

City of Los Angeles
Department of City Planning
2025 FILING INSTRUCTIONS
SAN VICENTE SCENIC CORRIDOR SPECIFIC PLAN & DESIGN REVIEW BOARD

Application Instructions

1. Please read the following instructions carefully so the case may be processed immediately. Missing or incomplete materials may cause a case to be continued.
2. Applicants must provide originals and copies of the documents listed on the checklist pages. Plans prepared by licensed architects or engineers must be so identified on each sheet.
3. Oversized plans should be reduced to **11" by 17" and folded in half (not bound)**.
4. All applications require staff review and authorization prior to submission to the City Planning Public Counter. After the public counter accepts the case for filing, a second staff review is required prior to the application being deemed complete and the case being scheduled on the DRB Agenda. Review and approval are based on submission requirements in Section 16.50 of the Los Angeles Municipal Code. Contact the San Vicente DRB Planner by phone or e-mail to schedule an appointment to review your application and your project plans.
5. At the time you submit your application to the Planning Public Counter, you will pay fees as established in Section 19.01 of the Los Angeles Municipal Code. Checks should be made payable to the City of Los Angeles. After the Planning Public Counter accepts the case for filing, it will be processed and forwarded to the San Vicente DRB Planners, who will review it based on submission requirements in Sections 11.5.7 and 16.50 of the Los Angeles Municipal Code and deem the case complete.
6. Once your item is set on the Design Review Board (DRB) Agenda, you are required to **post a legal hearing notice on the property five days prior to the meeting**. Proof of posting (a certification of on-site notification) must be furnished to the San Vicente DRB Planner at the DRB meeting (unless it is being handled by BTC).
7. Someone representing your project will need to attend the DRB meeting and be prepared to speak knowledgeably about the design of the project, (including landscaping if applicable). The presentation should be organized and coherent. We encourage you to attend a meeting beforehand to observe the process.

The San Vicente Scenic Corridor Specific Plan Design Review Board regularly meets on the 2nd and 4th Tuesday of the month at 5:00 p.m. via Zoom Webinar while COVID-19 restrictions are in place.

Please contact San Vicente DRB Planner, **Sienna Kuo**, to confirm meetings at (213) 978-1376 or sienna.kuo@lacity.org

Meeting Agendas are available online at:
<https://planning.lacity.org/about/commissions-boards-hearings#boards>

2024 Meeting Calendar

January 14	July 8
January 28	July 22
February 11	August 12
February 25	August 26
March 11	September 9
March 25	September 23
April 8	October 14
April 22	October 28
May 13	November 11
May 27	November 25
June 10	December 9
June 24	December 23

*Scheduled meetings are subject to change or cancellation.
Please contact the San Vicente DRB Planner to confirm meetings.*

Steps and Approximate Timeline: *Specific Plan Project Permit Compliance and Design Review Board*

1. Initial meeting(s) or discussion(s) with San Vicente DRB Planner.
2. Submit application packet to Planning Department. Submission day must be at least three (3) weeks before the DRB meeting that you'd like to attend.
 - a. Coordinate with San Vicente DRB Planner to review plans and any required forms.
 - b. If packet is complete, San Vicente DRB Planner will fill out and sign the second page of the Geographic Project Planning Referral Form.
 - c. Bring your completed packet and referral form to the Planning Department's Development Service Center(s) for submission. They will collect a filing fee based on the scope of work for your proposed project. Please contact the [Development Service Center\(s\)](#) for more information on filing fees.
 - d. Your CEQA Categorical Exemption (CE) will also be completed at the Public Counter and will require a fee. Not all projects qualify for a CE and may require an environmental assessment and larger fee. Preliminary Design Review is not subject to CEQA requirements and there is no CEQA-related fee.
3. Planner will add your case to the DRB's Agenda. BTC will mail notices to your neighbors and post the agenda at the project site.
4. **DRB Hearing.** You or your team will present your project and the DRB members will have the opportunity to ask questions. If revisions are recommended by the Board, they may opt to continue your case until the next scheduled DRB meeting. If the DRB is ready to render a decision, they may officially vote to recommend approval as presented, approval with conditions, or denial of the project. This vote acts as a recommendation to the Planning Department, which is the final decision maker for your proposed project.
5. **Director's Determination.** This determination is a letter from the Planning Department that either approves or denies the proposed project. The Determination Letter is mailed to the applicant, property owner, Council District, the Department of Building and Safety, the DRB Members, and any additional members of the public that requested to be notified at a DRB hearing.
6. **15-Day Appeal Period.** Your case may be appealed for up to 15 days.
7. **Final Approval.** If no appeals are filed, the Letter of Determination is effective 15 days after the date of the Letter of Determination.

CHECKLIST – Design Review (Final)

Project address: _____

Applicant: _____

Case Number: _____

All submitted items must be noted with a check (X) in the adjacent box. **Materials must be collated before submission.**

APPLICATION PACKET - provide the following:

