Filing for a New Design Overlay Plan Approval Case in the Echo Park Community Design Overlay (CDO) District

Start by reviewing the Echo Park CDO Design Guidelines, which are available online at: https://planning.lacity.gov/plans-policies/overlays/echo-park
Go to Regulations → Design Standards & Guidelines
You may also contact the LA City Planning Department to get a copy (see contact info on the next page).

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 on the next page).

These instructions apply to projects as defined in the Design Guidelines that do not qualify under Minor Projects or Permit Sign-Off, also defined by the Design Guidelines. The process is called a Design Overlay Plan Approval. These instructions are in conjunction with the City Planning Application Filing Instructions (CP13-7810).

Please submit three **(3) copies of all plan sheets, maximum 11"x 17" size* and one (1) full size set at 24" x 36" or larger,** fully dimensioned and drawn to scale.

Basic Checklist for all projects, such as storefronts, building rehabilitation, new residential and commercial construction:

- Photos of existing condition
- Plot Plan/Survey of existing condition
- Plot Plan to show the proposed location of windows, doors, and parking access and relationship of these items to the configuration of the front façade and the property line, as well as the location of trash/recycling. For single family homes, paved areas/hardscape needs also to be shown.
- 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 Plan showing disabled access elements: path of travel from public way, path of travel within tenant space to nearest restrooms and dimensioned floor plan and elevations of restrooms for disabled access compliance (primarily for Building and Safety use)
- Window/door schedule showing graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed
- Color renderings
- Department of City Planning Application
- Project Planning Referral Form, signed by Project Planner
- Findings/Justifications. Please provide responses to the two (2) Findings/Justifications required in order to approve an application for a CDO Plan Approval which are established by the LAMC Section 13.08 E.1.
- Mailing labels
    - Create labels for the owner, applicant, representative, Council Office, Neighborhood Council and any interested parties. Please see the next page for Council District information.
    - Refer to the Mailing Procedures Form (CP13-2074)(pages 3-6) for instructions on how to prepare labels.
- Neighborhood Council (NC) packet, a 4th copy of all the case file materials in a pre-paid, open envelope addressed to the Echo Park Neighborhood Council. See the next page for Neighborhood Council information.
- *More detail may be required for historic buildings to determine any impact on historic features*

Contacts:

Department of Building & Safety – Permit Counter 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (866) 452-2489	**Department of City Planning** Central Project Planning Division 200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978-1160 – main number	Direct contact information for the assigned Planner is available at this webpage: https://planning.lacity.gov/plans-policies/overlays/echo-park

**Building & Safety may require all plans to be 24"x36" minimum size*

Council District Information

CD 13: https://cd13.lacity.gov/contact (Echo Park CDO)

Neighborhood Council Information

Echo Park NC: https://www.echoparknc.com/contact (Echo Park CDO)