

DESIGN OVERLAY PLAN APPLICATION

Pacoima Community Design Overlay (CDO)

1. Please read the following instructions carefully so your CDO case may be processed without delay. Missing or incomplete materials will cause a case to be continued, and put on hold until the necessary materials are submitted.
2. Contact the Community Design Overlay's (CDO) staff person by phone or e-mail 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. Oversize plans submitted should be folded down to approximately 8 ½" x 14".

Required documents/forms for Final Design Review application submittal:

- The Master Land Use Permit Application, signed and notarized by the property owner(s).** Under Action Requested, please place Code Section 13.08, Project Permit Compliance for the Pacoima Community Design Overlay (CDO).
- 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, whether recently approved or now under consideration).
- District/ZIMAS Map** indicating the project's location, zoning, and related cases.
- Color photographs** Photographs (a minimum of 4" x 6") showing:
 - The Site
 - The Project
 - A panoramic view of all structures within a distance of 200 feet on either side of the subject site.
 - A panoramic view of existing structures on the opposite side of the street within 300 feet of the project site.

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

- Building Permit Application and Clearance Summary Worksheet** for the proposed project. It should have square footage of building, and/or signs, building height, required parking and other pertinent information, as determined by the Department of Building and Safety.

Please provide 3 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 proposed colors.
- Plot Plan** (s) 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 Plot Plans; one showing the existing site, and the second showing proposed changes. (Please see handout) To include:
 - Existing and proposed dimensions of improvements
 - Lot lines
 - Scale
 - North arrow
 - Buildings, structures, walls, fences, significant trees
 - Abutting sidewalks and streets
 - For applicable projects, an architectural detail sheet including, but not limited to articulation of main facade elements, windows, doors, balconies, exterior building materials, exterior wall surface treatment, decorative elements, color, roof treatments, pole signs, and monument signs.
- Elevation Drawings** 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). (Please see handout)
- Sign Plan**, (if deemed necessary by City Planning Staff) indicating proposed sign(s), fully dimensioned, and all existing signs on the property.
- Landscape Plans** (if deemed necessary by City Planning Staff, please see handout) showing:
 - 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.
 - Maintenance Program

MASTER LAND USE PERMIT APPLICATION

LOS ANGELES CITY PLANNING DEPARTMENT

Planning Staff Use Only

ENV No.	Existing Zone	District Map
APC	Community Plan	Council District
Census Tract	APN	Staff Approval *
		Date

* Approval for Filing by Community Planning or Division of Land Staff, When Applicable

CASE NO. _____

APPLICATION TYPE _____
(zone change, variance, conditional use, tract/parcel map, specific plan exception, etc.)

1. PROJECT LOCATION AND SIZE

Street Address of Project _____ Zip Code _____
 Legal Description: Lot _____ Block _____ Tract _____
 Lot Dimensions _____ Lot Area (sq. ft.) _____ Total Project Size (sq. ft.) _____

2. PROJECT DESCRIPTION

Describe what is to be done: _____

Present Use: _____ Proposed Use: _____

Plan Check No. (if available) _____ Date Filed: _____

- Check all that apply:
- | | | | |
|---|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Alterations | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Residential | |
- Additions to the building:
- | | | | |
|-------------------------------|--------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Rear | <input type="checkbox"/> Front | <input type="checkbox"/> Height | <input type="checkbox"/> Side Yard |
|-------------------------------|--------------------------------|---------------------------------|------------------------------------|

3. ACTION(S) REQUESTED

Describe the requested entitlement which either authorizes actions **OR** grants a variance:

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

List related or pending case numbers relating to this site:

SIGNATURES of adjoining or neighboring property owners in support of the request; not required but helpful, especially for projects in single-family residential areas. (Attach sheet, if necessary)

NAME (Print)	SIGNATURE	ADDRESS	KEY # ON MAP

4. OWNER/APPLICANT INFORMATION

Applicant's Name _____ Company _____
 Address: _____ Telephone: () _____ Fax: () _____
 _____ Zip: _____ E-mail: _____

Property Owner's Name (if different than applicant) _____
 Address: _____ Telephone: () _____ Fax: () _____
 _____ Zip: _____ E-mail: _____

Contact Person for project Information _____
 Address: _____ Telephone: () _____ Fax: () _____
 _____ Zip: _____ E-mail: _____

5. APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. The undersigned is the owner or lessee if entire site is leased, or authorized agent of the owner with power of attorney or officers of a corporation (submit proof). (NOTE: for zone changes lessee may not sign).
- b. The information presented is true and correct to the best of my knowledge.

