



Miracle Mile Community Design Overlay (CDO) District Filing for a New CDO Approval Case (Signs)

PROCESS

1. Contact Planning staff for a pre-application consultation regarding design criteria and application package.
2. Submit **pre-application materials** (see below) to the Planning staff to obtain a signed Community Planning Referral Form. This form authorizes you to file a case at the Development Services Center.
3. Upon receipt of complete pre-application materials, the Planning staff will sign the Community Planning Referral Form.
4. Prepare a complete **application package** (see below).
5. File a Director's Determination (DIR) case for CDO approval and associated environmental clearance (ENV) at the City's Development Services Center. You will need the signed Community Planning Referral Form when you file a case.

PRE-APPLICATION MATERIALS (to obtain a Signed Community Planning Referral Form from Planning staff)

- Master Land Use Application completed, signed, and notarized. (Form CP-7771 and Instructions are available on the City Planning website)
- Proof of Ownership (see Master Land Use Application Instructions #1.a.)
- Findings
- Color photos of existing street frontage and all signs facing the same street as the proposed sign(s).
- Plans required for sign projects (see next page)

APPLICATION PACKAGE (to file a case at the Development Services Center)

- All items in the Pre-Application Materials section
- CEQA Notice of Exemption Form (provided at the time of filing at the Development Services Center)
- Signed Community Planning Referral Form
- Photographs and an Index Map
- Vicinity Map
- Two (2) photocopies and two (2) self-adhesive mailing labels for the owner, applicant, representative, Council Office, and any interested parties.
 - Council District 4 David E. Ryu
200 N. Spring St. Room 425
Los Angeles, CA 90012
- Certified Neighborhood Council packet – a duplicate copy of the case file in its own separate, unsealed envelope
 - Mid City West Community Council
543 N. Fairfax Avenue, Suite 106
Los Angeles, CA 90036
- Optional requirement by City Planning as requested by staff: Color renderings, Order to Comply, Building Permits, and Certificate of Occupancy.

*****Please check the Master Land Us Application Instructions Form for details.***

*****More detail may be required for historic buildings to determine any impact on historic features.***

PLANS REQUIRED FOR SIGN PROJECTS

Please submit **four (4) copies of all plan sheets, minimum 11” x 17” size**, fully dimensioned and drawn to scale.

- Sign Inventory showing:
 - Address, business name, sign type, permit number, dimensions, and area for existing signs along the street frontage. Include legally non-conforming signs
 - Total combined sign area of existing and proposed signs. Include legally non-conforming signs.
 - Total combined sign area allowed along the street frontage
- Site Plan showing:
 - Location of all existing signage listed on the Sign Inventory
 - Location of proposed signage
 - Street frontage dimensions
- Elevations showing:
 - Proposed signs and dimensions
 - Existing building dimensions
 - Height to the top of the proposed sign from the grade level (sidewalk)
- Manufacturer’s Spec Sheet showing:
 - Structural details
 - Materials
 - Colors
 - Dimensions including letters and logos

PLANS REQUIRED FOR CANOPIES, AWNINGS, AND SECURITY GRILLES

- Manufacturer’s Spec Sheet showing:
 - Structural details
 - Materials
 - Colors
 - Dimensions

CONTACT

<p>Department of City Planning Development Services Center</p> <p style="text-align: center;">Metro</p> <p>201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (213) 482 – 7077</p> <p style="text-align: center;">Valley</p> <p>6262 Van Nuys Boulevard Van Nuys, CA 91401 (818) 374 – 5050</p> <p style="text-align: center;">West Los Angeles</p> <p>1828 Sawtelle Boulevard, 2nd Floor Los Angeles, CA 90025 (310) 231 – 2901</p>	<p>Department of City Planning Central Project Planning Division</p> <p>200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978 – 1160</p>	<p>City Planning Staff</p> <p style="text-align: center;">Andre Calderon andre.calderon@lacity.org (213) 978 – 1395</p>
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