guest rooms, or combination thereof)
  - f. Projects requiring review for the following: Design Review Boards, Community Design Overlay Zones, Pedestrian Oriented Districts, Historic Preservation Overlay Districts and Sign Districts;
  - g. Billboards, roof signs, off-site signs or pole signs (include height, size, materials, colors, lighting plan and both sides of two-sided signs);
  - h. Wireless sites (including Plan Approvals) showing building, roof and pole mounted antennas, microwave or satellite dishes, as well as at-grade or roof mounted cables, equipment cabinets, power generators, air conditioners, underground vaults, etc.;
  - i. Yard cases where the height of the building must be determined to calculate the yard requirement; and
  - j. Transitional height cases where the distance from certain residential zones determines the code permitted height.
2. **Size and Number of Copies**
- a. Full size elevations folded to 8½" x 11" size. Must be scaled and include graphic scale.
    - Two (2) copies
  - b. Reduced elevations on 11" x 17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies based on application to one of the following decision makers.
    - City Planning Commission (CPC)--Fifteen (15) copies
    - Area Planning Commission (APC)-- Nine (9) copies
    - Zoning Administrator (ZA)-- Four (4) copies
    - Deputy Advisory Agency (DAA)-- Four (4) copies
    - Director's Determination (DIR)-- Two (2) copies
  - c. Reduced elevations on 8½" x 11" standard paper. Include graphic scale.
    - Two (2) copies

3. **Technical Requirements.**

Technical issues regarding how the City measures height and all other dimensions are determined by the Department of Building and Safety. Contact the Case Managers Unit of the Department of Building and Safety at (213) 482-6864 for a preplan check to determine if the dimensions on the project Elevations will meet City standards for measurement. The additional following requirements also apply:

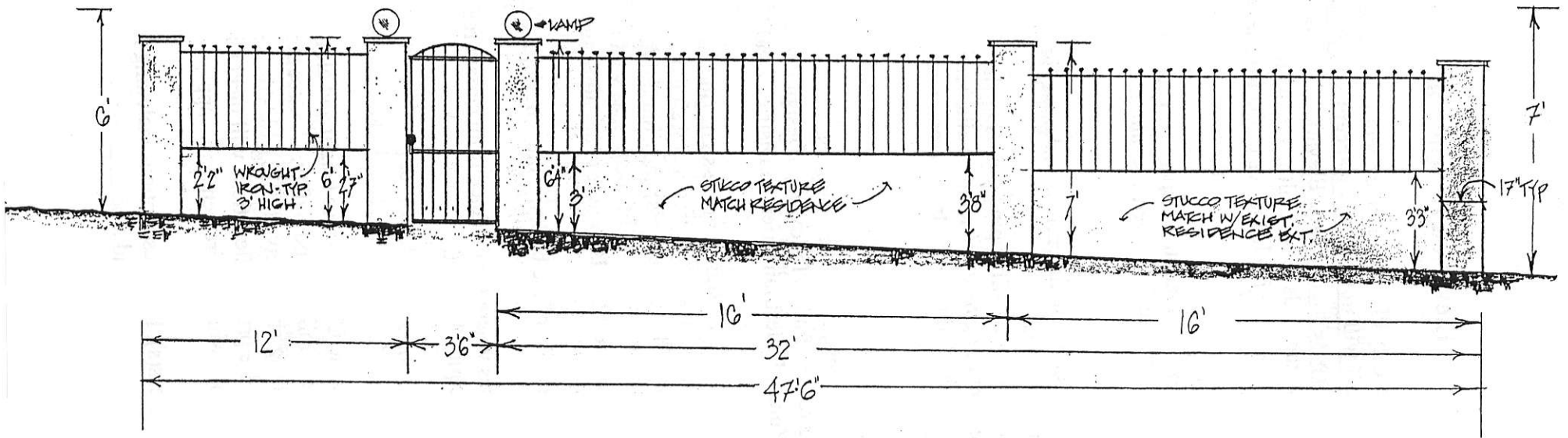
- a. **Scale:** the scale shall be 1/16" = 1' or whatever scale produces a readable illustration. The Elevation shall be consistent with the accompanying Plot Plan and Photo Simulations.
- b. **Location:** the site address(s) and legal description(s) - including Arb number(s).
- c. **Labeling:** Elevations for all sides of the buildings must be provided and all views and major features must be labeled, including which side of the project is being illustrated (north, south, east and west elevations, etc.).
- d. **Dimensions:** Elevations shall be fully dimensioned so that all relevant measurements can be read even if an Elevation is reproduced at a different scale from the original. Accessory structures shall have the same dimension requirements as the main structure. Include number of stories and dimensions for all heights. Required dimensions include height and width of the following items:
  - The lowest elevation within 5 feet of the perimeter of the building;
  - The highest elevation for purposes of determining maximum building height as measured per Department of Building and Safety requirements and as defined by LAMC Section 12.03;
  - Height to the highest point of the roof and all roof structures and width of the yards;
  - Wireless facilities at ground or roof levels;
  - Additions proposed to be attached to a building facade;
  - Any screening treatment including existing or proposed landscaping that will be used to screen wireless equipment or comply with other code requirements;
  - Each floor or mezzanine;
  - Poles or signs including those attached to the facade or roof. Roof signs, pole signs and billboards must show both sides;
  - Windows and doors for purposes of calculating the percentage of transparent windows or other design requirements related to fenestration;
  - Facade texture, color or material changes for purposes of determining compliance with building articulation and design standards (for all projects requiring Site Plan Review determinations or findings, or where required by Code or Ordinance);
  - Fences, walls, berms, barriers, including lighting fixtures, pillars, and gates. Fences including gates need only show the side viewed from the street or public right of way; and
  - Height and width of porches, decks or other additions attached to or projecting from a structure.
- e. **Building Materials:** Elevations shall indicate all building material types and colors including any sustainable features of the project. (for all projects requiring Site Plan Review determinations or findings, or where required by Code or Ordinance).



