



## INSTRUCTIONS:

### Ventura/Cahuenga Boulevard Corridor Specific Plan (Ordinance 174,052) Project Compliance Application Instructions & Requirements

Note: The Specific Plan can be accessed from the Department of City Planning web page at:

<https://planning.lacity.org/plans-policies/overlays/venturacahuenga-blvd>

Please note that in order for the application to be accepted and deemed complete all the required information must be submitted. The Ventura/Cahuenga Boulevard Corridor Specific Plan Community Planner, located at **6262 Van Nuys Blvd., Suite 430, Van Nuys, CA 91401**, shall first review the application. Contact the appropriate planning staff for assistance: <https://planning.lacity.org/odocument/43b8bb84-3324-4006-8175-2bbb0ca42c62/Assignment%20List.pdf> (note that email is [firstname.lastname@lacity.org](mailto:firstname.lastname@lacity.org)). Upon their signature, the application must then be submitted to the City Planning Development Services Center, located in Suite 251 at the same address, or at 201 N Figueroa St., 4<sup>th</sup> floor, Los Angeles, CA 90012. Case filing appointments can be made online: <https://appointments.lacity.org/apptsys/Public/Account>.

1. ☐ **Department of City Planning Application Form (CP13-7771.1)**. Fill-in the appropriate information and provide the required signatures of the property owners and signatures notarized. Download forms at: <https://planning.lacity.org/project-review/application-forms>. Note that the code section from which relief is requested on page 2 of this application is Ordinance 174,052 (the Ventura Cahuenga Specific Plan Ordinance); the code sections which authorize relief are Section 11.5.7 C. for *Project Compliance*.
2. ☐ **Project Preview Pre-Application Worksheet** completed with Planning staff (see attached).
3. ☐ **Neighborhood Council/Design Advisory Committee Worksheet** to be completed by applicant and PLUM of the Neighborhood Council (see attachment). Recommended for all new construction, exterior remodels, and façade changes. 2 copies; include one copy in the duplicate packet envelope; #17 on this application.
4. ☐ **Photos**. Provide min. 2 photographs (front/rear/side) of the subject site, 2 more of the adjacent structures/lots.
5. ☐ **ZIMAS Profile Report**. Printed from <http://zimas.lacity.org/>.
6. ☐ **Vicinity map**. A map that shows the context of the project location and a major cross street. A google map, ZIMAS map or a Thomas Brothers map with the project area is sufficient.
7. ☐ **Written Description and Justifications** of the project. In detail, explain in writing how specific plan standards are being met with findings pursuant to Sections 5C, 6B, 7A-F, and 8 of the Specific Plan.
8. ☐ **Parking Analysis**. List all current land uses and their required parking requirements as required per the specific plan and LAMC on plans or the written description, above. 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. Indicate if the project is located in an AB 2097 eligible area or utilizes Local Emergency Temporary Regulations.
9. ☐ **Project Plans** (Site Plan, Elevations, Colored Elevations or Photo Simulations if applicable, Floor Plans, Parking Plans). Three (3) copies; all project plans shall be drawn to scale and reduced on 11 x 17 paper. Refer to the Plot Plan Instructions ([CP-7752](#)), Floor Plan Instructions ([CP-7751](#)), and Elevation Instructions ([CP-7817](#)) for applicable requirements.
10. ☐ **Sign Plan and Sign Specification Data Sheet** indicating sign type (channel letters, colors, size, circumscribed square foot area, depth, and illumination, etc.). Show elevation of building or photo simulation of building and signs, fully dimensioned. Three (3) copies; all project plans shall be drawn to scale and reduced on 11 x 17 paper.
11. ☐ **Sign Analysis for Multi-tenant/Multi-Level 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 signs and their existing dimensions with the same information as the following table:

| Tenant Space/<br>Address | Sign Location-<br>wall, window,<br>roof, ground, etc. | Sign Type- wall sign, pole<br>sign, projecting sign, roof<br>sign, window sign, etc. | Sign Area- for all signs except<br>window signs in square feet; %<br>of window for window signs | Permit<br>Number |
|--------------------------|---|--|---|------------------|
|--------------------------|---|--|---|------------------|

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.

