

Special Instructions for:

**Certificate of Appropriateness (COA)
Pursuant to Section 12.20.3. K of the LAMC "HP" Historic Preservation Overlay Zone**

The construction, addition, alteration, demolition, reconstruction, relocation or removal of a building, structure, landscaping, or natural feature on a lot designated as **Contributing** in the historic resources survey for a preservation zone shall require a Certificate of Appropriateness, except as set forth in subsection 12.20.3 k 2(b).

1. The attached MASTER LAND USE PERMIT APPLICATION FORM (CP-7771) (available online at <http://www.lacity.org/PLN/>) must be filled out completely, typed or printed in black ink, with complete answers to every statement and question. The application must have the street address and legal description of the subject property which can be obtained at the Construction Services Center (201 N. Figueroa Street, Fourth Floor), at the Marvin Braude Constituent Service Center (6262 Van Nuys Boulevard, Room. 251), or on-line at <http://www.lacity.org/PLN/> . The MASTER LAND USE PERMIT APPLICATION FORM (CP-7771) must be notarized.
2. Indicate the subject site on a map which includes the proposed project (an 8 ½ X 11 copy of a ZIMAS Map or Assessors Parcel Map will be sufficient). These can be generated online at: <http://zimas.lacity.org/search.asp>. Beginning with the subject site, number the properties (e.g., 1, 2, 3...) to correspond with the mailing labels which are required in instruction No. 6 below.
3. Prepare, and submit ten (10) sets of plans of the proposed project for review, including existing and proposed site plans, floor plans, all elevations, and landscape plans (if applicable). The first page of any plans shall include a written project summary including: a description of the scope of work; summary of existing conditions; and summary of proposed project.
4. Provide ten (10) sets of photographs, labeled with the site address and case number, of the front facade and project area. Also provide a view of the site and adjacent buildings from the street, sides and rear of the subject property.
5. For new construction or replacement, provide ten (10) sets of the proposed materials, including color samples, samples of exterior finishes, examples of roofing materials. Consult with the HPOZ Planner for any other essential materials.
6. Prepare, and submit two sets and one copy of mailing labels with names and addresses of all adjacent property owners and occupants, including those properties across the street or alley, or having a common corner with the subject property. Include labels for yourself, applicant, and any other party that should be notified (e.g. architects or contractors).
7. **FILING APPLICATION. When the above requirements are completed, please call (213) 978-1164 (Metro, East or South areas) or (213) 978-1161 (West or Coastal areas) to contact the designated HPOZ Planner for a pre-submittal appointment.** After the designated HPOZ Planner has determined the application materials are complete, they will sign a Community Planning Bureau Authorization Form to submit with your application. You will then be directed to the City's Construction Services Center to pay the required filing fees and receive a case number. The application may be filed at either of the Planning Public Counters, located at 201 N. Figueroa Street, 4th Fl. or the Marvin Braude Constituent Service Center 6262 Van Nuys Boulevard, Room. 251.
8. An ENVIRONMENTAL CLEARANCE is required for this application. The Planning Public Counter will evaluate the project to determine the appropriate environmental clearance at the time of filing.
9. **FILING FEES** must be paid at the time of filing the Certificate of Appropriateness and the Environmental Clearance. Fees are established in Section 19.01 of the Los Angeles Municipal Code. These fees partially cover the cost of processing applications.