**Typical Architectural Elevation**



FRONT ELEVATION - 1/4 SCALE  
PROPOSED FENCE



Typical Fence Elevation

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# Landscape Plan Instructions

Los Angeles City Planning Department

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Landscape Plans submitted to City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the City's web site (go to [www.lacity.org/PLN](http://www.lacity.org/PLN) and choose Forms/Procedures) and at the Planning Department Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

**NOTE: Counter staff will not accept an application if it determines that the Landscape Plan is not legible or is otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size.** Include only information necessary to depict the project and its setting (do not include mechanical drawings). **A Landscape Plan that does not substantially conform with these instructions, or is unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.**

**1. Boundaries**

Landscape Plan shall include all property in the project site or ownership (whichever is larger) unless written permission has been obtained from a Public Counter staff supervisor to include an area less than the entire site or ownership. If the project is located on only a portion of a larger site, indicate those portions of the site that are not a part of the project.

**2. Size and Number of Copies**

- a. Full size Landscape Plans, folded to 8½" x 11" size. Must be scaled and include graphic scale.
  - Two (2) copies
- b. Reduced Landscape Plans on 11"x17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies for distribution to the applicable decision maker and support staff, as follows:
  - City Planning Commission (CPC) -- Fifteen (15) copies
  - Area Planning Commission (APC) -- Nine (9) copies
  - Zoning Administrator (ZA) -- Four (4) copies
  - Deputy Advisory Agency (DAA) -- Four (4) copies
  - Director's Determination (DIR) -- Two (2) copies
- c. Reduced Landscape Plans on 8.5"x11" standard paper. Include graphic scale.
  - Two (2) copies

