ADMINISTRATIVE REVIEW

NORTHEAST LOS ANGELES (NELA) HILLSIDE ORDINANCE

Checklist for Ministerial Permit Clearance Review

Related Code Sections

Los Angeles Municipal Code (LAMC) Section 13B.3.1. (Administrative Review) of Chapter 1A authorizes ministerial review for the nondiscretionary application of objective standards; Ordinance No. 180,403 created single family hillside development standards for the Northeast Los Angeles (NELA) Community Plan Area.

This form is intended for over-the-counter permit clearance requests subject to the Ordinance and submitted to the Development Services Center via the Online Application System (https://planning.lacity.gov/oas). For compliance review by Project Planning staff in association with an entitlement, see CP-3580.

	Drawing Sheet	Administrative Use Only
[D] Development Limitations		
1. **Maximum Floor Area Ratio (FAR) Calculations:** Page 3, Number 4 of ZI-2399; and pages 5-7, Section 3.A.2 of the Ordinance (attached to ZI-2399). These sections describe the Slope Band Analysis which determines how many square feet you are allowed to build. Please provide breakdown of maximum allowed, proposed, and existing square footage (if applicable). The Slope Band Analysis Joint Referral Form (CP-7848) and Exhibit B (CP-7852) for projects subject to the Northeast Los Angeles (NELA) Hillside Development Standards must be prepared, stamped, and signed by a State of California Licensed Land Surveyor prior to submitting for Plan Check by LADBS.	_____	☐ **YES** ☐ **NO** ☐ **N/A**
2. **Height:** Page 5, Section 3.A.1 of the Ordinance No building or structure shall exceed 30 ft. in height from the lowest adjacent finished grade, except that when the roof has a slope of less than 25%, the max height shall be 26 ft. above lowest adjacent finished grade. Plans must clearly label “lowest adjacent finished grade” and slope of roof percentage.	_____	☐ **YES** ☐ **NO** ☐ **N/A**

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3. **Ridgeline Map**: Page 3, Section A.2(e) of the Ordinance Structures within 50 linear feet of identified ridgelines are limited to one story or 15 feet in height. Refer to Ridgeline Map included in the Ordinance. If it appears that there is a Ridgeline in close proximity to subject site, survey must accurately identify it. If proposed structure is in close proximity to identified ridgeline, plans must delineate 50 linear feet to verify proximity to ridgelines.	_____	☐ **YES** ☐ **NO** ☐ **N/A**

[Q] Qualified Conditions

1. **Building Design:** Page 2, Section A.2 of the Ordinance Carefully review the design standards, choose 1 of the 3 options and clearly define which option you are using in your plans.	_____	☐ **YES** ☐ **NO** ☐ **N/A**
2. **Color Photos and Index Map:** Pages 1-2, Letter C of ZI 2399 Provide one set of color photos of every lot for a distance of 200 feet on both sides of subject property and both sides of the street, as well as an index map indicating where the photos were taken. Photos should be included as a sheet in the plans.	_____	☐ **YES** ☐ **NO** ☐ **N/A**
3. **Grading:** Page 4, Section A.5(d) of the Ordinance Grading shall be limited to a maximum of 500 cubic yards plus 5% of the total lot size up to a maximum of 1,000 cubic yards.	_____	☐ **YES** ☐ **NO** ☐ **N/A**
4. **Soils and Grading Approval Letter:** Page 4, Section A.5(a) of the Ordinance An approval letter from DBS – Grading Division is required prior to Planning sign off. If no Soils and Grading Approval Letter was required, applicant must provide proof of GPI waiver granted.	_____	☐ **YES** ☐ **NO** ☐ **N/A**

	Drawing Sheet	Administrative Use Only
5. Tree Report: Page 1, Letter B of ZI 2399; pages 3-4, Section A.4 of the Ordinance; and Tree Report Template (CP-4068) A Tree Report prepared by a Tree Expert as defined in LAMC Ordinance No. 186,873 (Protected Trees Ordinance) must be submitted. If the Tree Report finds there are Protected Trees, the Tree Report along with this form (CP13-3627) must be submitted to the Urban Forestry Division, via the OpenGov portal and approved by Urban Forestry prior to Planning sign off.	_____	☐ YES ☐ NO ☐ N/A
6. Landscape Plans: Pages 3-4, Section A.4 of the Ordinance In addition to item 5 above, for projects proposing Protected Tree removals, a Landscape Plan with a landscaping palette comprised of drought tolerant and/or native plant materials to be submitted to Bureau of Street Services, Urban Forestry Division, via the OpenGov portal, prior to Planning clearance. For projects that are not proposing Protected Tree removals, the Landscape Plan (showing proposed landscaping with the required plant palette, or existing landscaping, depending on project scope) shall be submitted to City Planning.	_____	☐ YES ☐ NO ☐ N/A
7. Retaining Walls: Page 3, Section A.3 of the Ordinance The maximum total height of all freestanding retaining walls shall not exceed 12 feet with no individual wall measuring higher than 6 ft. Each freestanding retaining wall shall not exceed 75 feet in linear length. Provide a retaining wall schedule showing all dimensions of all freestanding retaining walls. LADBS determines the number of freestanding retaining walls and whether a wall is “retaining” or not.	_____	☐ YES ☐ NO ☐ N/A

_____ _____

Applicant Signature **Date**

_____

Applicant Name