

FINDINGS/SPECIAL REQUIREMENTS



Ventura/Cahuenga Boulevard Corridor Specific Plan (Ord. 174,052) PROJECT COMPLIANCE

These instructions are provided as a guide to filing a for Project Compliance with the [Ventura/Cahuenga Boulevard Corridor Specific Plan \(VCBCSP\)](#) and preparing necessary application materials. These instructions do not preclude the Project Planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

The following requests may be submitted to the VCBCSP staff:

- To schedule preliminary review of application materials
- Prior to filing a case

General Instructions

Specific Plan projects must conform to all provisions of the Los Angeles Municipal Code (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 VCBCSP, the applicant is responsible for ensuring that the proposed project is consistent with both the Specific Plan and all applicable provisions of the LAMC.

Materials indicated on the following pages of these instructions are required to file the case. Below are some tips on preparing an application. Incomplete applications will be placed on hold until all materials are provided.

- Plans shall be prepared by licensed professionals.
 - All oversized plans shall be reduced to 11" x 17" at a 1/8" minimum scale and folded in half.
 - A digital copy of the plans must be submitted at the time of case filing on a USB flash drive.
 - When reducing full-sized plans, choose relevant sections to copy and make font sizes large enough so they can be read at the reduced size.
 - Use no text smaller than 8-point font.
1. Review the VCBCSP to ensure that your proposed project is in compliance with all provisions. The Specific Plan is available at <https://planning.lacity.gov/plans-policies/overlays/venturacahuenga-blvd>.
 2. Contact the planner assigned to the Specific Plan to schedule an appointment to discuss the project. An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.gov> under the "About" tab.
 3. Complete the Department of City Planning Application ([CP13-7771.1](#)) and prepare the items required as specified in the Department of City Planning (DCP) Application Filing Instructions ([CP13-7810](#)) and the additional items as specified in this document.

4. Once all materials required for filing are completed, but prior to making duplicate copies for additional sets, submit materials and a Geographic Project Planning Referral Form ([CP13-7812](#)) via email to the planner assigned to the Specific Plan to review the application package in accordance with the Specific Plan.
5. Pre-Filing Review must be completed before request a filing appointment with the Development Services Center (DSC). Once your application package is completed, make an appointment with City Planning staff to review your application. The DSC offers case filing and condition clearance services by appointment only. Once you have a completed application submittal, you may request a filing appointment through [BuildLA](#). Please check the DSC page for current protocols.
6. Refer to the Mailing Procedures Instructions ([CP13-2074](#)) and Posting Instructions ([CP-7762](#)) for applicable requirements regarding public noticing.

To be Completed by Applicant

Specialized Requirements

When filing for the above application, the following items are required in addition to those specified in the City Planning Application Filing Instructions ([CP13-7810](#)).

City Planning Application Form

- Complete this form ([CP13-7771.1](#)) with all applicable questions filled out. Note that the code section from which relief is requested is Ordinance 174,052; the code sections which authorize relief are Section 11.5.7 for *Project Compliance*.

Project Preview Pre-Application Worksheet

- Complete this form ([CP-3629](#)) with all applicable questions filled out.

Written Narrative

- Provide a written narrative describing the nature of the project, addressing the Specific Plan criteria and guidelines, and demonstrating compliance with the Specific Plan. In detail, explain in writing how specific plan standards are being met with findings pursuant to Sections 5.C, 6.B, 7.A-F, and 8 of the Specific Plan.

Parking Analysis

- List on plans all existing and proposed land uses and their parking requirements as required per the Specific Plan and LAMC. If the Project involves a change of use or an addition, the last Certificate of Occupancy is needed to document the required parking for the existing use.

Sign Plan and Sign Specification Data Sheet

- Provide a site plan indicating sign type (channel letters, colors, size, circumscribed square foot area, depth, and illumination, etc.), location, and sign specification data sheets. Show elevation of building or photo simulation of building and signs, fully dimensioned.

Sign Analysis for Multi-tenant shopping centers

- Must submit the plot/site plan showing lot frontage measurements for the entire shopping center and show the proportional allocation of signage for each tenant within the shopping center. Prepare a site/plot plan or elevations showing sign locations, and a sign analysis noting all existing and proposed signs and their dimensions with the same information as the following table:

Tenant Space/ Address	Sign Location- fronting Ventura Blvd,	Sign Type- wall sign, pole sign, projecting sign, roof sign, window sign, etc.	Sign Area- for all signs except window signs in square feet; percent of window for window signs	Permit Number
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Also see the end of the document for an example Sign Analysis.

Note: Permit history for all shopping center signs is required, as well as photo documentation of existing signage in the shopping center. In addition, there may be a requirement to include a date stamped photo showing the removal of illegally installed signs.