**3. Technical Requirements**

- a. **Scale:**
  - 1) All plans shall indicate a scale and display a graphic scale
  - 2) Full size plans shall be at a scale of 1/16"=1' or larger (if not possible, see 3.a.4. below)
  - 3) Full size plans for large sites (over 2 acres) may be provided at a scale smaller than 1/16"=1', provided, additional plans of key areas are provided at 1/16"=1' scale.
  - 4) Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale but do not need to be reduced to scale.
- b. **Orientation:** North shall be shown and oriented towards the top of the page. True north shall be indicated.
- c. **Location:** the site address(es) and legal description(s) - including Arb number(s).
- d. **Boundary Line:** Property Boundary of Plot Plan shall be shown by a heavy-broken line and clearly labeled.
- e. Names of abutting streets
- f. **Landscape, Hardscape, and Open Space Areas:** Depict landscape(planting) and hardscape areas where site is not covered by buildings or structures and any qualifying required Open Space.
  - 1) At minimum, depiction of landscape areas should illustrate a concept of plant materials, location, spacing and size at planting.
  - 2) Significant development projects requiring Commission review, including but not limited to Site Plan Review and Tract/Parcel Map cases shall include at minimum the following:
    - plant list referencing common and scientific names of plants,
    - quantities of plant materials, and
    - size at time of planting.

- g. **Dimensions:** Dimensions shall be provided for all important measurements, including: yards, setbacks, building or structure height, building footprints, open space areas, landscape (planting) areas, hardscape areas, and other key features (as applicable to the request)
- h. **Area Calculations:** Square-footage shall be calculated and noted for:
  - 1) Landscaped area (entire site, minus all structures)
  - 2) Open space area, including: private open space, common open space, landscaping of common open space, recreation rooms (if required)
- i. **Identify** the location, size and name of trees that are:
  - 1) Existing trees to be retained
  - 2) Replacement trees to be added
- j. Parking areas, loading areas, driveways, walkways, horsekeeping areas/trails.
- k. Location and uses of all buildings and structures (including walls and fences):
  - 1) Existing structures to be demolished and existing structures to remain
  - 2) Proposed structures to be constructed or added
- l. Alleys and other public rights-of-way and easements
- m. **Topography** of site (where more than 5-foot elevation difference in slope). Plot Plan shall be superimposed on a contour map showing site topography. If the proposed project includes Site Plan Review findings or is a big development project then a certified topographic map shall also be provided.
- n. **Protected Trees.** Identify and label on the site plan any of the following Southern California native tree species, which measures four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree: a) Oak tree including Valley Oak (*Quercus lobata*) and California LiveOak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus dumosa*); (b) Southern California Black Walnut (*Juglans californica* var. *californica*); (c) Western Sycamore (*Platanus racemosa*); (d) California Bay (*Umbellularia californica*). (Ordinance 177,404, effective 4/23/2006)

4. **Other Drawings to accompany Landscape Plan**

- a. **Irrigation Plan**
- b. **Open Space Plan** (can often be included as part of Landscape Planting Plan; may need to address the affordable housing incentives/density bonuses ordinance, Ord. 170,764)
- c. **Open Space Table** indicating square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
- c. **Tree Report and Grading Plan - if required**
- d. **Colored building renderings** or colored building elevations, showing proposed project in conjunction with proposed landscaping, shall be submitted for all significant development projects requiring Commission review, including but not limited to Site Plan Review cases.

## MAILING PROCEDURES

There are two types of mailings for public hearings; those for ABUTTING OWNERS and for PROPERTY OWNERS AND OCCUPANTS.

1. Names and addresses of property owners are to be obtained only from the City Clerk's Land Records Division, 7th Floor, 201 N. Figueroa Street.
2. The list of persons to be notified for public hearings depends upon the type of application filed but will be either the ABUTTING OWNERS or PROPERTY OWNERS AND OCCUPANTS lists. Please refer to the instructions for each application to determine which mailing list is used. *In any case if an off-site sign is located on a site for which a hearing is being noticed or action taken, the person(s), organization or company that has a legal interest in, owns or leases the sign shall be notified of the impending hearing or the action taken or proposed.*
3. BTC is the City's mailing contractor for public hearing notices only. BTC offers the option of either preparing the mailing labels from a list of names provided by the applicant, or accepting labels prepared by the applicant ready for mailing. Refer to the attached sample for the label format BTC requires. BTC fees are different for each option. Whichever option is chosen, a copy of the mailing list must be submitted with the application.

