

# PLOT PLAN INSTRUCTIONS

City of Los Angeles – City Planning Department

Plot Plans submitted to City Planning Department shall comply with the following specifications. Additional materials or information may be required according to each type of application. Application forms are available under the [Forms & Processes](#) section at [www.planning.lacity.org](http://www.planning.lacity.org) and at the 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:** An illegible or inadequate Plot Plan cannot be accepted. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size (see “Size and Number of Copies” in the Master Land Use Instructions). Include only information necessary to depict the project and its setting (do not include mechanical or structural drawings).

## 1. Summary Table:

The Plot Plan shall include a Summary Table that identifies relevant information to the proposed project. Depending on the application, categories should include:

- *square footage*
- *parking spaces required and provided*
- *number of seats indoor and outdoor*
- *heights of buildings*
- *open space required and provided*
- *landscaping required and provided*
- *existing and proposed number of units*
- *other relevant data...*

See exhibits for examples.

## 2. Boundaries:

The Plot Plan shall include all property in the project site or ownership, whichever is larger, unless 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.

## 3. Technical Requirements:

### a. Scale:

- 1) All plans shall indicate a scale and display a graphic scale.
- 2) Plot Plan shall be accurate to within 1/16".
- 3) Full size plans shall be at a scale of 1/8"=1' or larger (if not possible, see 3. a. 4 below).
- 4) 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 1/8"=1' scale.
- 5) Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale and legible.

b. **North Arrow:** North shall be shown and oriented towards the top of the page. True north shall be indicated.

c. **Location:** The site address(es), legal description(s) including Arb number(s) and names of abutting streets.

d. **Boundary Line:** The boundaries of the property shall be shown by a heavy-broken line and clearly labeled.

e. **Dimensions:** Dimensions shall be provided for all important measurements, including:

- 1) Property lines, 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) Existing structures or walls that will be demolished to be shown with dashed or shadowed lines.
- 3) 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. **Alleys, and other public rights-of-way or easements.**

d. **Topography :**

Where there is more than 5-foot elevation difference in slope, a Plot Plan shall be superimposed on a contour map showing site topography.

e. **Signs:**

Show the location(s), dimensions, and whether or not sign(s) exist, are to be retained, moved, changed or removed.

