



INSTRUCTIONS:

SITE PLAN REVIEW INSTRUCTIONS & CHECKLIST

The materials requested in this form must be provided by the applicant as part of the Site Plan Review Application. The application must be filed at the Planning Department's Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, (213) 482-7077; at 6262 Van Nuys Boulevard, Van Nuys, (818) 374-5050; or at 1828 Sawtelle Boulevard, 2nd Floor, West Los Angeles, (310) 231-2598. All forms are available at the Counters and on the Department of City Planning Website at www.planing.lacity.org.

Related Zone Code Section: Section 16.05 of the Los Angeles Municipal Code authorizes the Director of Planning to determine a Site Plan Review request.

The following materials are required for filing:

- 1) **Department of City Planning Application** [CP – 7771.1]
- 2) **Site Plan Review Supplemental Application** [CP - 2150]
- 3) **Environmental Assessment Form (E.A.F.)** [CP - 1204] - Attach a copy of the EAF application only with the Site Plan Review Application (EAF application and materials are prepared as a separate package).
- 4) **Transportation Analysis (D.O.T.)** - Submit the completed form, along with the required materials, to the Department of Transportation, CalTrans Building 100 N Main St. 9th Floor, for their review *prior* to submitting the application for Site Plan Review. Unless a traffic study is required, this procedure should take a maximum of two weeks. This should also expedite the Planning Department's environmental review. Include the *signed* form by Department of Transportation with the Site Plan Review Application.
- 5. **Plans:** The plot plan, floor plan(s), elevations, and sections must clearly and completely illustrate the intent of the project and address the issues involved. "Plot Plan Instructions" "Floor Plan Instructions" and "Elevation Instructions" are available at the Planning Counters.
 - a. **Plot Plan:** In addition to all the requirements listed on the "Plot Plan Instructions" handout, the site plan shall include the following additional items: easements and public rights-of-ways, access, parking and on-site circulation, arrangement/form, use of buildings or portions of buildings/rooms, certified topographic map (if applicable), proposed grading/drainage, lighting, signs, accessory buildings/structures, trash area, and walls. (See Plot Plan Instructions)
 - b. **Floor Plan(s)** - Must be submitted if the project is more than one story in height and if the nature of the request involves knowing the interior lay-out of a project. Floor Plan(s) must show proposed arrangement of rooms and location of various activities. . (See Floor Plan Instructions)
 - c. **Roof Plan** - Show all roof-top structures and equipment.
 - d. **Elevations** - All building materials and colors shall be indicated, including any sustainable features of the project. (See Elevation Instructions)
 - e. **Section(s)** should be submitted if the project involves multiple levels and/or subterranean/basement floors which can only be shown through a section cut of the property.
 - f. **Landscape, Hardscape, and Open Space Plans** are required for Site Plan Review projects during time of filing a Master Land Use Application. (See Landscape Plan Instructions for details)

6. Size and Number of Copies

- a. Full size site plan, floor plan(s), elevations and sections folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies.
- b. Reduced size site plan, floor plan(s), elevations, and sections on 11" x 17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies based on application to one of the following decision makers.
 - City Planning Commission (CPC)--Fifteen (15) copies
 - Area Planning Commission (APC)-- Nine (9) copies
 - Zoning Administrator (ZA)-- Four (4) copies
 - Deputy Advisory Agency (DAA)-- Four (4) copies
 - Director's Determination (DIR)-- Two (2) copies
- c. Reduced size site plan, floor plan(s), elevations, and sections on 8½" x 11" standard paper. Include graphic scale.
 - Two (2) copies

7. Radius Maps

- a. One (1) original full size radius map, showing 300-foot radius for land use information and 100-foot radius for ownership information, as explained in the "Radius Map Requirements" pamphlet, available at Planning Counters. (A list of mapping consultants is available at the Planning Counters.)
- b. Two (2) reduced radius maps - 8½" x 11" or 11" x 17"

8. Mailing List

- a. Two (2) sets of typed gum mailing labels from BTC and a copy of the names and addresses of all property owners and tenants within the 100-foot radius, as explained in the "Radius Map Requirements" pamphlet. Names of the owners can be obtained from the City Clerk's Land Records section at 201 N. Figueroa Street, 7th Floor. Include the *applicant's* and all *representatives'* names/addresses on the mailing list.
- b. Provide the BTC receipt for mailing (instructions available at the Planning Counters).

9. ZIMAS Printout.

10. Color Photographs and Index Map

- a. Photographs: Color photographs of entire site, surrounding areas, and surrounding buildings shall be displayed on paper not to exceed 8.5"x11" in size, keyed to numbers on an accompanying index map (see 8.b. below).
- b. Map: Index map indicating with arrows and keyed numbers from where and in what direction the photos were taken.
- c. Aerial Photograph of the subject property and surrounding area on an 8.5"x11" or 11"x17" size paper. (Search engines such as <http://maps.google.com> and other available sources can be used to obtain aerial photos)

11. Other Related Documents

- a. Copy of Building Permit Application, if in Plan Check.
- b. Copy of lease, if applicant is not the owner of the subject property.
- c. Copies of prior discretionary actions (Planning, CRA, Public Works, etc.)
- d. Copies of existing Building Permits, Affidavits, and Certificate of Occupancy
- e. Copies of Recorded Easements
- f. Copy of grading pre-inspection approval from Building & Safety Grading Division for properties in Hillside areas