Signature: _____ Subscribed and sworn before me this (date): _____

Print: _____ In the County of _____, State of California

Notary Public _____

Date: _____ Stamp: _____

7. ADDITIONAL INFORMATION/FINDINGS

In order for the City to render a determination on your application, additional information may be required. Consult the appropriate "Special Instructions" handout. Provide on attached sheet(s) this additional information using the hand-out as a guide.

NOTE: All applicants are eligible to request a one time, one-year only freeze on fees charged by various City departments in connection with your project. It is advisable only when this application is deemed complete or upon payment of Building and Safety plan check fees. Please ask staff for details or an application.

Planning Staff Use Only

Base Fee	Reviewed and Accepted by	Date
Receipt No.	Deemed Complete by	Date

Plot Plan Instructions

Los Angeles City Planning Department

Plot Plans submitted to City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the City's web site (go to www.lacity.org/PLN and choose Forms/Procedures) and at the Planning Department Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

NOTE: Counter staff will not accept an application if it determines that the Plot Plan is not legible or is otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size. Include only information necessary to depict the project and its setting (do not include mechanical drawings). **A Plot Plan that does not substantially conform with these instructions, or is unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.**

1. Boundaries

Plot Plan shall include all property in the project site or ownership (whichever is larger) unless written permission has been obtained from a Public Counter staff supervisor to include an area less than the entire site or ownership. If the project is located on only a portion of a larger site, indicate those portions of the site that are not a part of the project.

2. Size and Number of Copies

- a. Full size Plot Plans, folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies
- b. Reduced Plot Plans on 11"x17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies for distribution to the applicable decision maker and support staff, as follows:
 - 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 Plot Plans on 8.5"x11" standard paper. Include graphic scale.
 - Two (2) copies

3. Technical Requirements

- a. **Scale:**
 - 1) All plans shall indicate a scale and display a graphic scale
 - 1) Plot Plan shall be accurate to within 0.1"
 - 2) Full size plans shall be at a scale of 1/16"=1' or larger (if not possible, see 3.a.4. below)
 - 3) Full size plans for large sites (over 2 acres) may be provided at a scale smaller than 1/16"=1', provided, additional plans of key areas are provided at 1/16"=1' scale.
 - 4) Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale but do not need to be reduced to scale.
- b. **Orientation:** North shall be shown and oriented towards the top of the page. True north shall be indicated.
- c. **Location:** the site address(es) and legal description(s) - including Arb number(s).

