
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**