**Downtown L.A.:**

201 N. Los Angeles St., Suite 13A  
Los Angeles, CA 90012  
Tel: (213) 617-9600  
Fax: (213) 617-9643  
bettertc@aol.com

**Van Nuys:**

14540 Sylvan St., Suite A  
Van Nuys, CA 91411  
Tel: (818) 779-8866  
Fax: (818) 779-8870  
bettertc@aol.com

**Fees:**

Labels and mailing....\$ 1.45/address  
Appeals.....\$ 1.25/address  
Mailing only.....\$ 1.10/address  
Sign posting fee.....\$60.00/sign

**Hours:**

8 AM–12 noon, 1 PM–4 PM  
Monday–Friday  
Closed all City holidays

4. Mailing labels must be on 8½ x 11-inch sheets of self-adhesive (peel and stick) paper. Labels which require cutting, moistening, etc. or large, oversize labels are NOT acceptable. All labels must be TYPED.
5. Mailing labels for the property owner, applicant, and representative must be include in each mailing list and marked accordingly. **IF THEY DO NOT HAVE A LABEL, THEY MAY NOT GET NOTIFIED OF THE HEARING.**
6. For ABUTTING OWNERS LIST: names and addresses of abutting property owners include owners of properties across the street or alley or having a common corner with the subject property. A number next to each name on the list keyed to the required district map, must be indicated.
7. For PROPERTY OWNERS AND OCCUPANTS LIST: an ownership number must be clearly displayed with each name. The mailing labels and ownership number must be prepared in accordance with the instructions in the radius map booklet.

**EXAMPLE OF PROPERTY OWNERS MAILING LABELS FORMAT**

<p>1 Owner JOSEPH L PITTARIO 123 MAIN STREET LOS ANGELES CA 90012</p>	<p>2 Applicant GEOFFREY B HARRISON 21421 MINNEHAHA STREET CHATSWORTH CA 91311</p>	<p>3 Representative CHARLES KLOSS 21423 SAN JOSE STREET CHATSWORTH CA 91311</p>
<p>4 EVERETT L MILLER 22410 SAN JOSE STREET CHATSWORTH CA 91311</p>	<p>5 PERPETUAL SAVINGS AND LOAN ASSOC 97 WILSHIRE BOULEVARD CHATSWORTH CA 90212</p>	<p>6 ALFRED C LOPEZ 10241 JORDAN STREET CHATSWORTH CA 91311</p>
<p>7 JOHN S SMITH 10242 JORDAN STREET CHATSWORTH CA 91311</p>	<p>8 JANE DOE 10245 JORDAN STREET CHATSWORTH CA 91311</p>	<p>9 MICHAEL JOHNSON 10461 ETON STREET CHATSWORTH CA 91311</p>

**EXAMPLE OF OCCUPANTS MAILING LABELS FORMAT**

<p>1 OCCUPANT 21413 MINNEHAHA STREET CHATSWORTH CA 91311</p>	<p>2 OCCUPANT 21421 MINNEHAHA STREET NO 1 CHATSWORTH CA 91311</p>	<p>2 OCCUPANT 21421 MINNEHAHA STREET CHATSWORTH CA 91311</p>
<p>3 OCCUPANT 22410 SAN JOSE STREET NO A CHATSWORTH CA 91311</p>	<p>4 OCCUPANT 12410 SAN JOSE STREET NO B CHATSWORTH CA 91311</p>	<p>5 OCCUPANT 12415 SAN JOSE STREET CHATSWORTH CA 91311</p>
<p>13 OCCUPANT 10242 JORDAN STREET NO 1 CHATSWORTH CA 91311</p>	<p>15 OCCUPANT 10242 JORDAN STREET NO 2 CHATSWORTH CA 91311</p>	<p>21 OCCUPANT 10461 SAN JOSE STREET CHATSWORTH CA 91311</p>