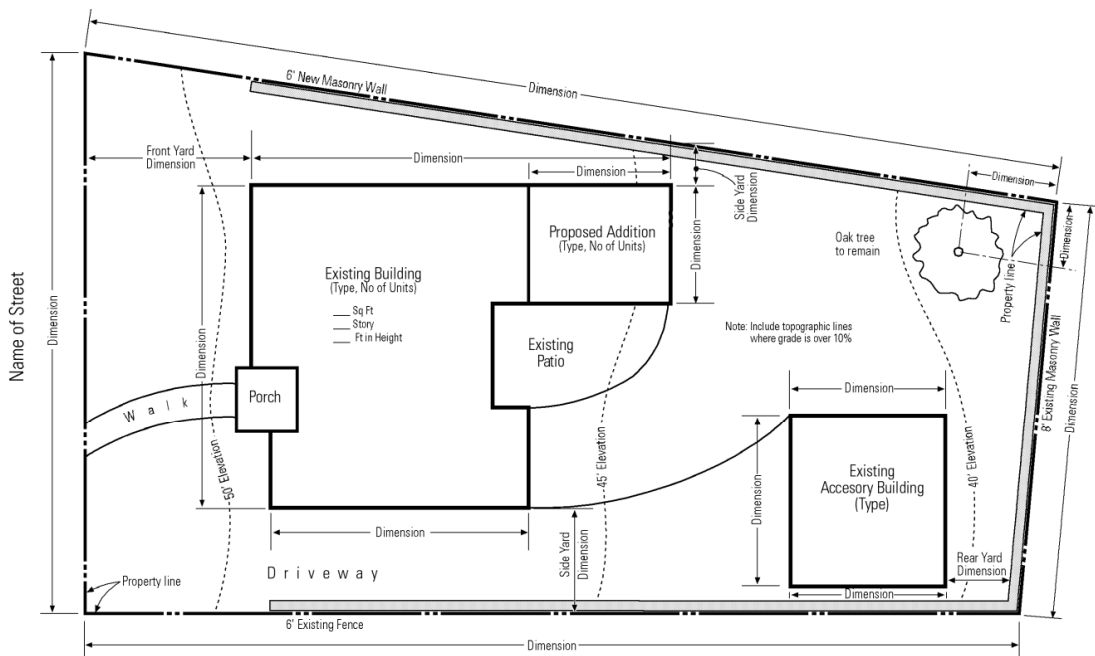
f. **Trees:**

Indicate the location, size, type and general condition of the following tree on the site and within the public right(s)-of-way:

- a) Oak tree including Valley Oak and California Live Oak, or any other tree of the oak genus indigenous to California but excluding the Scrub Oak,
- b) Southern California Black Walnut,
- c) Western Sycamore,
- d) California Bay,