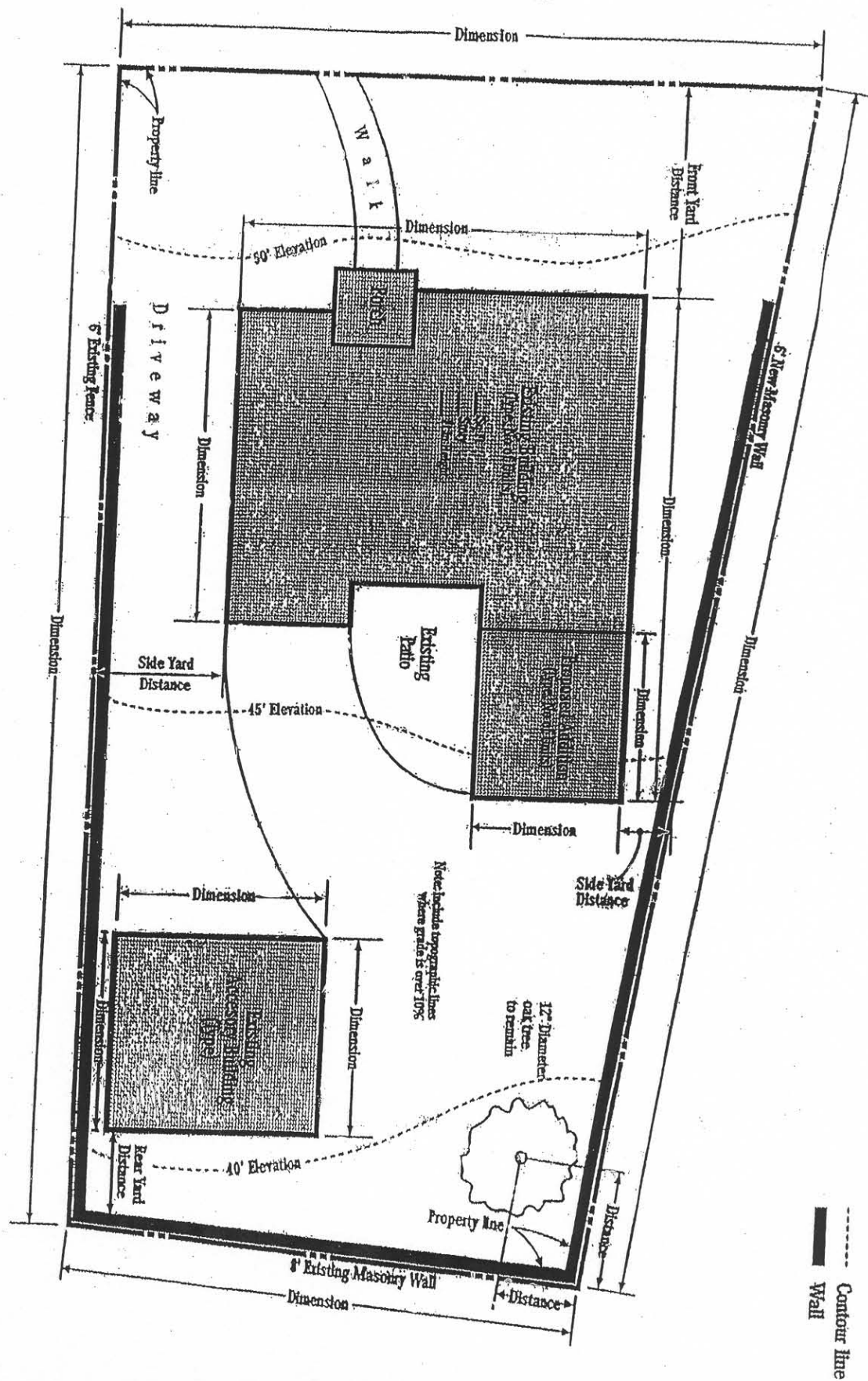
- d. **Boundary Line:** Property Boundary of Plot Plan shall be shown by a heavy-broken line and clearly labeled.
- e. Names of abutting streets

- f. **Dimensions:** Dimensions shall be provided for all important measurements, including:
 - 1) Yards, setbacks, building or structure height, building footprints, other key features (as applicable to the request)
 - 2) If there is more than one zone classification on the subject property, the zone boundary and dimensions shall be indicated.
- g. **Area Calculations:** Square-footage calculations for all notable areas (e.g., main and accessory structures, landscape area, common and private open space, lot coverage, etc.)
- h. Floor Area Ratio (FAR) calculations

- 4. **Plot Plan** must clearly and completely show the intent of the project and its uses and their locations on the site. Clearly label, identify and differentiate the following features (and include dimensions for important distances):
 - a. Location and uses of all buildings and structures (including walls and fences):
 - 1) Existing structures to be demolished and existing structures to remain
 - 2) Proposed structures to be constructed or added
 - b. Parking / Loading:
 - 1) Parking areas (including stalls), on-site circulation, and access to the site
 - 2) Parking table (number of existing stalls, number required by Zoning Code, Specific Plan or pursuant to Advisory Agency parking policy, and proposed number of parking stalls to be provided -- indicate any applicable parking ratio formulas)
 - 3) Location of residential guest parking stalls
 - 4) Loading areas -- dimensions and access driveways
 - 5) Mixed use projects – location of residential and non-residential parking areas, loading area(s)
 - c. Open Space, Landscape and Hardscape Areas & Color Building Renderings
 - 1) Depict landscape(planting) and hardscape areas where site is not covered by buildings or structures and provide square footage totals, including any qualifying required Open Space.
 - At minimum, depiction of landscape areas should illustrate a concept of plant materials, location, spacing and size at planting.
 - Significant development projects requiring Commission review, including but not limited to Site Plan Review and Tract/Parcel Map cases shall include at minimum the following: Planting Plan with Landscape certification (Ord. 170978) with a plant list referencing common and scientific names of plants, quantities of plant materials, and size at time of planting; and Irrigation plan with Water management certification (Ord. 170,978). (See Landscape Plan Instructions)
 - 2) Open Space table indicating square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
 - 3) Colored building renderings or colored building elevations, showing proposed project in conjunction with proposed landscaping, shall be submitted for all significant development projects requiring Commission review, including but not limited to Site Plan Review cases.
 - d. Alleys and other public rights-of-way and easements
 - e. Topography of site (where more than 5-foot elevation difference in slope). Plot Plan shall be superimposed on a contour map showing site topography. If the proposed project includes Site Plan Review findings or is a big development project then a certified topographic map shall also be provided.
 - f. Off-site signs location(s), dimensions, and whether or not sign(s) exists, is to be retained, moved, changed or removed. **(Please be aware of additional notice requirements on sites with off-site signs. See “Mailing Procedures” instructions.)**