**BTC REQUIRES THE FOLLOWING:**

- 8. Typed list of names on labels (ABUTTING OWNERS or PROPERTY OWNERS AND OCCUPANTS LIST) or names for BTC to prepare labels
  - 9. One copy of list
- One copy of the Perjury Statement.
- One copy of an 8½ x 11-inch reduced plot plan for ABUTTING OWNERS LIST
- One photocopy of an 8½ x 11-inch reduced radius map for PROPERTY OWNERS AND OCCUPANTS LIST
- One full-size print of the radius map for PROPERTY OWNERS AND OCCUPANTS LIST



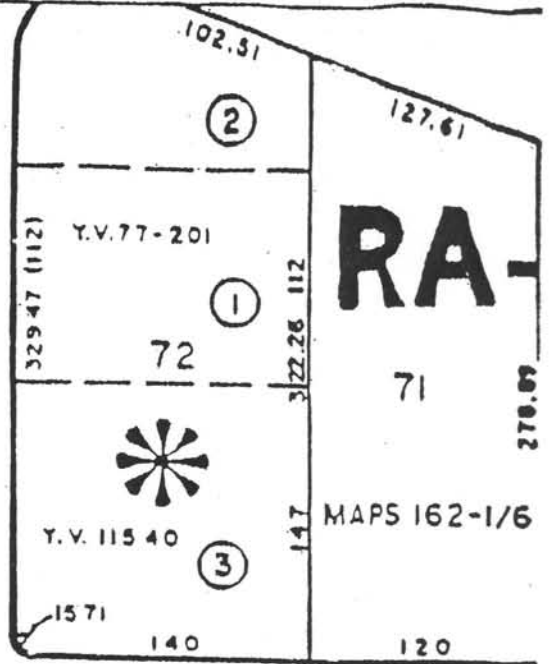
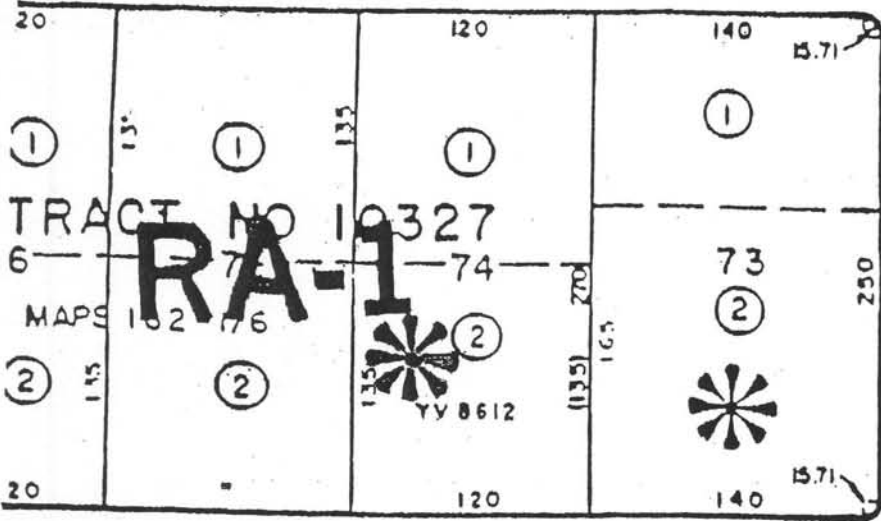
PROPERTY OWNERS  
AND INTERESTS Required

