



MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN General Information Handout

General Information

Thresholds of Review

Projects Over 900 Square Feet or Larger

Projects which add more than 900 square feet, as defined per Section 11.J of the Mulholland Scenic Parkway Specific Plan (MSPSP)¹ requires:

- Project Compliance (Design Review Board) (SPP-DRB) for recommendation
- Geographic Project Planning Referral (CP13-7812)

Instructions for filing an application for the Mulholland Design Review Board can be found at: <https://planning.lacity.org/plans-policies/overlays/mulholland-scenic-parkway>

Once all application materials are completed, submit documents for preliminary review of the materials prior to case filing using the Online Application System located at: <https://planning.lacity.org/oas>

Upon receipt of a signed Geographic Project Planning Referral (CP13-7812), the application must then be submitted to the City Planning Development Services Center (DSC).

Incomplete applications will be placed on hold until all materials are provided.

Projects Adding Less than 900 Square Feet

Projects which add less than 900 square feet, as defined by Section 11.J of the MSPSP, may be approved through an Administrative Clearance or an SPP. To obtain an Administrative Clearance, provide the relevant permit history, photographs of the existing house, and the proposed plans with their Clearance Summary Worksheet (CSW) for Mulholland Staff review. Submit documents for review of the materials using the Online Application System located at: <https://planning.lacity.org/oas>

Projects within 200 feet of parkland, 50 feet of a prominent ridge, and/or 100 feet of an identified stream, are not eligible for an Administrative Review.

¹ Pursuant to LAMC Section 11.J of the MSPSP, floor area shall be counted cumulatively from the adoption of the Specific Plan in 1992 to present and includes all new construction.

Before Designing Any Project

Los Angeles Department of Building and Safety (LADBS)

LADBS calculates floor area, residential floor area (RFA), and height. Contact www.ladbs.org for more information.

Mulholland Scenic Parkway Specific Plan and Design Guidelines

Review the following documents prior to designing your project:

Mulholland Scenic Parkway Specific Plan: https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland_Scenic_Parkway_Specific_Plan_.pdf

Mulholland Scenic Parkway Specific Plan Design Guidelines:
<https://planning.lacity.org/odocument/69a90420-48bc-4653-be63-2e58ce8d25e7/mulholguidelines.pdf>.

For more information, review the [Applicability Matrix](#).

Trees or Shrubs

A Tree Disclosure Statement ([CP-4067](#)) is required if there are any protected trees or shrubs on the project site and/or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project. Disclose whether the project requires **relocation or removal of any *protected or unprotected* trees or shrubs**, as this will determine the appropriate environmental clearance for the project.

An Urban Forestry Referral Form ([CP-4070](#)) is required for any application within the MSPSP, if there are any protected trees or protected shrubs on the project site and/or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading). If the project requires relocation or removal of any *protected* native trees or shrubs, a Protected Tree Removal Permit will be required from the Board of Public Works. Contact the City's Urban Forestry Division to submit a Protected Tree Report and schedule a review of the project.

Other Regulations

Determine if the project is subject to the **Baseline Hillside Ordinance (BHO)** or if it is within the **Girard Tract Specific Plan**. There are additional building regulations which will affect the design of the project if either or both regulations are applicable.

- BHO Regulations: http://clkrep.lacity.org/online/docs/2016/16-1460_ORD_184802_3-13-17.pdf
- LADBS BHO Correction Sheet (for summary of regulations and requirements):
[https://www.ladbs.org/docs/default-source/forms/plan-check-2017/baseline-hillside-ordinance-\(bho\)-correction-sheet-\(effective-3-17-17\).pdf?sfvrsn=4](https://www.ladbs.org/docs/default-source/forms/plan-check-2017/baseline-hillside-ordinance-(bho)-correction-sheet-(effective-3-17-17).pdf?sfvrsn=4)

- Girard Tract Regulations: <http://cityplanning.lacity.org/complan/specplan/pdf/GIRARD.PDF>

These documents are also available through ZIMAS at <http://zimas.lacity.org> under the “Planning and Zoning” tab.

Application Submission

Preliminary Review

Preliminary Review is mandatory prior to any case filing within the MSPSP. Preliminary review submission to Mulholland Staff can be made here: <https://planning.lacity.org/oas>

Case Filing Appointments

Appointments for case filing with the DSC can be made online here: <https://appointments.lacity.org/apptsys/Public/Account>