
**Amendment to Council “T” Instructions
& “Q” or “D” Clarification
Los Angeles Municipal Code Section 12.32 H**

The materials requested in this form must be provided by the applicant as part of the application. The application may be filed at the main office, Planning Department 201 North Figueroa St., 3rd Floor, (213)977-6083; or Valley Office, 6251 Van Nuys Blvd., Van Nuys, (818)756-8596. If filed at the Downtown office, applicants must first obtain a ticket number at the 4th floor Reception Desk. The application will not be considered officially on file until the application is completed and required plans and information are found to fulfill the requirements of the Planning Department.

Please allow sufficient time to complete all filing procedures. Applicants are advised that if filing cases after 4 p.m., it may be necessary to return the following business day to complete the process. Also, call in advance for temporary closures of the counters.

Amendment to Council Instructions and Clarifications may be considered by the Director of Planning provided they conform to the following guidelines that have been adopted by the City Planning Commission:

- a. Changes in height which do not exceed five (5) feet.
- b. Changes in floor area which do not exceed three percent of the total gross floor area of a building.
- c. Revisions of setback and open space requirements which do not exceed ten (10) percent of the setback or open space requirement.
- d. Modifications of wall or fence requirements where a change in circumstances no longer justify their necessity.
- e. Modification of “T” procedures or conditions.
- f. Modifications to an approved plot plan or landscape plan, when adherence to such plan is a condition of the zone change. These requests shall be submitted to the Director for determination. Notification shall be given in the same manner as for a Director’s determination.
- g. Clarification of any word or term used in a condition, when such term is not defined in the Municipal Code or the clarification of the intent of any condition that is ambiguous.

FILING REQUIREMENTS:

“ **1. Master Land Use Permit Application [CP-7771]**

“ **2. Supplemental Materials**

“ a. Radius Map: One original + 7 copies full size (see “Radius Map Requirements” from Station 21);
One copy of 8½" x 11" reduction.

“ b. Copy of City’s Zone District Map (identify the subject property).

“ c. Photocopy of owner/occupant list for 300-foot radius. (List must provide at least 20 different owners)

“ d. BTC fee paid and a copy of receipt provided. (BTC information sheet available at public counter.)

“ e. *For Amendments to Council “T” Instructions:*
1) Copy of the Council Instructions (“T” conditions)

“ f. *For “Q” or “D” Clarifications:*
1) Copy of the published Ordinance.
2) Seven (7) full size copies of plot plan; one copy reduced to 8½" x 11" format.

“ **3. Environmental Clearance** will be required if the previous clearance is more than three years old and/or the request exceeds the previous project description or the zoning restrictions by more than 10 percent.

“ **4. A Filing Fee** shall be paid at the time of filing the application (L.A.M.C. Section 19.01).

“ **\$1,528** (\$1,364 + oss + ds + os) Amendments to Council “T” Instructions

“ **\$ 426** (\$ 380 + oss + ds + os) Clarifications of “Q” or “D” conditions