# D.M. 7272

(175) 120    30    35    260

### TIARA

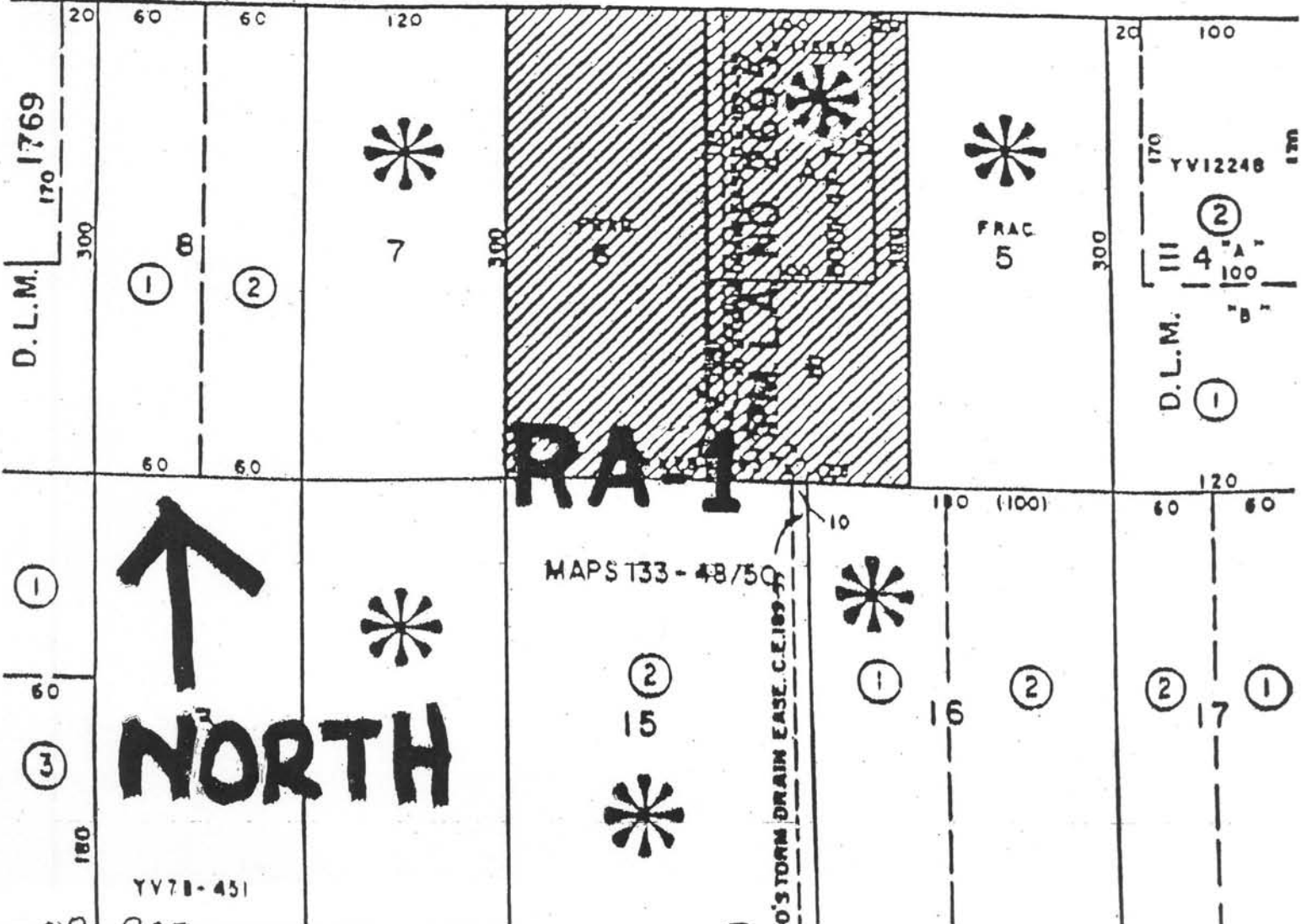
### STREET 60



### CALIFA

MAPS 133-48/50

Ord No. 68,896



**PROCEDURES FOR PREPARATION OF PERJURY STATEMENT**

The following statement must be signed and attached to the list of ownerships and list of occupants for all cases:

I certify that to the best of my knowledge the attached radius map correctly depicts the required data obtained from records of the Office of the City Engineer, City Clerk and/or Department of City Planning of the City of Los Angeles and, where appropriate, the State Division of Highways.

I further certify that to the best of my knowledge and under the penalty of perjury, the attached ownership list correctly shows the latest names and addresses on the City Clerk’s records as of the following date: \_\_\_\_\_. In certain circumstances, such as in annexation proceedings, where there may be no City Clerk’s records, the records of the County Assessor’s Office may be accepted.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

I certify that to the best of my knowledge and under the penalty of perjury, the attached occupants list correctly indicates addresses of the required occupants that fall within the radius as of the following date: \_\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

In certain instances, I was unable to notify all occupants; the following indicates which occupants I was not able to notify. I understand that the Department of City Planning will determine if reasonable attempts were made to secure these addresses from the information provided below.

