

Special Instructions for:

**Certificate of Compatibility (CCMP)
Pursuant to Section 12.20.3. L of the LAMC “HP” Historic Preservation Overlay Zone**

The construction of a new building or structure on a lot designated as **Non-Contributing**, the replacement of existing Non-Contributing Elements, the relocation of buildings or structures not dating from the Preservation Zone’s period of significance onto a lot designated as a Non-Contributing Element, and the demolition of any building or structure designated as a Non-Contributing Element, requires a Certificate of Compatibility to assure compatibility with the character of the Preservation Zone and to assure that the construction or demolition work is undertaken in a manner that does not impair the essential form and integrity of the Historic character of its environment.

Note: When a project requires a Certificate of Compatibility for both the demolition of any building or structure on a lot designated as a Non-Contributing Element and the subsequent construction of a new building or structure or the replacement of existing Non-Contributing Elements, the applications may be combined, provided that detailed plans for the construction of a new building or structure or replacement of existing Non-Contributing Elements can be provided.

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 nine (9) 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 nine (9) 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 nine (9) 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 Compatibility 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.