- e) All significant trees (8" or greater trunk diameter, or cumulative trunk diameter if multi-trunked, as measured 54" above the ground)

5. **Adjoining Land Uses**

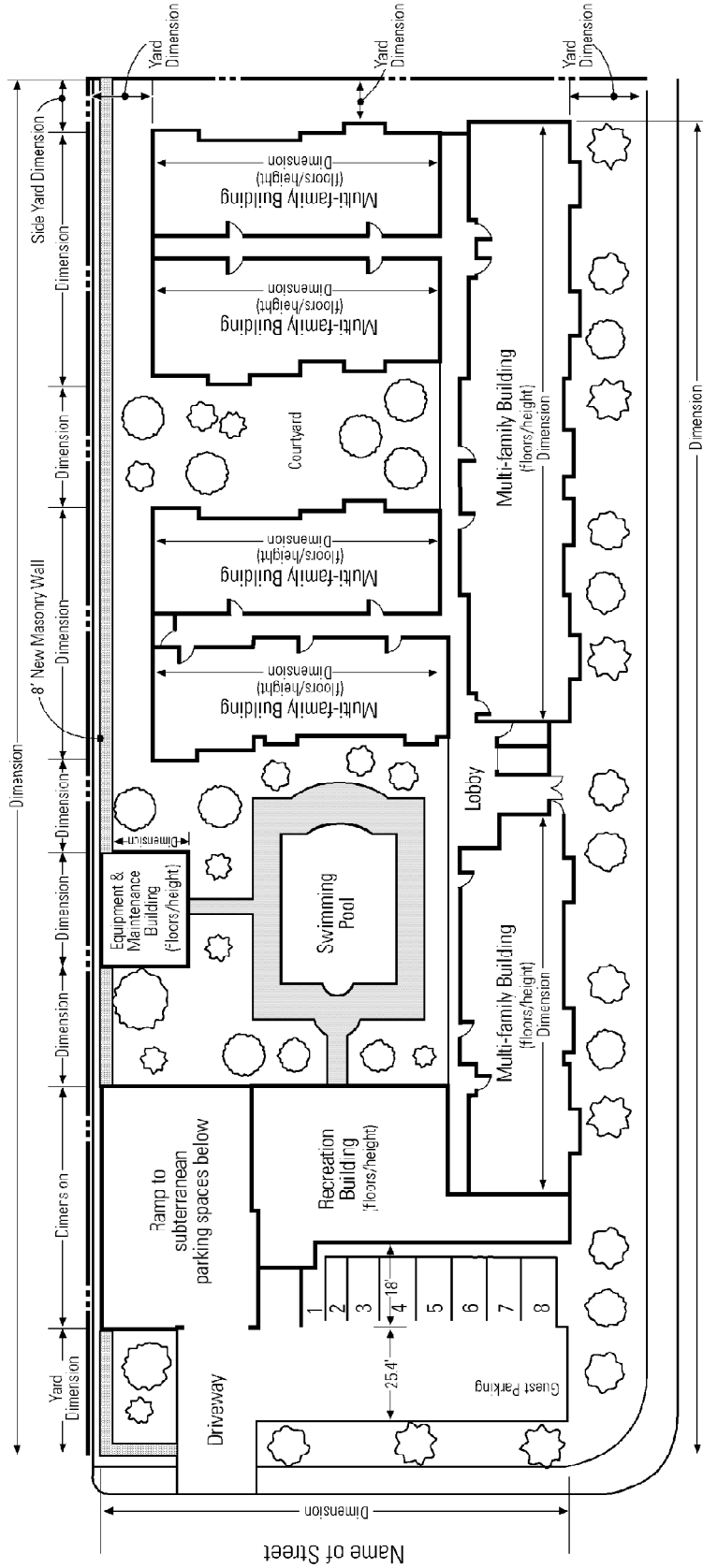
Show the location, uses, yards/setbacks, height and footprint of buildings and structures on adjoining properties that may be affected by the requested action (e.g., involving a change or variation from existing regulations on use, density, land use intensity, height, yards, open space, landscaping or building setbacks).



