



INSTRUCTIONS:

Van Nuys Central Business District Community Design Overlay District (Ordinances 174,420 & 174,421) Design Overlay Approval Application Instructions and Requirements

Note: The Design Guidelines and Q conditions can be accessed from the Department of City Planning web page at: http://planning.lacity.org/complan/otherplan/oparea/vnycbd_candq.htm.

FILING INSTRUCTIONS

1. Read ALL instructions carefully. Missing or incomplete materials cause delays.
2. **Before** designing the project, review the text of the Van Nuys Community Design Overlay District (CDO). (<http://planning.lacity.org/complan/otherplan/pdf/vnycbdcdotxt.pdf>)
3. Contact City Planning Van Nuys 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, contact the appropriate planning staff for assistance: <http://planning.lacity.org/phonelist/assignmentlist.pdf> (note that email is firstname.lastname@lacity.org).

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. **Master Land Use Application** completed and signed by property owner(s) and notarized. If the property is owned by a corporation/company, include a letter on company letterhead stating that the signer has authority to sign. (Download at: http://planning.lacity.org/Forms_Procedures/7771.1.pdf)
2. **Environmental Documentation** confirm with Van Nuys 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.

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 (http://cityplanning.lacity.org/Forms_Procedures/7817.pdf) should

show exterior surface wall treatments, and/or roofing materials if being affected by the proposed project.

5. **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.
6. **Window/Door Schedule.** This schedule should show the graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed.
7. **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.
8. **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 Nury Martinez, Attention: Ackley Padilla, 14410 Sylvan St, Ste 215, Van Nuys, CA 91401
9. **Neighborhood Council Packet.** This packet is a 3rd copy of the case file in a pre-paid, open envelope addressed to the Neighborhood Council: Van Nuys Neighborhood Council, P.O. Box 3118, Van Nuys, CA 91404

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)