- ☐ **This checklist, completed.**
- ☐ **Geographic Project Planning Referral Form**, completely filled out & signed by the San Vicente DRB Project Planner.
- ☐ **Department of City Planning Application**, original copy signed and notarized by the property owner(s). Under “Actions Requested”, write on separate lines: “11.5.7 SPECIFIC PLAN PROCEDURES” and “16.50 DESIGN REVIEW BOARD PROCEDURES.” “Legal Description” can be obtained from ZIMAS (see below).
 - ☐ **Electronic Copy of Application Documents**, as required by the City Planning Application, provide an electronic copy of your application (Forms, Findings, Plan Sets, Site Photos, etc.) on a flash drive or CD.
- ☐ **Environmental Clearance** (for final mandatory reviews only.) Projects eligible for a categorical exemption are issued an environmental clearance over the counter at the time of filing.
- ☐ **Shade and Shadow Study**, 1 copy of full study for case file plus 1 copy of a synopsis.
- ☐ **Lighting Plan**, if applicable, include cut sheets on exterior light finishes with the fixtures specified.
- ☐ **Vicinity Map**, with scale and directional arrow, indicating the location of the project site in relation to nearby streets. Commonly used base maps include figures within the Specific Plan, or a “Thomas Guide” sheet.
- ☐ **District/ZIMAS Map** indicate the project’s location, zoning, and related cases. Refer to <http://zimas.lacity.org>.
- ☐ **Color Photographs w/Index Map**, showing existing conditions of the project site, and surrounding buildings. Map should indicate from where photos are taken. For Sign Projects, show all existing signs located on the building (not just tenant space).
- ☐ **Site Plan** showing existing and proposed dimensions of project, in relationship to surrounding properties; indicate location of adjacent buildings. Plan should include lot lines, measurement scale, North arrow, and datum point from which height is measured.
- ☐ **Building Elevations**, with heights and dimensions for existing or proposed buildings. Show project in context to adjacent buildings. For new structures, show elevations of all sides of building. For sign projects within the San Vicente Scenic Corridor, show placement and height of sign upon building.
- ☐ **Colored Renderings/Drawings** of proposed project within the neighborhood context.
- ☐ **Night Rendering**, night view of proposed project in context of lighting.
- ☐ **Floor Plans**, if applicable, showing dimensions for all levels. Indicate parking space counts, habitable room counts, and include roof plans.
- ☐ **Section Drawings**, if applicable, with heights and dimensions.

- ☐ **Materials and Colors Sheet**, call out name, number, and manufacturer of proposed colors and materials for the exterior façade, including balcony or roof deck railings.
- ☐ **Landscape Plans** shall include:
 - ☐ Approximate size, maturity, and location of all plant materials
 - ☐ Scientific and common names of the plant materials
 - ☐ Proposed irrigation plan
 - ☐ Estimated planting schedule
 - ☐ The length of time required to attain plant maturity
 - ☐ Planting locations and quantity of each species.
 - ☐ OPEN SPACE CALCULATIONS: showing how and where the project meets open space and landscaping/yard requirements. Indicate square-foot calculations for allotted open space and landscaped areas in the front yard, rear yard, side yards, and if applicable, the roof-top and balconies.
- ☐ **Trees**, information on existing trees on the site and within 20 feet of the property.
- ☐ **Written Narrative/Project Description** including findings regarding the project's consistency with relevant Specific Plan provisions, and Design Review guidelines, point by point.
- ☐ **Sign details**, if applicable: show dimensions for all proposed signs, including square foot measurements, width, length, depth, lighting, projection from building facade, etc.
- ☐ **Environmental Clearance** synopsis (for large projects only, e.g. those with EIRs)
- ☐ **Any Information** on related discretionary cases (e.g., zone variances).

One physical and one digital copy of the following will be needed before a DRB hearing can be scheduled:

- ☐ **Mailing labels and Index map** (allow several days to complete)
 - Names and addresses of applicant(s), property owner(s), architect, and occupants/tenants on-site.
 - Address of occupants/tenants and owners of all properties adjacent, abutting, with a common corner, across streets and alleys from the property, or owners of all properties that are within 100 feet of the exterior boundaries of the property, whichever is greater.
 - Signed and dated perjury statement.
 - Index Map or Key Map.
 - BTC receipt (IMPORTANT: see handout on mailing procedures).
 - If Preliminary Design Review is requested, no additional noticing (mailing labels or on-site posting) is required.

CHECKLIST – Preliminary Design Review Application

Project address: _____

Applicant: _____

Case Number: _____

For Preliminary Review Applications, provide one copy of the following to City Planning staff: (Project Plans should be 11" x 17" folded in half – not bound)

- ☐ **Department of City Planning Application**, original copy signed and notarized by the property owner(s). Under "Actions Requested", write on separate lines: "11.5.7 SPECIFIC PLAN PROCEDURES" and "16.50 DESIGN REVIEW BOARD PROCEDURES." "Legal Description" can be obtained from ZIMAS (see below).
- ☐ **Electronic Copy of Application Documents**, as required by the City Planning Application, provide an electronic copy of your application (Forms, Plan Sets, Site Photos, etc.) on a flash drive or CD.
- ☐ Any information on related discretionary cases (e.g., zone variances).

Note: Applicant should bring as much documentation/information as possible for the DRB to review. Detailed, final design drawings, elevations, and sections, etc. are helpful, but a complete package of finalized drawings is not required at this stage. At the minimum, the applicant should submit:

- ☐ **Color photographs with index map**, showing existing conditions of the project site, and surrounding buildings. Map should indicate from where photos are taken. For sign projects within San Vicente Scenic Corridor, show all existing signs located on building (not just tenant space).
- ☐ **Materials and Colors Sheet**, call out name, number, and manufacturer of proposed colors and materials for the exterior façade, including balcony or roof deck railings.
- ☐ **Site Plan** showing existing and proposed dimensions of project, in relationship to surrounding properties; indicate location of adjacent buildings. Plan should include lot lines, measurement scale, North arrow, and datum point from which height is measured.
- ☐ **Elevation Drawings**, with heights and dimensions for existing or proposed buildings. Show project in context to adjacent buildings. For new structures, show elevations of all sides of building. For sign projects within Westwood Village, show placement and height of sign upon building.
- ☐ **Section Drawings**, if applicable, with heights and dimensions.
- ☐ **Landscape Plans**, if applicable.
- ☐ **Plot Plan** of the existing trees on site and within the public right of way.

There is no noticing requirement for Preliminary Design Reviews, so no mailing labels or on-site posting are required at this stage.