

Read ALL instructions carefully. Missing or incomplete materials can cause delays.

Before designing the project, review the [Granada Hills Specific Plan](#), which can be found at the Planning Department website <http://planning.lacity.org> or can be purchased at the City Planning Public Counter. For information about the Specific Plan, in the left column, click on General Plan -> Community Plans -> Specific Plans -> Granada Hills SP. The 'Forms and Processes' section of our website also contains interactive forms and instructions for many of the required application materials listed below, including the following: *Master Land Use application, Plot Plan, Floor Plans, Elevations, Landscape Instructions, and Mailing Procedures.*

Please contact Granada Hills Specific Plan Staff for questions, additional information, or to schedule an appointment to review your submittal application. All applications must first be reviewed for completeness by Specific Plan staff prior to final submittal and the payment of fees at the Planning Public Counter. **For contact information**, use our Department website listed above and click on 'Planning Contacts' in the bottom right-hand corner, or contact the Planning Public Counter at 213-482-7077 or 818-374-5050.

All submitted application materials, drawings, plans, etc. should be on 8 ½"x11", 8 ½"x14", or 11"x17" paper. Oversize plans should be folded down to approximately 8 ½"x11".

REQUIRED APPLICATION MATERIALS:

- MASTER LAND USE APPLICATION** (Form CP-7771)
- WRITTEN NARRATIVE** describing the nature of the project, addressing the Specific Plan design criteria and guidelines, and presenting findings regarding the project's consistency with the Specific Plan.
- ZIMAS MAP** indicating the project's location, zoning, and related cases.
- COLOR PHOTOGRAPHS** of the entire site and surrounding area/buildings to clearly represent the context of the proposed project. The photographs must be keyed to numbers on an accompanying Index Map with arrows indicating from where and what direction the photos were taken.

REQUIRED PLANS (as applicable):

- PLOT PLAN** must be submitted for all cases. (See [Plot Plan Instructions](#))
- FLOOR PLANS** (See [Floor Plan Instructions](#))
- ELEVATIONS** (See [Elevation Instructions](#))
- COLORED RENDERINGS OR DRAWINGS** of the proposed project, including finish details. Call out specific products and materials proposed, including manufacturer's name and color number for proposed colors.
- LANDSCAPE PLAN** (See [Landscape Plan Instructions](#))
- SIGN PLAN**, indicating proposed signage, fully dimensioned and all existing signs on the property.

REQUIRED PROJECT NOTIFICATION MATERIALS:

- MAILING LABELS and PUBLIC HEARING NOTICE POSTING.** Two sets of self-adhesive mailing labels of **Abutting Property Owners and Occupants** identified and keyed to a ZIMAS map. Be sure to include the applicant, owner, and representative on the labels. You will also need to provide a receipt from BTC (the City’s mailing contractor) as a proof of payment for the mailing of the public hearing notice for the Design Review Board meeting. The public hearing notice must also be posted on-site prior to the meeting, which can either be completed by BTC or the applicant (public hearing notice posting instructions and materials are available for pick-up at Planning Public Counters). If a Design Review Board meeting is not required, skip step 3 of the Instructions sheet below, BTC will not be required. Instructions & Perjury Statement are available in the [Mailing Procedures](#) form on our Department website.

The mailing labels should also include the following agencies:

- Council District 12 Office (Attn: Planning Deputy)
200 N. Spring St., Room 405, Los Angeles, CA 90012
- Local Neighborhood Council
Mailing Addresses can be obtained from the ‘Jurisdictional’ tab at <http://zimas.lacity.org>

- PERJURY STATEMENT** certifying the mailing labels’ accuracy.
- DUPLICATE CASE FILE TO NEIGHBORHOOD COUNCIL.** A duplicate copy of the case file in its own separate, *unsealed* envelope, addressed to the Neighborhood Council **with the proper postage required**, and the Public Counter’s address as the return address. The duplicate copy must include: the Master Land Use application, written narrative, ZIMAS map, color photographs, and a set of plans (must be legible and no larger than 11”x17”).

ITEMS COMPLETED AT TIME OF FILING:

- COMMUNITY PLANNING REFERRAL FORM.** To be completed by Specific Plan staff.
- ENVIRONMENTAL DOCUMENTATION.** Confirm with Specific Plan Staff about the type of environmental clearance needed for the project.
- FILING FEE.** A fee must be paid at the time of filing the application and fees are set by section 19.01 Q of the Los Angeles Municipal code. Checks should be made payable to the City of Los Angeles.