



INSTRUCTIONS:

**WARNER CENTER 2035 PLAN SIGN DISTRICT  
PROJECT PERMIT COMPLIANCE  
Ordinance No. 183,147; Effective: August 20, 2014**

**Filing Requirements for ONLY SIGN DISTRICT APPLICATIONS**

Pursuant to Ordinance No. 183,147 (adopted by City Council on July 2, 2014 and effective on August 20, 2014), Section 5.B specifies a simple “**Director Sign Off**” where Los Angeles Department of Building and Safety (LADBS) may issue a permit for the following signs with only a Director sign off on the permit application:

1. Architectural Ledge Signs.
2. Awning Signs.
3. Hanging Signs.
4. Information Signs.
5. Monument Signs.
6. Pedestrian Signs.
7. Identification Signs that are 150 square feet in area or less, that are located in Vertical Sign Zones 1 or 2, and that do not break the roof line.
8. Wall Signs that measure 150 square feet in area or less.
9. Window Signs.

The Director shall sign off on the permit application if it complies with all of the applicable requirements of the Code and this ordinance. The Director’s approval shall also be indicated by stamping the plans for the sign and/or sign structure.

Per the Sign District’s Section 5.C, LADBS shall not issue a permit for the following signs or lighting unless the Director has issued a **Project Permit Compliance** approval pursuant to the procedures set forth in Section 11.5.7 of the Code and Section 5.D of Sign District:

1. Aerial View Signs.
2. Digital Displays.
3. Identification Signs that are larger than 150 square feet in area.

4. Integral Digital Displays.
5. Large-Scale Architectural Lighting.
6. Projecting Signs.
7. Scrolling Digital Displays.
8. Wall Signs 150 square feet in area or greater, or any wall sign located in Vertical Sign Zone 2.

The Director's approval shall also be indicated by stamping the plans for the sign and/or sign structure.

The following are the application requirements for submittal of a Project Permit Compliance application in the Warner Center 2035 Plan Sign District:

Read ALL instructions carefully. Missing or incomplete materials can cause delays.

1. **Before** designing the project, review the Warner Center 2035 Plan Sign District, which can be found at: [http://clkrep.lacity.org/online/docs/2013/13-0197\\_misc\\_07-2-14.pdf](http://clkrep.lacity.org/online/docs/2013/13-0197_misc_07-2-14.pdf) or purchased at either one of the Department of City Planning (DCP), Development Services Centers (DSC) (Public Counters at Metro, Valley or West Los Angeles offices). For locations, access the DCP Website at: <http://planning.lacity.org/>.

Link: [http://clkrep.lacity.org/online/docs/2013/13-0197\\_misc\\_07-2-14.pdf](http://clkrep.lacity.org/online/docs/2013/13-0197_misc_07-2-14.pdf)

You can also download the Warner Center 2035 Plan through ZIMAS at <http://zimas.lacity.org> under the Planning and Zoning dropdown menu after inputting search information. Click the link for 'Specific Plan Area' and select 'Warner Center.' Then select the link 'Continue' to open the link to this document as well as the plan area maps.

2. Contact City Planning Warner Center 2035 Plan Sign District staff by phone to schedule an appointment to review your original submittal **before** photocopies of additional sets are made. Planning staff are located at 6262 Van Nuys, Suite 430, Van Nuys, CA 91401. For questions and/or additional information contact Tracy Williams at (818) 374-9910: [tracy.d.williams@lacity.org](mailto:tracy.d.williams@lacity.org) or Tim Fargo at (818) 374-9911: [tim.fargo@lacity.org](mailto:tim.fargo@lacity.org).
3. All submitted text-based application materials shall be submitted on 8 ½" x 11" paper.
4. All drawings, plans, etc. shall be on two (2) sets of 11"x17" and one (1) set of 16" x 20" paper. **Oversize plans submitted must be folded down to approximately 8 ½" x 14."**
5. **As soon as possible**, preferably at the beginning of the design process, contact City Planning Warner Center staff by phone or e-mail to schedule a **preliminary review** to go over your project site plan and discuss any points from the Specific Plan that affect your project and,
6. **After your preliminary review**, and once all materials required for filing are completed, schedule a meeting with the City Planning Warner Center 2035 Plan Sign District to review

your application package in accordance to the Specific Plan and the filing instructions.

**Please provide 2 collated copies of the following (note, the 2 include the original copy):**

1. ☐ **Department of City Planning Application Form (CP-7771)** For Project Permit Compliance requests, fill-in the appropriate information and provide the required signatures of the property owners and signatures notarized. **The Department of City Planning Application (CP-7771)** form must be completely filled out -- typed or printed in black ink -- with full answers to every statement and question. The application **MUST** be signed by the lessee (if the entire site is leased by the applicant), property owner(s) or an officer of a corporation authorized to sign official documents for the corporation (submit proof). It **MAY NOT** be signed by an agent, owner in escrow or attorney. The application must be signed before a Notary Public in the space provided. "The property owner shall verify the application and submit a title report showing that the applicant is the record owner at the time of submitting a Project Permit Compliance application." **Two Copies** shall be submitted (the original plus one copy).