**Legal Description:**  
 Lot \_\_\_\_\_ Block \_\_\_\_\_  
 Tract \_\_\_\_\_

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





### Multiple-Family Example

#### Site Description

**Dwelling Units** =      Units

**Parking Required**

Less than 4 Rooms = Units x 1 Space =      Spaces

4 Rooms = Units x 1.5 Space =      Spaces

More than 4 Rooms = Units x 2 Space =      Spaces

**Total Spaces Required** =      Spaces

**Parking Provided**

Resident Spaces =      Spaces

Guest Spaces =      Spaces

Handicapped Spaces =      Spaces

**Total Spaces Provided** =      Spaces

**Open Space**

Required =      Soft

Provided =      Soft

#### Plot Plan

Scale: (Not less than 1/16"=1')

**Legal Description**

Lot \_\_\_\_\_ Elock \_\_\_\_\_

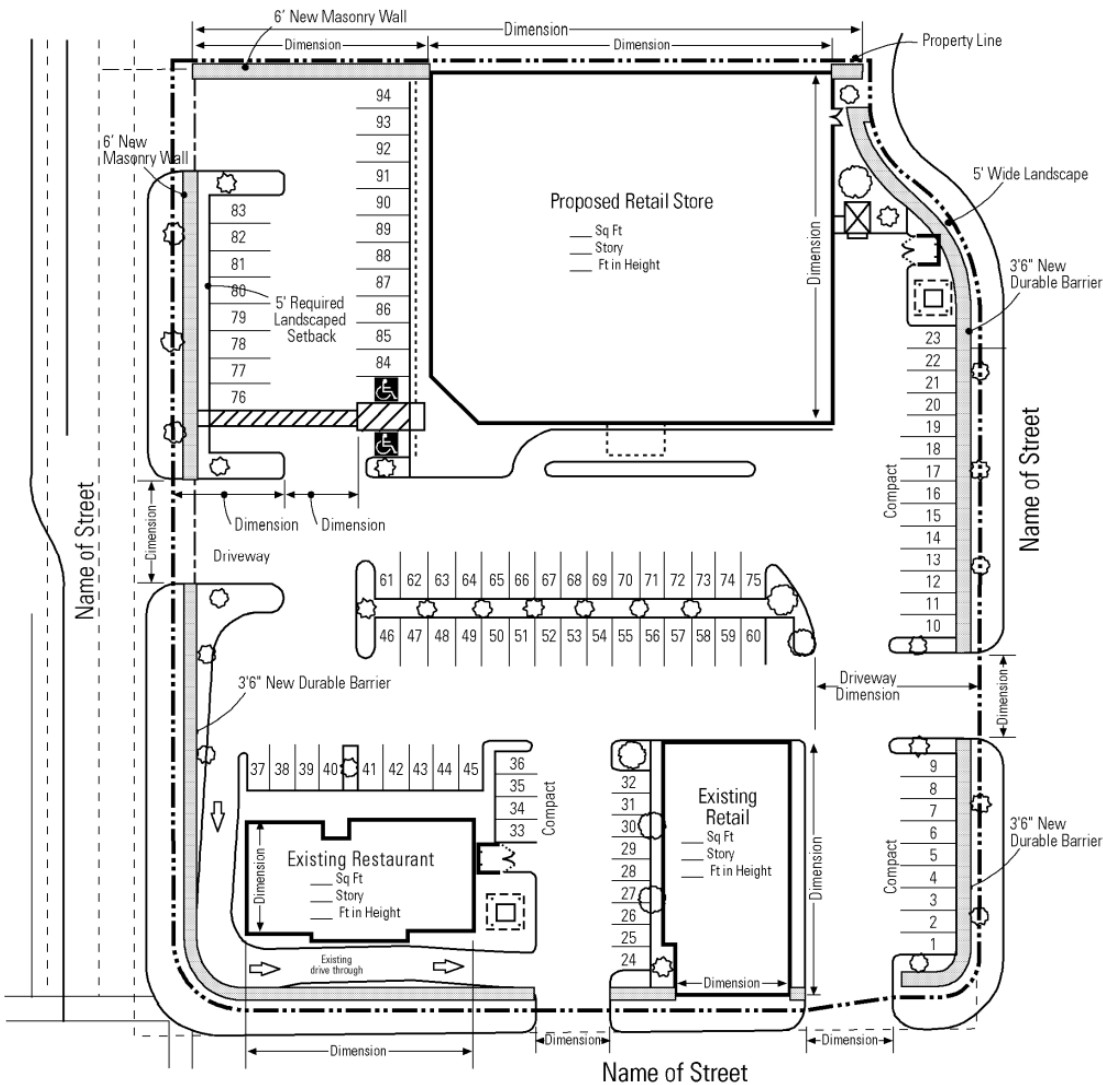
Tract \_\_\_\_\_

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**Project Address**

\_\_\_\_\_

## Commercial/Industrial Plot Plan Example



**Project Address**

**Legal Description**

Tract \_\_\_\_\_ Block \_\_\_\_\_  
 Lot \_\_\_\_\_ Arb \_\_\_\_\_

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

**Site Information**

**Project**

**Parking Calculations**

**Parking Required**  
 Proposed Retail \_\_\_\_\_ SqFt (1 per \_\_\_\_\_ SqFt) = \_\_\_\_\_ Spaces  
 Existing Restaurant \_\_\_\_\_ SqFt (1 per \_\_\_\_\_ SqFt) = \_\_\_\_\_ Spaces  
 Existing Retail \_\_\_\_\_ SqFt (1 per \_\_\_\_\_ SqFt) = \_\_\_\_\_ Spaces  
**Total Spaces Required** = \_\_\_\_\_ Spaces

**Parking Provided**  
 Standard Spaces = \_\_\_\_\_ Spaces  
 Compact Spaces = \_\_\_\_\_ Spaces  
 Handicapped Spaces = \_\_\_\_\_ Spaces  
**Total Spaces Provided** = \_\_\_\_\_ Spaces

**Total Site Area** = \_\_\_\_\_ Acres or SqFt  
**Total Floor Area** = \_\_\_\_\_ SqFt  
**FAR** = \_\_\_\_\_

**Landscaping** (% of site) = \_\_\_\_\_ %

**Open Space Calculation**

Open Space Required

Open Space Provided

Scale: (No less than 1/16" = 1')

Graphic scale:

