

Building and Safety / City Planning

JOINT REFERRAL FORM

Mulholland Scenic Parkway Specific Plan

Instructions:

1. Proposed construction, within the boundaries of the Mulholland Scenic Parkway Specific Plan (MSPSP), will be accepted for Plan Check with the Department of Building and Safety only if they have one of the following:
 - A. A final* Director's Project Permit Compliance Approval determination letter approving the proposed construction with the submitted plans consistent with the determination letter; OR
 - B. A completed Joint Referral Form, signed by City Planning MSPSP assigned staff, exempting the proposed construction from the Project Permit Compliance Review, including Design Review, pursuant to Section 11 of the Specific Plan (i.e., no Director's Determination Letter necessary); OR
 - C. A completed Joint Referral Form, signed by City Planning's MSPSP assigned staff, not exempting the proposed construction from Project Permit Compliance Review; however, the applicant has signed an Assumption of Risk Affidavit, attached on page 3 of this Referral Form, acknowledging the risk of early submittal of building plans.

***Final shall mean that the appeal period for the Project Permit Compliance Approval determination letter is completed and no appeals have been filed.**

2. For City Planning MSPSP Staff to properly review the proposed construction, complete **Sections I, II, III**, AND provide the following materials (where applicable):
 - a. Site Plan
 - b. Floor Plans
 - c. Elevations
 - d. Site Images
 - e. Building Permits
 - f. Existing or Proposed Landscape
3. City Planning MSPSP Staff are located at 6262 Van Nuys Boulevard, Suite 430, Van Nuys, CA. Appropriate Planning Staff Member Contact Information Available at the following link:
<https://planning.lacity.org/plans-policies/overlays/mulholland-scenic-parkway>
4. The Mulholland Scenic Parkway Specific Plan and Mulholland Design Guidelines can be found through the plan link from the property on ZIMAS: www.zimas.lacity.org or at the Planning Department website: <https://planning.lacity.org/plans-policies/overlays/mulholland-scenic-parkway>. Paper copies can be purchased at the Planning Public Counter.

Section I

Applicant(s)/Representative(s)

Name: _____

Telephone: _____

Property Owner(s)

Name: _____

Telephone: _____

Section II

Project Address: _____ Assessor Parcel Number: _____

Proposed Project Description (describe in detail, including ALL proposed work and dimensions):

Section III

Total Size (habitable and non-habitable floor area) Existing: _____ sq. ft. Height: _____

Proposed: _____ sq. ft. Height: _____

Total Grading: Cut: _____ cu. yds. Fill: _____ cu. yds.

I certify that all above information is correct.

Signature of Applicant or Agent

Date

THIS PAGE TO BE COMPLETED BY MULHOLLAND STAFF

Section IV

1. Project Permit: Does the project require a Determination Letter? Yes ___ No ___
2. DRB: Does the project require Design Review hearing? Yes ___ No ___
3. Risk of Assumption Affidavit: Is the applicant submitting an Affidavit? Yes ___ No ___

Mulholland Staff:

Name

Signature

Date

NOTES:

For Reference Only

- Color, Materials, and design of exterior changes, including landscaping, are consistent with the intent and provisions of the Mulholland Scenic Parkway Specific Plan.
- The total cumulative floor area of all additions since 06/29/1992 does not exceed 900 square feet.
Previous additions: _____
- The building height does not exceed the standards set forth in this Specific Plan (almost always superseded by restrictions set for the Baseline Hillside Ordinance unless property is on Mulholland Drive.
Inner / Outer Corridor Visible / Not Visible Upslope / Downslope Max. Height _____
- The proposed Project is not on a prominent ridge and/or does not break and existing skyline according to Specific Plan Maps 1 – 12.
- The proposed project is not located on a lot which contains a stream according to Specific Plan Maps 1-12.
- The proposed project does not propose grading or require a grading permit.
- The project is not grading within 200 feet of park land or an identified stream.
- The project does not remove any protected trees.
- Is the property on SurveyLA/HistoricPlacesLA? _____ If yes, coordinate with Office of Historic Resources
- Sign-off fee associated of \$292.74? Yes or No

If the project requires a determination letter, which entitlement is needed? (Check one)

- Project Permit Compliance
- Adjustment
- Modification
- Exception
- Amendment

If a Determination Letter is necessary, which Environmental Clearance is needed? (Check one)

- Categorical Exemption (CE)
- (Mitigated) Negative Declaration
- Environmental Impact Report
- Other (i.e., Addendum, Reconsideration, ...)

ASSUMPTION OF RISK AFFIDAVIT

Per Section IV above, staff has determined that the proposed project is subject to Project Permit Compliance submittal pursuant to Section 11 of the Mulholland Scenic Parkway Specific Plan including Design Review Board review. As such, the applicant is required to file pursuant to the requirements established in Los Angeles Municipal Code Section 11.5.7-C, as well as the additional requirements established for the Mulholland Scenic Parkway Specific Plan.

The owner of the property may be permitted to file the building plans to Building and Safety acknowledging an Assumption of Risk that the Plans submitted to Building and Safety may be changed as a result of the Mulholland Scenic Parkway Specific Plan Project Permit Compliance review and approval process. The Department of City Planning shall not be held responsible by the owner of the property for any changes made as a result of the Mulholland Scenic Parkway Specific Plan Project Permit Compliance review and approval.

+++++

I, _____

Owner (Owner in escrow)

Please Print

Signed: _____

Owner (Owner in escrow)

assume all risks resulting from being permitted by the City for early submittal of building plans for a project which will require review and approval by the Director of Planning pursuant to the authority granted him/her under Los Angeles Municipal Code Section 11.5.7 and Section 11 of the Mulholland Scenic Parkway Specific Plan (Ordinance No. 167,943). The City shall not be held responsible for any changes to the building plans as a result of the Project Permit Compliance review and approval.

*****Space Below This Line for Notary's Use*****

ALL-PURPOSE ACKNOWLEDGMENT

State of California
County of _____

On _____ before me,

(INSERT NAME OF NOTARY PUBLIC AND TITLE)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature (SEAL)