



WARNER CENTER 2035 SPECIFIC PLAN Administrative Review or Project Permit Compliance

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 Administrative Review or require a Project Permit Compliance case to be filed. For projects containing only signage, refer to the Warner Center 2035 Specific Plan Sign District Applications (CP13-3626) for further instructions.

A filing appointment may be requested through the Planning website to file for Administrative Review or Project Permit Compliance. Check the [Appointments](#) webpage for current protocols.

Administrative Review

To qualify for a ministerial **Administrative Review** process, the Project must meet all the following criteria:

- The Project is neither a Multiple-Phase Project nor a Master Planned Project.
- The Project does not involve: (a) the subdivision of a lot that is larger than 217,800 square feet in lot area, (b) a stand-alone parking structure, (c) adding more than 50,000 square-feet of net new floor area, (d) adding 50 or more net new dwelling units, or (e) any Entertainment Uses per the Specific Plan.
- The Project which falls within at least one of the descriptions set forth below:
 - A change of use within an existing Building or Structure (existing as of the effective date of the Specific Plan) to a use permitted by the Specific Plan, up to the Cumulative Square Footage Limit of 50,000 square feet. For Regional Shopping Centers existing as of the effective date of this Plan, there shall be no Cumulative Square Footage Limit or individual square footage limit on changes of use pursuant to this Section, provided that the change of use is consistent with the types of uses described in the definition of Regional Shopping Centers.

- A Project with less than 50 dwelling units (or guest rooms, in the context of a hotel or similar use), provided that such a Project conforms to all provisions of the Specific Plan.
- A Project with 50,000 gross square feet or less of Non-Residential floor area, provided that such Project conforms to all provisions of the Specific Plan.
- Exterior remodeling of any Project.
- Condominium conversions.
- A building addition (including any mechanical additions) that does not exceed the Cumulative Square Footage Limit of 50,000 square feet is eligible if such Project does not change the existing Building Envelope.
- A building addition that does not exceed the Cumulative Square Footage Limit of 50,000 square feet is eligible even if such Project results in change in the existing Building Envelope, subject to the limitations below:
 - Any vertical addition to an existing Building or Structure shall not exceed 50% of the total floor area within the existing Building or Structure based upon its floor area.
 - Any horizontal addition to an existing Building or Structure shall not exceed 25% of the total floor area within the existing Building or Structure based upon its floor area.

Project Compliance

Any Project that exceeds the thresholds for Administrative Review above is required to file an application for Project Compliance.

Specialized Requirements

Administrative Review

To apply for Administrative review, provide Warner Center 2035 Specific Plan staff (<https://planning.lacity.org/plans-policies/overlays/warner-center-2035-specific-plan>) an original hard copy and a digital copy on a USB/thumb drive of the following:

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.

Mobility Fee

- Complete the applicant portion of the [Preliminary Mobility Fee Calculation Form](#) and provide it to the Specific Plan staff for review. Subsequently, the applicant shall submit to the Los Angeles Department of Transportation (LADOT). A separate fee will be required from LADOT to initiate their review. Proof of this payment is required as part of the case filing submission.

LADOT Review Application

- Provide a copy of the completed **LADOT Review Application** and accompanying receipt for the payment for the subject Project. This application may be obtained and filed at LADOT, Valley Development Review, who can be contacted via the following methods:
 - Mail: 6262 Van Nuys Boulevard, 3rd Floor, Van Nuys, CA 91401
 - E-Mail: ladot.devreview.sfv@lacity.org
 - Telephone: (818) 374-4699

Title Report

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

Transportation Demand Management Plan

- If the existing building or structure contains 30,000 square feet or more of floor area, or a net increase that results in 30,000 square feet or more of floor area, provide a Transportation Demand Management (TDM) Plan.

LEED Compliance

- Provide proof of compliance with equivalent green standards to LEED Silver Level.

Solar Reflective Index Plan

- A Solar Reflective Index (SRI) Plan is required for Projects that require installation of a new roof. SRI is a metric for comparing the coolness of roof surfaces (Appendix G). Provide a Roof Plan demonstrating one of the below options.

- Option One (Low-Sloped Roof with SRI equal to or greater than 78 or Steep-Sloped Roof with SRI equal to or greater than 29)
- Option Two (50% of Roof covered in vegetation)
- Option Three (Combination of Option One and Two)

Mitigation Monitoring Program

The Mitigation Monitoring Program (MMP) shall be printed on the Project plans and recorded as an Exhibit “B” via a Covenant and Agreement ([CP-6770](#)).

- Possible additional Environmental Studies may include:
 - Air Quality Study
 - Noise Study
 - Historical Analysis
 - Drainage Report
 - Tree Survey
 - Phase 1 Environmental Study Assessment (ESA)
 - Phase 2 ESA
 - Phase 3 ESA

Permit Compliance

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

B-Permit Case Management Form(s)

- Provide a copy of B-Permit Case Management form(s), as applicable.

Bureau of Sanitation Case Referral Form

- Submit a copy of this form signed by a Bureau of Sanitation Plan Checker.

Publicly Accessible Open Space (PAOS) Study

All Projects are required to provide PAOS that is active or passive open space that is accessible to the public from at least 6 a.m. to 10 p.m., daily, equal to 15% of the net site area after dedication.

- Provide a PAOS Plan showing proposed PAOS. Identify a focal point, seating, covered areas, etc. and include all dimensions and area calculations.
- PAOS shall be 90% open to the sky, and 50% landscaped.

Supplemental Project Information – Multiple-Phased Projects

Any applicant filing for a Multiple-Phased Project shall provide a Supplement to this Application Form providing the information detailed in Sections 5.3.3.1.1 and 5.3.3.1.2 of the Specific Plan.

- Provide a Phasing Plan with a timeline for each phase and what will be included in each phase.

Supplemental Project Information – Master Planned Projects

Any applicant filing on a Project site over 217,800 square feet (5 acres) shall provide supplemental Project information to the case file providing the information detailed in Sections 5.3.3.3.3 of the Specific Plan. The Plans will need to show the following at a minimum:

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| <input type="checkbox"/> New Streets | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Walkways |
| <input type="checkbox"/> Pedestrian-Adapted Pathways | <input type="checkbox"/> Lighting Fire Lanes | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> PAOS | <input type="checkbox"/> Parking | <input type="checkbox"/> Urban Design Features |

Additional Supplemental Project Information (if applicable)

- Activity Nodes and Active Street Frontage Study (Section 6.2.4)
- New Streets and Pedestrian Adapted Pathway Study (Section 6.2.5)

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.
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.