Sign Programs

- Sign Programs are encouraged to be filed for any multi-tenant site in the Specific Plan area. These sign programs detail size and location for all tenant signs for a building and allow for all future tenants to come in for new sign permits without the need to file for a new case. Sign programs require: site/plot plan, elevations, table for calculations with site plans and elevations showing the following:
 - Property dimension of lot/site frontage for all streets, as well as building/tenant space location
 - Size and location of existing signage to remain, and proposed new signage
 - Calculation of the total sign area proposed

Example for Multi-tenant Sign Analysis



Tenant Address	#	Type of Sign	Location	Permit #	Dimensions	Sign Area (square feet)
XXXX Ventura Blvd	Sign # 1	Wall sign	facing Ventura	XXXX-10000-XXXX	2' by 10'	20 square feet
XXXX Ventura Blvd	Sign # 2	Wall sign	facing Ventura	XXXX-10000-XXXX	1'6" by 8'	12 square feet
XXXX Ventura Blvd	Sign # 3	Wall sign	facing Ventura	XXXX-10000-XXXX	2'6" by 8'	20 square feet
XXXX Ventura Blvd	Sign # 4	Wall sign	facing Ventura	XXXX-10000-XXXX	3' by 10'	30 square feet
XXXX Ventura Blvd	Sign # 5	Wall sign	facing Ventura	XXXX-10000-XXXX	10' by 6'	60 square feet
XXXX Ventura Blvd	Sign # 6	Wall sign	facing side street	XXXX-10000-XXXX	3' by 7'	21 square feet
XXXX Ventura Blvd	Sign # 7	Projecting Sign	facing side street	XXXX-10000-XXXX	4' by 4'	16 square feet
TOTAL WALL SIGNAGE AREA ONSITE:						179 Square feet
TOTAL ALLOWED:						300 square feet

LIST POLE SIGNS AND MONUMENT SIGNS SEPARATELY

Tenant Address	#	Type of Sign	Location	Permit #	Dimensions	Sign Area
XXXX Ventura Blvd	Sign # 8	Pole Sign	facing Ventura	XXXX-10000-XXXX	7' by 5'	35 square feet each face
XXXX Ventura Blvd	Sign # 9	Monument Sign	facing Ventura	XXXX-10000-XXXX	10' by 6'	60 square feet

R	1 ¹⁶⁵	1			180
		2			*
		3	3 (90)		*
		4			*
		5			*
		6			*

150 Feet
(lot (5) frontage)

Allowed sign area onsite to be divided among the tenants:
lot frontage multiplied by 2
150 X 2 = 300 square feet

Landscape and Irrigation Plan

- Applicable for additions, new construction, re-striping and change of use projects. Note: If the Project is within the LA-RIO District Plan, the Plans need to show compliance with the LA-RIO regulations:
 - Landscape Plan Instructions ([CP-6730](#))
 - City of Los Angeles Landscape Ordinance Guidelines ([Ordinance No. 170,978](#))
 - River Improvement Overlay (RIO) Application Checklist ([CP13-3519](#))

LADOT Application for Consideration

- The final page of this form is required to be reviewed and signed by DOT staff for projects with a change of use, addition to existing building, or new construction.

Contact List

For informational purposes only; to be used as required above or in the City Planning Application Filing Instructions ([CP13-7810](#)).

Other City Departments

- LADOT
6262 Van Nuys Boulevard, Room 320
Van Nuys, CA 91401
ladot.devreview.sfv@lacity.org
(818) 374-4690
- Building and Safety
Code Enforcement/Signs
201 and 221 N. Figueroa Street
Los Angeles, CA 90010
- Building and Safety
Zoning Review
6262 Van Nuys Boulevard, Suite 200
Van Nuys, CA 91401

Council Offices

- Bob Blumenfield, CD 3
City Hall
200 N. Spring Street, Rm 415
Los Angeles, CA 90012
- Nithya Raman, CD4
City Hall
200 N. Spring Street, Rm 480
Los Angeles, CA 90012

Neighborhood Councils

- Hollywood Hills West Neighborhood Council
7095 Hollywood Boulevard, Suite 1004
Los Angeles, CA 90068
<http://www.hhwnc.org/>
- Encino Neighborhood Council
4924 Paso Robles Avenue
Encino, CA 91316
<http://encinonc.com/>

□ Studio City Neighborhood Council
4024 Radford Avenue, CBS Studios
Editorial Building 2,
Room 6
Studio City, CA 91604
<http://studiocitync.org/>

□ Tarzana Neighborhood Council
PO Box 571016
Tarzana, CA 91357
<http://www.tarzananc.org/>

□ Sherman Oaks Neighborhood Council
PO Box 5721
Sherman Oaks, CA 91413
<http://www.shermanoaksnc.org/>

□ Woodland Hills-Warner Center Neighborhood
Council
20929 Ventura Boulevard Suite 47-535
Woodland Hills, CA 91357
<http://www.whcouncil.org/>

LADOT Application For Consideration Pursuant to the Ventura/Cahuenga Boulevard Corridor Specific Plan

To be Completed by Applicant

Project Information

Project Name: _____

Property Address: _____

Community: _____

Most recent use and square footage:

Proposed use and square footage:

Does project generate more than 250 pm net trips?

YES NO

Project Contacts

Property Owner Name: _____

Phone Number: _____ **E-mail Address:** _____

Applicant Name: _____

Phone Number: _____ **E-mail Address:** _____

Applicant Signature: _____ **Date:** _____

To be Completed by City Staff

LADOT Contact Information

City of Los Angeles, Department of Transportation (LADOT)
San Fernando Valley Development Review Section
Mail: 6262 Van Nuys Boulevard, Room 320, Van Nuys, CA 91401
E-Mail: ladot.devreview.sfv@lacity.org
Telephone: (818) 374-4690

DOT Case Number VEN- _____

Received at LADOT by: _____ **Date:** _____

Reviewed at Planning by: _____ **Date:** _____