

Filing for a New Supplemental Use District Approval Case in a the Atwater Village Pedestrian Oriented District (POD)

Start by reviewing the appropriate regulations, which are available online at: <http://planning.lacity.org/>
Go to *Plans & Policies* → *Pedestrian/Neighborhood Oriented Districts* (Click on *See Full List*) → *Atwater POD*

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 that meet the definition of a Project as defined in the Atwater Village POD. The process is called a Supplemental Use District Approval.

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 storefronts and building renovations:

- Photos of existing condition
- Plot Plan/Survey of existing condition
- Plot Plan to show the proposed location of windows and doors and their relationship to the configuration of the front façade and the property line, as well as the location of trash/recycling
- 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
- Landscape Plans
- Window/door schedule showing graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed
- Department of City Planning Application form
- Mailing labels. Create labels for the owner, applicant, representative, Council Office, local certified Neighborhood Council, and all owners of properties abutting, across the street or alley from, or having a common corner with the subject property.
The appropriate Council Office is: Council District 13, 200 N. Spring Street Room 480, Los Angeles, CA 90012
- Neighborhood Council packet, a 5th copy of the case file in a pre-paid, open envelope addressed to the Atwater Village NC, 3371 Glendale Blvd, Unit 105, Los Angeles, CA 90039
- *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, 4 th 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
--	--	--