- g. **Protected Trees.** Identify and label on the site plan any of the following Southern California native tree species, which measures four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree: a) Oak tree including Valley Oak (*Quercus lobata*) and California LiveOak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus dumosa*); (b) Southern California Black Walnut (*Juglans californica* var. *californica*); (c) Western Sycamore (*Platanus racemosa*); (d) California Bay (*Umbellularia californica*). (Ordinance 177,404, effective 4/23/2006)
5. **Adjoining land uses.** Show the location, uses, yards/setbacks, height and footprint of buildings and structures on adjoining properties that may be affected by the requested action (e.g., involving a change or variation from existing regulations on use, density, land use intensity, height, yards, open space, landscaping or building setbacks.)
6. **Other Drawings to accompany Plot Plan**
- a. Elevations of all buildings, structures, walls and fences - **if** new construction or exterior change
 - b. Cross-Sections - **if** the project involves multiple levels and/or subterranean/basement floors which can only be shown through a section cut of the property.
 - c. Floor Plans - **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. Restaurant, bar, night club or similar establishments require floor plans.
 - d. Color building renderings / landscape plans - **if** required. (See 4.c.3 above)
 - e. Certified Topographic Map - **if** there is more than 5-foot elevation difference in slope **and** project requires a Site Plan Review or is a big development project. (See 4.e above)

Name of Street



--- Contour line
 ■ Wall

Legal Description:
 Lot _____ Block _____
 Tract _____

Note: Metes and bounds description of existing parcel or lot splits must be attached to the application.

3-4-01 Los Angeles Department of City Planning

PILOT PLAN
Single-Family Example
 Scale: (Not less than 1/16"=1')

Project address:



Elevation Instructions

Los Angeles City Planning Department

Elevations submitted to the City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the Los Angeles City Planning Department's web site (go to www.lacity.org/PLN and choose Forms/Procedures) and at the City Planning Department Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

NOTE: Counter staff will not accept an application if the Elevations are not legible or are otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size. Elevations that do not substantially conform with these instructions, or that are unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.

1. **When Elevations are required.** Elevations can be required by City Planning Department staff as needed to illustrate and communicate the details of any case. Elevations must accompany the following applications:
- a. New construction projects, including additions;
 - b. Over height fences - show all dimensions including lighting fixtures, pillars, and gates – indicate materials used;
 - c. Commercial Corner and Mini Shopping Centers - show doors, windows, facade mounted signs and building height; include walls, fences and pole signs - demonstrate the project will meet the transparent window requirement of Sec. 12.22.A.23(a)(8);
 - d. Building height waivers;
 - e. Site Plan Review (any project which creates or results in an increase of 50,000 gross square feet or more of nonresidential floor area, or creates or results in an increase of 50 or more dwelling units or guest rooms, or combination thereof)
 - f. Projects requiring review for the following: Design Review Boards, Community Design Overlay Zones, Pedestrian Oriented Districts, Historic Preservation Overlay Districts and Sign Districts;
 - g. Billboards, roof signs, off-site signs or pole signs (include height, size, materials, colors, lighting plan and both sides of two-sided signs);
 - h. Wireless sites (including Plan Approvals) showing building, roof and pole mounted antennas, microwave or satellite dishes, as well as at-grade or roof mounted cables, equipment cabinets, power generators, air conditioners, underground vaults, etc.;
 - i. Yard cases where the height of the building must be determined to calculate the yard requirement; and
 - j. Transitional height cases where the distance from certain residential zones determines the code permitted height.
2. **Size and Number of Copies**
- a. Full size elevations folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies
 - b. Reduced elevations 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 elevations on 8½" x 11" standard paper. Include graphic scale.
 - Two (2) copies

3. **Technical Requirements.**

Technical issues regarding how the City measures height and all other dimensions are determined by the Department of Building and Safety. Contact the Case Managers Unit of the Department of Building and Safety at (213) 482-6864 for a preplan check to determine if the dimensions on the project Elevations will meet City standards for measurement. The additional following requirements also apply:

