



## SITE PLAN REVIEW

### Related Code Section

Los Angeles Municipal Code (LAMC) Section 16.05 authorizes the Director of Planning to determine Site Plan Review application requests for development projects. Site Plan Review is required for the following project types, unless the project qualifies as an “ED 1” project under Mayor Bass’ [Executive Directive No. 1](#):

- A development project resulting in a net increase of 50,000 gross square feet of non-residential floor area.
- A development project resulting in a net increase of 50 or more dwelling units and/or guest rooms.
- A change of use to a fast-food establishment resulting in a net increase of 500 or more average daily vehicle trips as determined by the Department of Transportation.
- A change of use other than to a fast-food establishment resulting in a net increase of 1,000 or more average daily vehicle trips as determined by the Department of Transportation.
- A single-family residential development with a cumulative Residential Floor Area of 17,500 square feet or larger located in the Hillside Construction Regulation “HCR” Supplemental Use District.

### Public Hearing and Notice

If the Director finds that the matter may have a significant effect on neighboring properties, the Director shall set the matter for public hearing. If held, notification of a public hearing for the above process includes Property Owners and Occupants (i.e., tenants) within 100 feet from the boundaries of the subject site as well as on-site posting of the notice. This is for informational purposes only and not required at the time of filing, unless otherwise requested. Refer to the Mailing Procedures Instructions ([CP-2074](#)) and Posting Instructions ([CP-7762](#)) for applicable requirements.

## Specialized Requirements

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

### Site Plan Review Supplemental Application

Complete this form ([CP-2150](#)) and submit it with the required application materials.

## Department of Transportation Referral Form

After a Site Plan Review case has been filed with City Planning, complete and submit this form ([CP-2151.1](#)), along with the required materials identified on the form, to the applicable Department of Transportation (LADOT) Development Services Division Office for their review. Once LADOT reviews and signs the Referral Form, submit it to the project planner assigned to the Site Plan Review case.

### Roof Plan

Show all rooftop structures and equipment.

### Elevations

All building materials and colors shall be indicated, including any sustainable features of the project. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

## Other Related Documents


Provide one copy of each of the following documents, as applicable:

- Building Permit Application, if in Plan Check
- Lease, if applicant is not the owner of the subject property
- Prior discretionary actions (e.g., City Planning, Public Works)
- Existing Building Permits, Affidavits, and Certificate of Occupancy
- Recorded Easements
- Grading pre-inspection approval from Building & Safety Grading Division for properties in Hillside areas

## 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:

1. That the project is in substantial conformance with the purposes, intent and provisions of the General Plan, applicable community plan, and any application specific plan.
2. That the project consists of an arrangement of buildings and structures (including height, bulk and setbacks), off-street parking facilities, loading areas, lighting, landscaping, trash collection, and other such pertinent improvements, that is or will be compatible with existing and future development on adjacent properties and neighboring properties.

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3. That any residential project provides recreational and service amenities to improve habitability for its residents and minimize impacts on neighboring properties.