12. ☐ **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 generally consist of three parts: site/plot plan, elevations, table for calculations. Three (3) copies at 11" x 17", fully dimensioned and drawn to scale 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
13. ☐ **Landscape and Irrigation Plan**, for additions, new construction, re-striping and change of use projects. Three (3) copies, and all project plans shall be drawn to scale and reduced on 11 x 17 paper: Note: If the Project is within the LA-RIO District Plan, the Plans need to show compliance with the LA-RIO regulations. Refer to the Landscape Plan Instructions (CP-6730) and Landscape Guidelines as needed.
14. ☐ **City Wide Design Checklist.** For façade remodel, additions or new construction, complete the City Wide Design checklist for Commercial or Residential Development.
- Commercial Citywide Design Guidelines: [http://planning.lacity.org/Forms\\_Procedures/4044.pdf](http://planning.lacity.org/Forms_Procedures/4044.pdf)
  - Residential Citywide Design Guidelines Checklist: [http://planning.lacity.org/Forms\\_Procedures/4046.pdf](http://planning.lacity.org/Forms_Procedures/4046.pdf)
- Refer to the Mailing Procedures Instructions (CP13-2074) and Posting Instructions (CP-7762) for applicable requirements regarding public noticing.
15. ☐ **DOT's Application for Consideration** reviewed and signed by DOT staff for projects with a change of use, addition to existing building, or new construction.
16. ☐ **Project Planning Referral Form.** 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 (CP-7812) via email to the planner assigned to the Specific Plan to review the application package in accordance with the Specific Plan.
17. ☐ **Environmental Clearance.** (to be determined by Development Service Center Public Counter staff).
18. ☐ **Fees.** (Contact the Development Service Center).

**VENTURA-CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN**  
**PROJECT PREVIEW**  
**PRE-APPLICATION WORKSHEET**

---

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

Council District: \_\_\_\_\_ Neighborhood Council: \_\_\_\_\_

Project Description (describe use, floor area, what's changing) \_\_\_\_\_

---

---

☐ Zone: \_\_\_\_\_

☐ Specific Plan Land Use Designation (circle one): Neighborhood and General Commercial, Community Commercial, and Regional Commercial. Specific Plan map page no. \_\_\_\_\_

☐ Special District (circle one if applicable): Pedestrian Oriented Area (POA), Restricted Use Area, Pedestrian Development District, or Regionally Impacted Area. Specific Plan map page no. \_\_\_\_\_

*Land Use Regulations:*

- Floor Area Ratio permitted. Check one of the items below and provide Proposed Floor Area Ratio \_\_\_\_\_
  - ☐ Community Commercial and Regional Commercial west of 405 freeway: 1.25: 1
  - ☐ Community Commercial, and Regional Commercial, west of 405 freeway, mixed-use project: 1.5:1
  - ☐ Regional Commercial east of 405 freeway: 1.5:1
  - ☐ Community Commercial on Ventura bounded by Radford Ave. on the east and Colfax Ave., on west: 1.0:1
  - ☐ Neighborhood and General Commercial: 1.0:1
- Lot Area Coverage permitted. Check one of the items below and provide Proposed Lot Coverage \_\_\_\_\_
  - ☐ Regional and Community Commercial, no more than 75%
  - ☐ Neighborhood and General Commercial, 60%
- Height Limitation. Check one of the items below and provide Proposed Height \_\_\_\_\_
  - ☐ 30 feet
  - ☐ 45 feet
  - ☐ 75 feet
- Stepbacks:
  - ☐ For a project in Community Commercial or Neighborhood and General Commercial abutting a major or secondary highway, and exceeding 30 feet, it steps back at least 10 feet at every 15-foot increment of the building over 25 feet in height
  - ☐ For a project in Regional Commercial abutting a major or secondary highway, and exceeding 45 feet, it steps back at least 10 feet at every 10-foot increment of the building over 45 feet in height
- Architectural/Design Articulation: Does project have required identification of the building elements on plan elevations, show recessed walls that break up linear walls, roof elements, bldg. materials, windows, etc? \_\_\_\_\_
- Front Yard, permitted: 18" minimum landscaped setback, Proposed: \_\_\_\_\_
  - ☐ Regional and Community Commercial, 10 foot max
  - ☐ Regional and Community Commercial alternative, 10 to 40 feet for 50 feet or 50% of the frontage, whichever is less
  - ☐ Regional and Community Commercial articulated alternative, if less than 50% is less than 18 inches; 25% 10 foot setback, other 25% between 10-20 feet
  - ☐ Neighborhood and General Commercial, if lot width less than 100 feet, 60 foot max or average of all existing structures of block
  - ☐ Neighborhood and General Commercial, more than 100 feet but less than 200 feet lot width, 20 feet maximum for at least 33% of length of front lot line, balance 60 foot or average (prevailing setback)
  - ☐ Neighborhood and General Commercial, greater than 200 feet lot width, maximum 20 feet for at least 50% length of lot width, balance 60 foot or average (prevailing setback)