- a. **Scale:** the scale shall be 1/16" = 1' or whatever scale produces a readable illustration. The Elevation shall be consistent with the accompanying Plot Plan and Photo Simulations.
- b. **Location:** the site address(s) and legal description(s) - including Arb number(s).
- c. **Labeling:** Elevations for all sides of the buildings must be provided and all views and major features must be labeled, including which side of the project is being illustrated (north, south, east and west elevations, etc.).
- d. **Dimensions:** Elevations shall be fully dimensioned so that all relevant measurements can be read even if an Elevation is reproduced at a different scale from the original. Accessory structures shall have the same dimension requirements as the main structure. Include number of stories and dimensions for all heights. Required dimensions include height and width of the following items:
 - The lowest elevation within 5 feet of the perimeter of the building;
 - The highest elevation for purposes of determining maximum building height as measured per Department of Building and Safety requirements and as defined by LAMC Section 12.03;
 - Height to the highest point of the roof and all roof structures and width of the yards;
 - Wireless facilities at ground or roof levels;
 - Additions proposed to be attached to a building facade;
 - Any screening treatment including existing or proposed landscaping that will be used to screen wireless equipment or comply with other code requirements;
 - Each floor or mezzanine;
 - Poles or signs including those attached to the facade or roof. Roof signs, pole signs and billboards must show both sides;
 - Windows and doors for purposes of calculating the percentage of transparent windows or other design requirements related to fenestration;
 - Facade texture, color or material changes for purposes of determining compliance with building articulation and design standards (for all projects requiring Site Plan Review determinations or findings, or where required by Code or Ordinance);
 - Fences, walls, berms, barriers, including lighting fixtures, pillars, and gates. Fences including gates need only show the side viewed from the street or public right of way; and
 - Height and width of porches, decks or other additions attached to or projecting from a structure.
- e. **Building Materials:** Elevations shall indicate all building material types and colors including any sustainable features of the project. (for all projects requiring Site Plan Review determinations or findings, or where required by Code or Ordinance).

Landscape Plan Instructions

Los Angeles City Planning Department

Landscape Plans submitted to City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the City's web site (go to www.lacity.org/PLN and choose Forms/Procedures) and at the Planning Department Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

NOTE: Counter staff will not accept an application if it determines that the Landscape Plan is not legible or is otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size. Include only information necessary to depict the project and its setting (do not include mechanical drawings). **A Landscape Plan that does not substantially conform with these instructions, or is unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.**

ALL LANDSCAPE PLANS SHALL INCLUDE THE FOLLOWING:

1. **Boundaries**

Landscape Plan shall include entire site or area appropriate for proposed project. If the project is located on only a portion of a larger site, indicate those portions of the site that are not a part of the project.

2. **Size and Number of Copies:** The applicant must submit the appropriate size and number of copies for distribution to the applicable decision maker and support staff, as follows:

- a. Full size Landscape Plans, folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies
- b. Reduced Landscape Plans on 11"x17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies for distribution to the applicable decision maker and support staff, as follows:
 - 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 (3) copies**
 - Director's Determination (DIR) -- Two (2) copies**
- c. Reduced Landscape Plans on 8.5"x11" standard paper. Include graphic scale.
 - Two (2) copies

3. **Technical Requirements**

- a. **Scale:** Plans may be drawn to any legible scale appropriate for the project site.
- b. **Orientation:** North shall be shown and oriented towards the top of the page. True north shall be indicated.
- c. **Location:** the site address(es) and legal description(s) - including Arb number(s).
- d. **Name, address, phone number, and e-mail address** shall be listed for the Landscape **professional** (Landscape Architect, Architect, Landscape Contractor, Landscape Designer --must show appropriate stamp and license number if applicable).
- e. **Boundary Line:** Property Boundary of Plot Plan shall be shown by a heavy-broken line and clearly labeled including property dimensions.
- f. Names of abutting **streets**
- g. **Protected Trees**(as defined by LAMC 17.02). Identify and label on the plan any of the following Southern California native tree species, which measures four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree: a) Oak tree including Valley Oak (*Quercus lobata*) and California Live Oak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus dumosa*); (b) Southern California Black Walnut (*Juglans californica*, var. *californica*); (c) Western Sycamore (*Platanus racemosa*); (d) California Bay (*Umbellularia californica*).
- h. **Dimensions:** Dimensions shall be provided for all important measurements, including: yards, setbacks, building or structure height, building footprints, open space areas, landscape (planting) areas, hardscape areas, and other key features.
- i. **Parking areas, loading areas, driveways, walkways, horsekeeping areas/trails.#**
- j. **Location and uses of all buildings and structures (including walls and fences):**

- 1) Existing structures to be demolished and existing structures to remain
- 2) Proposed structures to be constructed or added
- k. **Alleys and other public rights-of-way and easements**
- l. **Topography** of site (where more than 5-foot elevation difference in slope). Plot Plan shall be superimposed on a contour map showing site topography. If the proposed project includes Site Plan Review findings or if appropriate to the type of discretionary action requested, a certified topographic map shall also be provided.