Ownership #	Reason unable to notify *	Attempts made to notify **	Additional information

- \* (1) Secured building
- (2) Gated yard
- (3) Refused access
- (4) Other: specify

- \*\* (1) Returned to building on 3 separate occasions
- (2) Efforts to contact owner or manager without success
- (3) Contact the owner or manager who refused to provide info.
- (4) Other: specify

The Department will not accept the application, maps and ownership list which bear a date of more than 90 days prior to the date the application is accepted for the environmental process. The applicant may be required to update the radius map and ownership list prior to filing the application for action by the decision maker.

**Los Angeles City Planning Department**

**SUMMARY OF FEES**

Section 19.00 et seq, L.A.M.C. Effective May 21, 2006

Type of Application	TASK	FEE	2% OSS*	6% DS**	7% OS***	TOTAL	Comments
<b>ZONE CHANGE</b>							
Single-Family	(ZCH-001)	\$ 3,837	77	230	269	\$ 4,413	
	add'l charges	\$ 1,947	39	117	136	\$ 2,239	Total Fee For <u>Each</u> Additional Block or 5 Acres
Multi-Family	(ZCH-002)	\$ 4,846	97	291	339	\$ 5,573	Plus \$215 per unit not to exceed \$11,011 plus surcharges
	add'l charges	\$ 2,268	45	136	159	\$ 2,608	Total Fee For <u>Each</u> Additional Block or 5 Acres
Other Than Residential	(ZCH-019)	\$ 9,199	184	552	644	\$ 10,579	
	add'l charges	\$ 1,895	38	114	133	\$ 2,180	Total Fee For <u>Each</u> Additional Block or 5 Acres
<b>HEIGHT DISTRICT</b>							
	(HDT)	\$ 1,738	35	104	122	\$ 1,999	
	add'l charges	\$ 1,188	24	71	83	\$ 1,366	Total Fee For <u>Each</u> Additional Block or 5 Acres
Incident to Zone Change	(HIZ)	\$ 333	7	20	23	\$ 383	
<b>ZONE BOUNDARY ADJUSTMENT</b>							
	(ZBA)	\$ 2,763	55	166	193	\$ 3,177	
<b>SPECIFIC PLAN EXCEPTION</b>							
		\$ 2,788	56	167	195	\$ 3,206	
	add'l charges	\$ 1,771	35	106	124	\$ 2,036	Total Fee For <u>Each</u> Additional Block or 5 Acres
<b>DESIGN REVIEW BOARD</b>							
	(DRB)	\$ 860	17	52	60	\$ 989	
	add'l charges	\$ 362	7	22	25	\$ 416	Total Fee For <u>Each</u> Additional Block or 5 Acres
Signs Only	(DRS)	\$ 232	5	14	16	\$ 267	
Preliminary Design Review		Fees are half the above and not credited toward Full Design Review.					
<b>CERTIFICATE OF APPROPRIATENESS</b>							
	(COA)	\$ 213	4	13	15	\$ 245	
<b>DENSITY BONUS</b>							
	(DBO)	\$ 3,254	65	195	228	\$ 3,742	
<b>CONDITIONAL USE-ZA(CUZ)/CPC(CUC)</b>							
		\$ 3,254	65	195	228	\$ 3,742	
	add'l charges	\$ 992	20	60	69	\$ 1,141	Total Fee For <u>Each</u> Additional Block or 5 Acres
On-Site Alcohol Sales, Dancing, Massage	(CUB)	\$ 4,691	94	281	328	\$ 5,394	
	add'l charges	\$ 1,297	26	78	91	\$ 1,492	Total Fee For <u>Each</u> Additional Block or 5 Acres
<b>ZONE VARIANCE with hearing</b>							
	(ZVH)	\$ 4,260	85	256	298	\$ 4,899	
	add'l charges	\$ 1,051	21	63	74	\$ 1,209	Total Fee For <u>Each</u> Additional Block or 5 Acres
<b>without hearing</b>		\$ 2,665	53	160	187	\$ 3,065	
	add'l charges	\$ 888	18	53	62	\$ 1,021	Total Fee For <u>Each</u> Additional Block or 5 Acres
<b>COMBINATION APPLICATION - Highest applicable fee Plus</b>							
		\$ 1,208	24	72	85	\$ 1,389	See Section 19.01V L.A.M.C.
<b>YARD VARIANCE</b>							
Single-Family	(YVH-001)	\$ 1,031	21	62	72	\$ 1,186	
Other than S.F.	(YVH-002)	\$ 3,911	78	235	274	\$ 4,498	
	add'l charges	\$ 2,120	42	127	148	\$ 2,437	Total Fee For <u>Each</u> Additional Block or 5 Acres
In addition to ZV/CUZ		\$ 288	6	17	20	\$ 331	
<b>SLIGHT MODIFICATION</b>							
		\$ 156	3	9	11	\$ 179	



