



## INSTRUCTIONS:

# GRANADA HILLS SPECIFIC PLAN DESIGN REVIEW APPLICATION INSTRUCTIONS

1. Please read the following instructions carefully so your DRB case may be processed without delay. Review the Granada Hills Specific Plan (Ordinance No. 167,555, Effective March 3, 1992, amended by Ordinance No. 177,938 Effective November 20, 2006, and amended by Ordinance No. 184,296 Effective June 27, 2016) to insure that your proposed project is in compliance with all provisions. Copies of the Specific Plan are available at Los Angeles City Planning, Valley Office, 6262 Van Nuys Boulevard, Suite 430, Van Nuys, or on the web at: <http://cityplanning.lacity.org>.
2. Contact the Specific Plan assigned staff by phone or e-mail: <http://planning.lacity.org/phonelist/assignmentlist.pdf> (note that their email is firstname.lastname@lacity.org) to schedule an appointment to submit your application.
3. All submitted application materials, drawings, plans, etc. should be on 8 ½" X 11", 8 ½" X 14" or 11" X 17" (and folded in half) paper. Oversized plans should be folded down to approximately 8 ½" X 11".
4. Fees are set by Section 19.01 Q of the Los Angeles Municipal Code. Contact the Department of City Planning Public Counter for current fees 213-482-7077 or 818-374-5050. Checks should be made payable to the City of Los Angeles.

### Required documents/forms for Final Design Review application submittal:

- Department of City Planning Application (Form CP-7771.1)** signed and notarized by the property owner(s). <http://cityplanning.lacity.org>  
**Instructions** (Form CP-7810). <http://cityplanning.lacity.org>
- Environmental Clearance** (Projects entitled to exemptions are issued an environmental clearance over the counter at the time of filing.)
- Any Information on related discretionary cases (e.g. Conditional Use Permits, Zone Variances, etc).

### Please provide 1 copy of the following to City Planning staff:

- Mailing labels, Index map, and Perjury Statement (Form CP-2074)**  
Instructions: <http://cityplanning.lacity.org>.
  - o Names and addresses of the applicant(s), project's property owner(s), architect, and/or representatives on self-adhesive labels.
  - o Names and addresses of the owners of all properties adjacent, abutting, with a common corner, across streets and alleys, on self-adhesive labels.
  - o Names and addresses of all occupants or tenants adjacent, abutting, with a common corner, across the street or alley, on self-adhesive labels. If the properties are not owner-occupied, mailing labels must be provided for these sites.
  - o Name and address of the Certified Neighborhood Council.
  - o Signed and dated Perjury statement.
  - o Index Map or Key Map matching lots to address labels.
- 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.
- Vicinity Map**, with scale and directional arrow, indicating the location of the project site in relation to nearby streets.

Please provide **1 copy** of the following to City Planning staff:

- ❑ **10X12 size envelope with postage**, for Neighborhood Council package.
- ❑ **District/ZIMAS Map** indicating the project's location, zoning, and related cases.
- ❑ **Color photographs** (with index map indicating where photos were taken) showing the existing site situation; the project site, surrounding areas and buildings, to clearly represent the context of the proposed project.
- ❑ **Building Permit** Application and Clearance Summary Worksheet of the proposed project.

Please provide **11 collated copies** of the following:

- ❑ **Colored renderings or drawings** of the proposed project. Include finish details. Call out specific products and materials proposed, and state the manufacturer's name, and color number, for colors proposed.
- ❑ **Plot Plan (Form 7752)** of appropriate scale that clearly represents all the features of the site and significant design issues. If the scope of work is significant, or the project is complex, it may be necessary to provide two Site Plans; one showing the existing site situation, and the second showing proposed changes. <http://cityplanning.lacity.org>.

To include:

- Existing and proposed dimensions of improvements
  - Lot lines
  - Scale
  - North arrow
  - Buildings, structures, walls, fences, significant trees
  - Abutting sidewalks and streets
- ❑ **Elevation Drawings (Form CP-7817)** of appropriate scale, including all sides of the item(s) or building(s) to clearly represent design intent. Show fully dimensioned height and width of item(s) or building(s). <http://cityplanning.lacity.org>.
  - ❑ **Section Drawings**, of appropriate scale, show fully dimensioned height and width of item(s) or building(s), and lot contour and elevation lines.
  - ❑ **Sign Plan**, (if applicable) indicating proposed signage, fully dimensioned, and all existing signs on the property.
  - ❑ **Landscape Plans, (Form CP-6730)** if applicable <http://cityplanning.lacity.org>.

To Include:

- Planting locations
- Names of plant materials, common and scientific.
- Quantity of each plant material.
- Approximate size of plant materials at time of planting and at maturity.
- Time of plant materials to reach maturity.
- Proposed irrigation plan.