PRELIMINARY/ CONCEPTUAL LANDSCAPE PLAN

Preliminary/Conceptual Landscape Plans are required during time of filing a Master Land Use Application for “significant projects” requiring Planning Commission review. Preliminary/Conceptual Landscape Plans must be developed into Final Landscape Plans after project approval but prior to the issuance of any building permits if a Landscape Plan is required as part of a discretionary action. A “significant project” is defined as follows:

- 1. Any Site Plan Review Case
- 2. General Plan Amendment Case
- 3. Public Benefit Case
- 4. Zone Change Case exceeding the threshold*
- 5. Conditional Use Case exceeding the threshold*
- 6. Specific Plan Exception Case exceeding the threshold*
- 7. Variance Case exceeding the threshold*
- 8. Other development project or change of use exceeding the threshold*, except not required for adaptive reuse projects
- 9. Project with surface parking lot or above grade parking structure
- 10. Tentative Tract Map appeals – Prior to the Planning Commission hearing on tract map appeals, applicants are advised to provide Advisory Agency staff with project site plans and preliminary/conceptual elevation and landscape plans.

* Definition of Threshold (modified from Site Plan Review, LAMC Sec. 16.05 C): A development project having any of the following characteristics:

- a. Results in **50,000 gross square feet or more of nonresidential floor area**;
- b. Results in a **gross total of 50 or more dwelling units or guest rooms**, or combination thereof;
- c. A **mixed use project** which, for the purpose of this requirement, each 1,000 square feet of nonresidential floor area is equivalent to one dwelling unit or guest room in combination with the actual number of proposed dwelling units or guest rooms results in a gross total of 50 or more dwelling units or guest rooms. *Example: A mixed use project containing 8,600 sq. ft. of retail floor area and 44 dwelling units: (8,600 sq. ft. ÷ 1,000) + 44 = 52 dwelling units, requiring filing a preliminary/conceptual landscape plan.*
- d. A **change of use to a Drive-Through Fast-food Establishment or any change of use to a Fast-food Establishment**, either of which results in a gross total of 500 or more average daily trips as determined by, and using the trip generation factors promulgated by the Department of Transportation.
- e. A **change of use other than to a Drive-Through Fast-food Establishment or to a Fast-food Establishment** which results in a gross total of 1,000 or more average daily trips as determined by, and using the trip generation factors promulgated by the Department of Transportation.

1. Technical Requirements

- a. **Landscape Plan:** Depict landscape (planting) and hardscape areas where site is not covered by buildings or structures and any qualifying required Open Space. **Landscape Planting Plan shall be in color.** At minimum, depiction of landscape areas should illustrate a concept of plant materials, including but not limited to the following:
 - 1) General idea of proposed plants with approximate quantities, size, and location for planting.
 - 2) All significant existing trees to be removed or retained (**see All Landscape Plans, no. 3.g above: Protected Trees Ordinance**)
 - 3) All proposed replacement trees
- b. **Open Space Plan and Table:** If required for new residential projects of six or more dwelling units (LAMC 12.21.G) or as otherwise required by Code/Ordinance provisions, or other discretionary action, provide a **general concept** of open space areas and square footage required. Open Space areas shall designate private open space, common open space, landscaping of common open space, and recreation rooms (if provided). The Open Space Plan and Table can be included as part of the Landscape Plan.

2. Other Drawings to accompany Preliminary/ Conceptual Landscape Plan

- a. **Tree Report and Grading Plan - if required**

- b. **Colored building renderings** or colored building elevations, showing proposed project in conjunction with proposed landscaping, shall be submitted for all significant development projects requiring Commission review.

FINAL LANDSCAPE PLANS

Final Landscape Plans shall be submitted for any development projects which require a Landscape Plan per the Municipal Code, Ordinance, or Discretionary Approval. Final Landscape Plans must be submitted to the Planning Department for review and approval prior to the issuance of any building permits.