- Side Yards; Proposed: \_\_\_\_\_
  - ☐ Regional and Community Commercial, no side yard permitted, except a 20 foot maximum to be used for vehicular access to parking areas and 4-foot wide pedestrian access to buildings.
  - ☐ Neighborhood and General Commercial, maximum 10 feet, except for accessways of 20 feet for vehicular access to parking areas and 4-foot wide pedestrian access to buildings
  - ☐ Corner Lots, side facing side street 18" min., 15' max. landscaped setback.
- Rear Yard; Proposed: \_\_\_\_\_
  - ☐ Adjacent to street, 15 feet
  - ☐ Adjacent to residential use, 20 feet
  - ☐ Abutting an alley that separates a residential use from a commercial rear lot line, 20' measured from the alley midpoint
- Is a new driveway proposed where multiple driveways exist within 250 linear feet from the site? \_\_\_\_\_
- Is a parking area, drive-thru, and/or driveway placed directly in front of a building? \_\_\_\_\_
- Does the business entrance have direct access from the sidewalk without crossing a parking area, driveway or drive-thru? \_\_\_\_\_
- Landscape:
  - ☐ 60% of Front Yard in excess of 18" to be landscaped sq.ft. \_\_\_\_\_
  - ☐ Parking Area (sq. ft): \_\_\_\_\_; (15% parking area landscaped, sq.ft.) \_\_\_\_\_
  - ☐ Parking Lot Tree ratio (1 tree/4 spaces, 30" box size, 10 feet tall with canopy 50% height of the tree): \_\_\_\_\_
  - ☐ Landscape Buffer for surface parking area adjacent to streets, alley, parking structure, residential use, requires 10ft; for others 30". \_\_\_\_\_
  - ☐ Gas station, 10% of exterior for landscaping, 1 tree/250 square feet of landscape, subject to abutting buffers for commercial (3 ft), residential (7 ft), alley (5 ft), streets (5 ft)
  - ☐ Auto repair (same as gas station buffer area, with a wall, fence, or berm. Walls or fences planted with vines)
- Parking Ratio required (circle one): 1:100 (restaurant/gym), 1:200 (medical), 1:250 (retail/commercial/yoga), 1:300 (office), 1:200 (real estate or insurance office), or other per Plan: \_\_\_\_\_ or per LAMC: \_\_\_\_\_
  - ☐ No. Existing Parking: \_\_\_\_\_ No.Credited Parking: \_\_\_\_\_ No. Proposed Parking: \_\_\_\_\_
- Signage:
  - ☐ Lot frontage: \_\_\_\_\_ feet
  - ☐ Wall signs, permit 2 sq.ft. for every 1ft. of Lot frontage, and limited to 1 on front and 1 on secondary street, alley, or parking area; # wall signs: \_\_\_\_\_; total area proposed for all wall signs: \_\_\_\_\_
  - ☐ Window signs (no more than 10% of the window area): \_\_\_\_\_% proposed
  - ☐ Monument sign (permit 1:200 linear ft, in landscape area, height 6 ft, area 60 sq ft): \_\_\_\_\_ proposed
  - ☐ Projecting sign (permit one per bldg, area, 16 sq ft, located at entrance, height no higher than roof eave, project no more than 48 inches): \_\_\_\_\_
  - ☐ Pole sign in Neighborhood and General Commercial only, (1 sign, if shopping center 1 per street frontage, area 35 sq ft per face, none located on corner lots, height 20 ft max, landscaping equal to total sign area): \_\_\_\_\_ proposed
  - ☐ Multiple Tenant (Channel, cabinet, illuminated, overall design, color consistent and provide existing sign inventory/analysis): \_\_\_\_\_
- Streetscape Design: The adopted Streetscape and Design Guidelines for this community is the Woodland Hills, Tarzana, Encino, Sherman Oaks, Studio City-Cahuenga Pass Streetscape and Design Guidelines which can be accessed online at: [http://planning.lacity.org/complan/gen\\_plan/avail\\_other.htm](http://planning.lacity.org/complan/gen_plan/avail_other.htm)  
Does the project list the proposed off-site improvements, such as: sidewalks, brick pavers, street trees, etc., consistent with the adopted Streetscape Plan? \_\_\_\_\_
- Recommend Architectural Review/Presentation to local Design Advisor Committee/ Neighborhood Council (Woodland Hills, Tarzana, Encino, Sherman Oaks, Studio City, and Cahuenga Pass).
- Department of Transportation: Meet with DOT Traffic Study, if greater than 42 net trips..... ☐Yes ☐ No  
Land/Street Dedication: ..... ☐Yes ☐ No  
Project Impact Assessment (PIA) Fee: ..... ☐Yes ☐ No

