



INSTRUCTIONS:

Reseda Central Business District Community Design Overlay District *Filing instructions*

1. Read ALL instructions carefully. Missing or incomplete materials cause delays.
2. **Before** designing the project, review the text of the Reseda Community Design Overlay District (CDO). (<http://cityplanning.lacity.org/complan/othrplan/pdf/ResedaCDO.pdf>)
3. Contact City Planning Reseda CDO staff by phone or e-mail to schedule an appointment to review your original submittal **before** photocopies of additional sets are made.

Planning staff are located at 6262 Van Nuys Boulevard, Suite 430, Van Nuys, CA 91401. For questions and/or additional information, see the assigned staff:
<https://planning.lacity.org/phonelist/assignmentlist.pdf>.

Application Materials Checklist

Note: Plans are to be prepared by licensed professionals, as indicated. All oversized plans are to be reduced to 11" X 17" at a 1/8" minimum scale and folded in half. The application shall be reviewed by the Reseda CDO staff for completeness prior to submitting it to the City Planning Public Counter, located at 6262 Van Nuys Blvd., Suite 251.

1. **Department of City Planning Application Form (CP-7771.1).** Fill-in the appropriate information and provide the required signatures of the property owners and signatures notarized. 2 copies. Download the form at: http://www.planning.lacity.org/Forms_Procedures/7771.1.pdf and instructions at http://www.planning.lacity.org/Forms_Procedures/7810.pdf.
2. **Environmental Documentation** confirm with Reseda CDO staff the type of environmental clearance needed for the project. Most likely the project will be Categorically Exempt.
3. **Vicinity Map**, with scale and directional arrow, indicating the location of the Project Site in relation to nearby streets. (Thomas Guide map is acceptable).
4. **Site/Plot Plans (2 sets)** Follow Los Angeles City Planning Department Plot Plan Instructions available at Suite 251, the Planning Public Counter or online (http://cityplanning.lacity.org/Forms_Procedures/7752.pdf). The site plan should 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.
5. **Elevations (2 sets)** (all facades) with dimensions and building heights, measured per Department of Building and Safety requirements. Height calculations shall also include the corresponding elevation points. Provide north, south, east, and west elevations of existing and proposed structures, with dimensions included. Elevations should show exterior surface wall treatments, and/or roofing materials if being affected by the proposed project.
(http://cityplanning.lacity.org/Forms_Procedures/7817.pdf)
6. **Architectural Details.** For applicable projects, architectural detail sheet including, but not limited to articulation of main facade elements, windows, doors, balconies, exterior building materials, exterior

wall surface treatment, decorative elements, color, roof treatments, pole signs, and monument signs. Material specifications (manufacturer's spec sheet) or samples may be appropriate.

7. **Window/Door Schedule.** This schedule should show the graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed.
8. **Color Photographs.**
 - (a) Show the subject site, surrounding areas, and any surrounding buildings with an index map indicating where photos were taken.
 - (b) Show the proposed Project, with an index map indicating where photos were taken.
 - (c) Show a panoramic view of all structures within a distance of 200 feet on either side of the site.
 - (d) Show a panoramic view of existing structures on the opposite side of the street within 300 feet of the subject site.
9. **Mailing Labels.** Create mailing labels for the owner, applicant, representative, Council Office, and any interested parties. The Appropriate Council Office is: The Office of Council Member Bob Blumenfield, Attention: Andrew Pennington/Elizabeth Ene, 19040 Vanowen Street, Reseda, CA 91335
10. **Neighborhood Council Packet.** This packet is a 3rd copy of the case file in a pre-paid, open envelope addressed to the Neighborhood Council: Reseda Neighborhood Council, 7324 Reseda Blvd #118, Reseda, CA 91335

Additional Materials

1. **Floor Plans.** (If deemed necessary by staff; for instructions see http://planning.lacity.org/Forms_Procedures/7751.pdf)
2. **Landscape Plan.** (If deemed necessary by staff; for instructions see http://planning.lacity.org/Forms_Procedures/6730.pdf)
3. **Color Renderings.** (If deemed necessary by staff)
4. **Sign Plan.** (If applicable)