1. **Technical Requirements**

- a. **Landscape Plan, with Landscape Point System certification (LAMC 12.40.E):** Depict landscape (planting) and hardscape areas where site is not covered by buildings or structures and any qualifying required Open Space. At minimum, depiction of landscape areas should illustrate a Planting Plan, including but not limited to the following:
 - 1) Plant list referencing common and scientific names of all proposed plants
 - 2) Quantities of plant materials proposed
 - 3) Size of proposed plants at time of planting
 - 4) All significant existing trees to be removed or retained (see All Landscape Plans, no. 3.g above: **Protected Trees Ordinance**)
 - 5) All proposed replacement trees
- b. **Open Space Plan Required** for new residential projects of six or more dwelling units (LAMC 12.21.G) or as otherwise required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other discretionary action. This can be included as part of the planting plan.
- c. **Open Space Table:** Supplemental to an Open Space Plan, this table shall indicate square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
- d. **Area Calculations:** Square-footage shall be calculated and noted for:
 - 1) Landscaped area (entire site, minus all structures)
 - 2) Open space area, including: private open space, common open space, landscaping of common open space, recreation rooms (if required)
- e. **Case Number(s).** If a Landscape Plan is being submitted after project filing, Landscape Plan shall include the relevant case number(s) and entitlements for which the Landscape Plan is being reviewed for.

2. **Other Drawings to accompany Final Landscape Plan**

- a. **Irrigation Plan, with Water Management Point System Certification (LAMC 12.41.B1)** as required by a condition of approval and/ or to demonstrate compliance with the Landscape Ordinance.
- b. **Tree Report and Grading Plan - if required**

Los Angeles City Planning Department

SUMMARY OF FEES

Section 19.00 et seq, L.A.M.C. Effective **July 22, 2007**

Type of Application		FEE	2% OSS*	6% DS**	7% OS***	TOTAL	Comments
ZONE CHANGE							
Single-Family	(ZCH-001)	\$ 4,413	88	265	309	\$ 5,075	
	add'l charges	\$ 2,239	45	134	157	\$ 2,575	Total Fee For <u>Each</u> Additional Block or 5 Acres
Multi-Family	(ZCH-002)	\$ 5,573	111	334	390	\$ 6,408	Plus \$215 per unit not to exceed \$11,011 plus surcharges
	add'l charges	\$ 2,608	52	156	183	\$ 2,999	Total Fee For <u>Each</u> Additional Block or 5 Acres
Other Than Residential	(ZCH-019)	\$ 10,579	212	635	741	\$ 12,167	
	add'l charges	\$ 2,179	44	131	153	\$ 2,507	Total Fee For <u>Each</u> Additional Block or 5 Acres
HEIGHT DISTRICT							
	(HDT)	\$ 1,999	40	120	140	\$ 2,299	
	add'l charges	\$ 1,366	27	82	96	\$ 1,571	Total Fee For <u>Each</u> Additional Block or 5 Acres
Incident to Zone Change	(HIZ)	\$ 383	8	23	27	\$ 441	
ZONE BOUNDARY ADJUSTMENT							
	(ZBA)	\$ 3,177	64	191	222	\$ 3,654	
SPECIFIC PLAN EXCEPTION							
		\$ 3,206	64	192	224	\$ 3,686	
	add'l charges	\$ 2,037	41	122	143	\$ 2,343	Total Fee For <u>Each</u> Additional Block or 5 Acres
DESIGN REVIEW BOARD							
	(DRB)	\$ 989	20	59	69	\$ 1,137	
	add'l charges	\$ 416	8	25	29	\$ 478	Total Fee For <u>Each</u> Additional Block or 5 Acres
Signs Only	(DRS)	\$ 267	5	16	19	\$ 307	
Preliminary Design Review		Fees are half the above and not credited toward Full Design Review.					
CERTIFICATE OF APPROPRIATENESS							
	(COA)	\$ 245	5	15	17	\$ 282	
DENSITY BONUS							
	(DBO)	\$ 3,742	75	225	262	\$ 4,304	
CONDITIONAL USE-ZA(CUZ)/CPC(CUC)							
		\$ 3,742	75	225	262	\$ 4,304	
	add'l charges	\$ 1,035	21	62	72	\$ 1,190	Total Fee For <u>Each</u> Additional Block or 5 Acres
On-Site Alcohol Sales, Dancing, Massage	(CUB)	\$ 5,395	108	324	378	\$ 6,205	
	add'l charges	\$ 1,492	30	90	104	\$ 1,716	Total Fee For <u>Each</u> Additional Block or 5 Acres
ZONE VARIANCE with hearing							
	(ZVH)	\$ 4,899	98	294	343	\$ 5,634	
	add'l charges	\$ 1,209	24	73	85	\$ 1,391	Total Fee For <u>Each</u> Additional Block or 5 Acres
without hearing		\$ 3,065	61	184	215	\$ 3,525	
	add'l charges	\$ 1,021	20	61	71	\$ 1,173	Total Fee For <u>Each</u> Additional Block or 5 Acres
COMBINATION APPLICATION -Highest applicable fee Plus							
		\$ 1,389	28	83	97	\$ 1,597	See Section 19.01V L.A.M.C.
YARD VARIANCE							
Single-Family	(YVH-001)	\$ 1,186	24	71	83	\$ 1,364	
Other than S.F.	(YVH-002)	\$ 4,498	90	270	315	\$ 5,173	
	add'l charges	\$ 2,438	49	146	171	\$ 2,804	Total Fee For <u>Each</u> Additional Block or 5 Acres
In addition to ZV/CUZ		\$ 331	7	20	23	\$ 381	
SLIGHT MODIFICATION							
		\$ 179	4	11	13	\$ 207	