**VENTURA/CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN**  
**CERTIFIED NEIGHBORHOOD COUNCIL (CNC) REVIEW**

1. Certified Neighborhood Council/Chair/phone/email:

\_\_\_\_\_

2. Name of City Planning staff conducting preliminary review/phone/email: see the assigned staff at:  
<http://planning.lacity.org/phonelist/assignmentlist.pdf> (note that email is [firstname.lastname@lacity.org](mailto:firstname.lastname@lacity.org)).

3. Project address: \_\_\_\_\_

4. Project description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Applicant name/phone: \_\_\_\_\_

6. Property owner/phone:

7. Representative name/phone: \_\_\_\_\_

8. Specific plan issues/conforming/non-conforming: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Other discretionary actions required: \_\_\_\_\_

***To be completed by the CNC:***

In a letter addressed to Ventura/Cahuenga Boulevard Corridor Project Planner in the Department of City Planning that is signed by the PLUM Chairperson, please review the project in terms of the following:

- Date PLUM reviewed the project and/or date the applicant presented to the CNC
- The proposed architectural style: Does the style and articulation of the building include design details that use materials that are consistent with the existing or desired neighborhood character? Does the building use design elements that create a well-proportioned and unified building form?
- Proposed signage – is it in scale and is it architecturally compatible with the adjacent buildings? Does the proposed signage comply with the regulations of the Specific Plan?
- Is the project lighting sensitive to the surrounding neighborhood?
- If the project is located in a designated Pedestrian Oriented Area - Does the project incorporate the pedestrian scale such as clear glass windows along the sidewalk, and locate the entrance adjacent to the street? Is the building and site designed to encourage pedestrian activity on the street?
- Does the type of proposed landscaping follow the recommended planting scheme of the respective community's streetscape plan? Does the PLUM have suggestions to alternative types of trees to incorporate in the planting scheme? *NOTE to Applicant: The conceptual landscape plan should include the location of existing trees to be removed or saved.*
- Does the project incorporate Green Building practices and/or Low Impact Development or Best Management Practices for stormwater runoff?

- Does the project include any streetscape improvements? If so, do they follow the respective community's streetscape plan? *NOTE to Applicant: All public rights-of-way and easements on or adjacent to the property, including existing and required street dedications, improvements, including sidewalks, street trees, street lights and transit stops shall be indicated on site plans.*

Please email the scanned letter to the assigned staff:

- Cases can be found on ZIMAS, by entering the property address: <http://zimas.lacity.org/>
- Assigned staff to the case can be found here, by entering the case number: <http://planning.lacity.org/pdiscaseinfo/>
- See the assigned staff's contact information at: <http://planning.lacity.org/phonelist/assignmentlist.pdf>  
(note that email is [firstname.lastname@lacity.org](mailto:firstname.lastname@lacity.org))

Alternatively, the physical letter can be mailed to the following address: Staff Name, Ventura/Cahuenga Boulevard Corridor Project Planner, Department of City Planning, 6262 Van Nuys Blvd., Room 430, Van Nuys, CA 91401-2709.