Type of Application		FEE	2% OSS*	6% DS**	7% OS***	TOTAL	Comments
CU EXCEPTION (On-Site)	(CUE)	\$ 166	3	10	12	\$ 191	
SHARED PARKING	(PAS)	\$ 1,449	29	87	101	\$ 1,666	
HILLSIDE ORDINANCE	(HIL)	\$ 868	17	52	61	\$ 998	
ARTIST IN RESIDENCE		\$ 868	17	52	61	\$ 998	
ADAPTIVE REUSE	(ZAD)	\$ 868	17	52	61	\$ 998	
FENCE HEIGHT	(IFH)	\$ 576	12	35	40	\$ 663	
LANDSCAPE PLAN	(LND)	\$ 59	1	4	4	\$ 68	
NON-CONFORMING USES IN A&R ZONES	(NUE)	\$ 466	9	28	33	\$ 536	
APPEAL	Other Than Applicant Applicant	\$ 64 85% of Current Filing Fee + Surcharges	1	4	4	\$ 74	
<b>APPROVAL OF PLANS</b> Required by							
Q, CU, ZV or NC condition	(APV)	\$ 540	11	32	38	\$ 621	
Existing Conditional Use	(PLA)	\$ 1,993	40	120	140	\$ 2,293	
Deemed-Approved CU	(PAD)	\$ 928	19	56	65	\$ 1,068	
On-Site CUB	(PAB)	\$ 1,212	24	73	85	\$ 1,394	
Landscape Plan (w/case)	(LDA)	\$ 123	2	7	9	\$ 141	
PROJECT PERMIT COMPLIANCE	Sec 19.01J1(a)	\$ 232	5	14	16	\$ 267	Confirm with Community Planning
	Sec 19.01J1(b)	\$ 860	17	52	60	\$ 989	
TIME EXTENSION (All)	(EXT)	\$ 145	3	9	10	\$ 167	
SITE PLAN REVIEW	(SPR-026)	\$ 926	19	56	65	\$ 1,066	
	(SPR-027)	\$ 1,737	35	104	122	\$ 1,998	
COASTAL EXEMPTION	(CDP-013)	\$ 78	2	5	5	\$ 90	
APPROVAL-IN-CONCEPT	(CDP-014)	\$ 246	5	15	17	\$ 283	
CATEGORICAL EXEMPTION	(CEX)	\$ 57	1	3	4	\$ 65	
ENVIRONMENTAL ASSESSMENT	(ISD)	\$ 669	13	40	47	\$ 769	
In addition, EA filing requires a check made out to County of L.A. for circulating final environment determination.						\$ 25	
RECONSIDERATION OF ENVIRONMENTAL		\$ 106	2	6	7	\$ 122	

\* One-Stop Counter Surcharge  
\*\* Automated Systems Development Surcharge  
\*\*\* Automated Systems Maintenance Surcharge

NOTE: MOST PROJECTS INVOLVE MORE THAN ONE FEE AND SURCHARGES ARE APPLIED TO SUBTOTALS AND ROUNDED OFF.