Type of Application		FEE	2% OSS*	6% DS**	7% OS***	TOTAL	Comments
CU EXCEPTION (On-Site)	(CUE)	\$ 191	4	11	13	\$ 219	
SHARED PARKING	(PAS)	\$ 1,665	33	100	117	\$ 1,915	
HILLSIDE ORDINANCE	(HIL)	\$ 998	20	60	70	\$ 1,148	
ARTIST IN RESIDENCE		\$ 998	20	60	70	\$ 1,148	
ADAPTIVE REUSE	(ZAD)	\$ 998	20	60	70	\$ 1,148	
FENCE HEIGHT	(IFH)	\$ 662	13	40	46	\$ 761	
LANDSCAPE PLAN	(LND)	\$ 68	1	4	5	\$ 78	
NON-CONFORMING USES IN A&R ZONES	(NUE)	\$ 536	11	32	38	\$ 617	
APPEAL	Other Than Applicant Applicant	\$ 74 85% of Current Filing Fee + Surcharges	1	4	5	\$ 84	
APPROVAL OF PLANS Required by							
Q, CU, ZV or NC condition	(APV)	\$ 621	12	37	43	\$ 713	
Existing Conditional Use or Zone Variance	(PLA)	\$ 2,292	46	138	160	\$ 2,636	
Deemed-Approved CU	(PAD)	\$ 1,067	21	64	75	\$ 1,227	
On-Site CUB	(PAB)	\$ 1,394	28	84	98	\$ 1,604	
Landscape Plan (w/case)	(LDA)	\$ 141	3	8	10	\$ 162	
PROJECT PERMIT COMPLIANCE	Sec 19.01J1(a)	\$ 267	5	16	19	\$ 307	Confirm with Community Planning
	Sec 19.01J1(b)	\$ 989	20	59	69	\$ 1,137	
TIME EXTENSION (All)	(EXT)	\$ 167	3	10	12	\$ 192	
SITE PLAN REVIEW	(SPR-026)	\$ 1,065	21	64	75	\$ 1,225	
	(SPR-027)	\$ 1,998	40	120	140	\$ 2,298	
COASTAL EXEMPTION	(CDP-013)	\$ 90	2	5	6	\$ 103	
APPROVAL-IN-CONCEPT	(CDP-014)	\$ 283	6	17	20	\$ 326	
CATEGORICAL EXEMPTION	(CEX)	\$ 66	1	4	5	\$ 76	
ENVIRONMENTAL ASSESSMENT	(ISD)	\$ 769	15	46	54	\$ 884	
In addition, EA filing requires a check made out to County of L.A. for circulating final environment determination.		\$ 50					
RECONSIDERATION OF ENVIRONMENTAL		\$ 122	2	7	9	\$ 140	

* One-Stop Counter Surcharge
** Automated Systems Development Surcharge
*** Automated Systems Maintenance Surcharge

NOTE: MOST PROJECTS INVOLVE MORE THAN ONE FEE AND SURCHARGES ARE APPLIED TO SUBTOTALS AND ROUNDED OFF.
CP-7113 (06/26/07)