## VENTURA/CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN MAILING ADDRESSES

Note: Include the appropriate names and addresses to the required mailing labels (Please check on ZIMAS to note the relevant Neighborhood Council and Council Office for the subject property).

### **OTHER CITY DEPARTMENTS**

☐ D.O.T.  
Brandon Wilson  
Department of Transportation  
6262 Van Nuys Boulevard., Suite 320  
Van Nuys, CA 91401  
(please call for appointment )  
(818) 374-4691)

☐ Building and Safety  
Sia Poursabahian  
Zoning Department of Building and Safety  
6262 Van Nuys Boulevard., Suite 200  
Van Nuys, CA 91401

☐ Building and Safety  
Code Enforcement/Signs Department of  
Building and Safety 3550 Wilshire Boulevard,  
Suite 1800 Los Angeles, CA 90010

### **COUNCIL OFFICES**

☐ Bob Blumenfield, CD 3  
City Hall  
200 N. Spring Street, Rm 465  
Los Angeles, CA 90012

Nithya Raman, CD4  
City Hall  
200 N. Spring Street, Rm 415  
Los Angeles, CA 90012

### **CERTIFIED NEIGHBORHOOD COUNCILS**

☐ Hollywood Hills West Neighborhood Council  
7095 Hollywood Boulevard Suite 1004  
Los Angeles, CA 90068  
<http://www.hhwnc.org/>

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

☐ Sherman Oaks Neighborhood Council  
P.O. Box 5721  
Sherman Oaks, California 91413  
<http://www.shermanoaksnc.org/>

☐ Encino Neighborhood Council  
4924 Paso Robles Avenue  
Encino, California 91316  
<http://encinonc.com/>

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

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

**\*\*\*\*\*IMPORTANT NOTICE FOR ALL PLANNING DEPARTMENT CASE FILINGS\*\*\*\*\***

- *A duplicate copy of a case file is required by the Department of City Planning in order to accept all applications (this is listed on the Specific Plan Instructions above, but is reiterated here)*
- Each copy needs to be in its own separate unsealed envelope
- The envelope needs to be addressed to the CNC for the area in which the project is located, postage affixed, and your own address as the return address. CNC names and addresses can be obtained from ZIMAS
- Projects in an area served by more than one CNC must provide a file for each CNC.
- The duplicate file must include the following:
  - Department of City Planning Application
  - Application
  - Vicinity Map
  - Radius Map (if applicable)
  - Set of plans (must be legible and no larger than 11"x17")
  - Photos of the site and surrounding properties
  - Findings/Written Documentation
  - CEQA: Environmental Assessment Form or Categorical Exemption
- CNC names and addresses can be obtained from the Jurisdictional Information tab in ZIMAS. Projects in an area served by more than one CNC must provide a duplicate file for each. The Jurisdictional Information tab also shows which CD the project falls under.

**THERE WILL BE NO ACCEPTANCE OF A CASE FILE WITHOUT THE REQUIRED COPIES**



**APPLICATION FOR CONSIDERATION**  
**Pursuant to the Ventura/Cahuenga Boulevard Corridor Specific Plan**  
**Ordinance No. 174,052 (ZI 1729)**

City of Los Angeles, Department of Transportation (DOT)  
San Fernando Valley Development Review Section  
6262 Van Nuys Blvd. Suite 320, Van Nuys, CA 91401 – Tel. (818) 374-4691

1. **DOT Case Number VEN-**\_\_\_\_\_ **Project Name** \_\_\_\_\_
  2. **Property Address** \_\_\_\_\_  
**Community** \_\_\_\_\_
  3. **PROPERTY OWNER INFORMATION**  
**Name & Company** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone No.** \_\_\_\_\_
  4. **APPLICANT INFORMATION**  
**Name & Company** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone No** \_\_\_\_\_
  5. **PROJECT DESCRIPTION**  
**Most recent use and square footage** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Proposed use and square footage** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  6. **Does project generate more than 43 pm net trips?**      **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
  7. **Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_
  8. **Received at DOT by** \_\_\_\_\_ **Date** \_\_\_\_\_
  9. **Reviewed at Planning by** \_\_\_\_\_ **Date** \_\_\_\_\_
- c:\vspapp.doc [5/23/19]