Department of City Planning Application:

[http://planning.lacity.org/Forms\\_Procedures/7771.pdf](http://planning.lacity.org/Forms_Procedures/7771.pdf)

2. ☐ **Written narrative** describing the nature of the project, addressing the Specific Plan design criteria and guidelines, and presenting findings regarding the project's consistency with the Specific Plan. A **COVER LETTER WITH SIGN PROJECT DESCRIPTION AND COMPLIANCE WITH THE PLAN** must be provided giving a synopsis of the project and a discussion of design objectives. The applicant must also provide a detailed discussion of the project's compliance with the Plan's provisions. Additionally, a complete listing of all entitlement requests must be included. **Two Copies** shall be submitted.
3. ☐ **Title Report**. Submit a copy of a title report to verify current ownership of the subject property. **Two Copies** shall be submitted.
4. ☐ **Vicinity Map**, with scale and directional arrow, indicating the location of the project site in relation to nearby streets.
5. ☐ **District/ZIMAS Map** indicating the project's location, zoning, and related cases.
6. ☐ **Color photographs** (with index map indicating where photos were taken) showing the existing site situation; the project site, surrounding areas and buildings, to clearly represent the context of the proposed project.
7. ☐ **Community Planning Authorization Form** Complete first page. Planning staff will complete second page. Community Planner must sign prior to submitting the application.
8. ☐ **Colored renderings or drawings** of the proposed project, include finish details. Call out specific products and materials proposed, and state the manufacturer's name, and color number for colors proposed.

9. ☐ **Site Plan(s)** of appropriate scale that clearly represents all the features of the site and significant design issues. If the scope of work is significant, or the project is complex, it may be necessary to provide two Site Plans; one showing the existing site situation, and the second showing proposed changes. To include:
- Existing and proposed dimensions of improvements
  - Lot lines
  - Scale
  - North arrow
  - Buildings, structures, walls, fences, significant trees
  - Abutting sidewalks and streets

Plot Plan Instructions: [http://planning.lacity.org/Forms\\_Procedures/7752.pdf](http://planning.lacity.org/Forms_Procedures/7752.pdf)

10. ☐ **Sign Plan**, (if applicable) indicating proposed sign(s), fully dimensioned, and all existing signs on the property. The Sign Plan shall include a matrix describing general characteristics of each sign (type, sign name or number, illumination, dimensions, quality).
11. ☐ **Permits**. Provide **Two Copies** of building and use of land permits, sign permits, plot plans and certificates of occupancy for all existing buildings and structures. If project plans have been submitted into plan check, provide a copy of both sides of the current building permit application(s).
12. ☐ **Copy of Lease**. When the applicant is the lessee of the entire site, a copy of the lease agreement between the owner of the property and the lessee must be provided at the time of filing. However, if the applicant is leasing a portion of the site, then the owner of the property must sign the application or, the applicant must provide a signed statement from the owner consenting to the application. **Two Copies** shall be provided.
13. ☐ **A Filing Fee** must be paid at the time of filing the application.

**PROJECT PERMIT COMPLIANCE APPLICATION:** The fee for filing the Project Permit Compliance Application is the same fee applicable for Project Permit Compliance applications, as set forth in Los Angeles Municipal Code (LAMC) Section 19.01 J. The fee is intended to partially cover the cost of processing the application.

**Required Project Notification Materials:**

1. **Mailing Labels** of Adjacent/Abutting Property Owners, listed on maps (**2 copies**) with 2 sets of self-adhesive mailing labels and keyed to a vicinity map. **Be sure to include the applicants, owners, and representatives names and the following agencies on the labels.**

- Department of Building & Safety  
6262 Van Nuys Blvd. Room 251, Van Nuys, CA 91401
- Woodland Hills – Warner Center Neighborhood Council  
Planning and Land Use Committee  
20929 Ventura Blvd. Suite 47-535  
Woodland Hills, CA. 91364
- Council District 3 Office  
200 North Spring Street, Room 415  
Los Angeles, CA 90012

2. **“Perjury Statement”** certifying the lists’ accuracy to the adjacent property owners list (attached).

**What to bring to the filing appointment at the Public Counter:**

- ☐ Your signed **Geographic Project Planning Referral Form**.
- ☐ The original notarized **Department of City Planning Application**. Copies should be in the plan sets, but the original notarized document needs to be kept separate for the file.
- ☐ **Your plan sets, with each page numbered as 1, 2, 3... You should have at least two (2) of these sets for the case file.**
- ☐ Your **Duplicate Neighborhood Council packet** in an envelope, with the address on it and postage paid, but not sealed. One of the two (2) sets called out for the case filing is intended for this packet. This packet must include (and should be culled to only include):
  - Department of City Planning Application
  - Photos of the site and surrounding properties
  - Vicinity Map
  - Set of plans: Site Plan, Elevations
  - The environmental document, which will be added to the packet at the time of filing at the DSC (Public Counter).

***There will be no acceptance of a case file without the Neighborhood Council copy!***

- ☐ The **mailing gum (sticky) labels**. Copies of these should be in the plan sets but the two (2) of the originals should be in the case file.
- ☐ The **money/check** to pay the filing fee for the case.

**Items completed at time of filing:**

**Environmental Documentation** Confirm with Warner Center 2035 Plan Staff the type of environmental clearance needed for the project.

**Fees** are set by section 19.01 Q of the Los Angeles Municipal code. Checks should be made payable to the City of Los Angeles. (A copy of the most recent fee schedule can be obtained at the DSC.

The application may be filed at either one of the Development Services Centers (DSC) (Public Counters) at:

- DSC Valley, 6262 Van Nuys Boulevard, 2<sup>nd</sup> Floor, Van Nuys;
- DSC Metro, 201 North Figueroa, 4th Floor, Los Angeles, or
- DSC West Los Angeles, 1828 Sawtelle Boulevard, 2<sup>nd</sup> Floor, Los Angeles.

The application will not be considered officially on file until it is deemed complete and required plans and information are found to fulfill the requirements of the Project Planning Bureau.