



### WARNER CENTER 2035 SPECIFIC PLAN Sign District Applications

#### Related Code Sections

Los Angeles Municipal Code (LAMC) Section 12.32 of Chapter 1 authorizes ministerial review for projects in compliance with Specific Plans; procedures for Administrative Review are governed by LAMC Section 13B.3.1. of Chapter 1A. LAMC Section 11.5.7 C of Chapter 1 authorizes applications for projects in compliance with Specific Plans which are not eligible for ministerial review; procedures for a Project Compliance review are governed by LAMC Section 13B.4.2. of Chapter 1A. Ordinance No. 182,766 established the Warner Center 2035 Specific Plan ([Specific Plan](#)).

## General Instructions

Depending on the scope of work, proposed development projects located in the Specific Plan and meet its definition of a “Project” may be eligible for a Director’s Sign-Off or require a Project Permit Compliance case to be filed.

A filing appointment may be requested through the Planning website to file for Project Compliance. Check the [Development Services](#) webpage for current protocols.

### Director’s Sign-Off

#### Signage Only

Pursuant to [Ordinance No. 183,147, Section 5.B](#), projects that include only signs, comprised of one or more of the following, may be approved with a Director’s Sign-Off on the building permit application. To obtain a clearance, contact the planner assigned to the Specific Plan. An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.org> under the “About” tab.

- ☐ Architectural Ledge Signs
- ☐ Awning Signs
- ☐ Hanging Signs
- ☐ Information Signs
- ☐ Monument Signs
- ☐ Pedestrian Signs
- ☐ Identification Signs that are 150 square feet in area or less, that are located in Vertical Sign Zones 1 or 2, and that do not break the roof line
- ☐ Wall Signs that measure 150 square feet in area or less
- ☐ Window Signs

For other signage types and lighting, refer to the Project Compliance requirements below.

## Project Compliance

Projects that include lighting and/or one or more of the following sign types are required to file an application for Project Compliance.

- ☐ Aerial View Signs
- ☐ Digital Displays
- ☐ Identification Signs that are larger than 150 square feet in area
- ☐ Integral Digital Displays
- ☐ Large-Scale Architectural Lighting
- ☐ Projecting Signs
- ☐ Scrolling Digital Displays
- ☐ Wall Signs 150 square feet in area or greater, or any wall sign located in Vertical Sign Zone 2

## Specialized Requirements

### Project Permit Compliance

When filing for the above application, the following items are required in addition to those specified in the City Planning Application Filing Instructions ([CP13-7810](#)).

#### City Planning Application Form

- ☐ Complete this form ([CP13-7771.1](#)) with all applicable questions filled out.

#### Geographic Project Planning Referral Form

- ☐ This form ([CP13-7812](#)) must be completed and signed by the planner assigned to the Specific Plan. An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.org> under the “About” tab.

#### Written Narrative

- ☐ Provide a written narrative describing the nature of the project, addressing the Specific Plan criteria and guidelines, and demonstrating compliance with the Specific Plan. Provide a detailed discussion of the Project’s compliance with the Specific Plan’s provisions. Additionally, a complete listing of entitlement requests must be included.

#### Title Report

- ☐ Submit a copy of a title report to verify current ownership of the subject property.

#### Site Plan

- ☐ Provide a Site Plan which clearly represents all the features of the site and any significant design

issues. Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

## Sign Plan

- ☐ Indicate proposed sign(s), fully dimensioned, and all existing signs on the property. The Sign Plan shall include a matrix describing general characteristics of each sign (type, sign name or number, illumination, dimensions, quality).

## Colored Renderings or Drawings

- ☐ Colored renderings or drawings of the proposed project, include finish details. Call out specific products and materials proposed, and state the manufacturer's name, and color number for colors proposed.

## Mailing Labels

The mailing of a Letter of Determination (LOD) is required to be mailed to Abutting Property Owners and Interested Parties, in addition to the following:


- ☐ Department of Building & Safety  
6262 Van Nuys Blvd, Room 251  
Van Nuys, CA 91401
- ☐ Woodland Hills – Warner Center Neighborhood Council  
Planning and Land Use Committee  
20929 Ventura Blvd, Suite 47-535  
Woodland Hills, CA 91364
- ☐ Council District 3 Office  
200 North Spring Street, Room 415  
Los Angeles, CA 90012

This is for informational purposes only and not required at the time of filing, unless otherwise requested. The Applicant shall be responsible for providing the mailing labels and Perjury Statement. Refer to the Mailing Procedures Instructions ([CP13-2074](#)) for applicable requirements.

## Findings

The decision maker must decide if the facts presented in the record support the findings (i.e., criteria for approval) established in the LAMC. On a separate sheet, provide a detailed justification/explanation of how the proposed project conforms with the following. Provide written documentation of compliance with all applicable Specific Plan Regulations (include both District Specific and General Plan Regulations) and Urban Design Guidelines in Appendix F.

1. The project substantially complies with the applicable regulations, findings, standards, and provisions of the specific plan.

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2. The project incorporates mitigation measures, monitoring measures when necessary, or alternatives identified in the environmental review which would mitigate the negative environmental effects of the project, to the extent physically feasible.