



INSTRUCTIONS:

MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN DESIGN REVIEW Filing Instructions for Continued Cases

1. Read **ALL** instructions carefully.
2. **Continued projects must resubmit revised applications to the Planning Department and observe filing deadlines.**
3. **As soon as revisions are prepared**, contact City Planning Mulholland staff by phone or e-mail to:
 - Schedule an **initial review** to go over your revisions, (appointments can be made online here: <https://goo.gl/rviq4L>) and
 - Prepare your materials in time to schedule for a **Design Review Board meeting** (schedule is available at the end of this application instruction packet).
4. **After your initial review(s)** and once all materials required for filing are completed, schedule a meeting with the Mulholland staff ***in advance of*** the submittal deadline (the column labeled "Final Day for Submittal of Complete Application" on the schedule) to review your application package in accordance to the Specific Plan, the Design Guidelines and the filing instructions **before** photocopies of additional sets are made.
5. Submit all materials requested. *Missing or incomplete materials cause delays. All 10 sets must be filed with the City Planning Mulholland staff no later than the date detailed "Final Day for Submittal of Complete Application" on the schedule.*

Please contact the Mulholland Planning Staff if you have any questions during the process:

Planning Staff are located at 6262 Van Nuys Boulevard, Suite 430, Van Nuys, CA 91401.

Appropriate Planning Staff Member Contact Information Available at the following link:

<http://planning.lacity.org/phonelist/assignmentlist.pdf>

Application Instructions and Checklist

GENERAL INSTRUCTIONS

- Each exhibit should contain all information required for that item even if the information is presented on another exhibit in the application materials.
- Label and title each exhibit.
- Include the stamp or identification of the licensed professional(s) who prepared the exhibit on the appropriate exhibit sheet.
- Reduce oversized plans to 11"x17" or 12" x 18".
- When reducing full-sized plans, choose relevant sections to copy and **make font sizes large enough so they can be read at the reduced size.** Please use no text smaller than an 8 point font.

After approved by Planning Staff, number each page of the packet (1,2,3, etc.), and provide 10 sets (a copy of all Forms, Submittal Materials and Exhibits with the Planning submittal labels affixed and collated in the order given below) for filing.

CHECKLIST

Check to see if application contains the following documents and is organized in the order listed below:

- F-1** Mulholland Scenic Parkway Specific Plan Application Form
- S-1** DRB Memorandum Notes from previous meeting and REVISED Written Narrative
- S-6** Required Project Re-Notification Materials Checklist (Provide 2 copies to City Planning)
 - Mailing Labels
 - BTC Receipt
- E-1** Compatibility Study
- E-2** Sustainability Checklist
- E-3** Topographic Survey
- E-4** Topographic Roof Plan
- E-5** Grading Plan (if applicable)
- E-6** Plot / Site Plan
- E-7** Floor Plans
- E-8** Building Elevations
- E-9** Site Sections
- E-10** Colored Rendering or Colored Elevations and Materials
- E-11** Landscape Planting and Irrigation Plan
- E-12** Fence / Wall / Gate Specifications and Elevations (*if applicable*)

Include any other relevant documentation inserted into your packet in the same original page order of your first packet.

APPLICATION MATERIALS

Depending on the reason your case was continued, include the relevant documentation to address the DRB's concerns and insert that relevant documentation into your packet in conformance with the original page order of your first packet. For example, if the Board had concerns about compliance with the Baseline Hillside Ordinance, include an updated F-2 Slope Analysis Form, Slope Analysis Map, and/or other hillside documentation in your continued packet.

FORMS for CONTINUED CASES (F-1)

F-1 MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN APPLICATION FORM

- Two pages completed by the applicant and containing any revisions to the project.

SUBMITTAL MATERIALS for CONTINUED CASES (S-1 & S-6)

S-1 MEMORANDUM NOTES taken by Staff and signed by the DRB board chair at previous hearing. They will be provided to the applicant by the Planning Department (call the Planning staff to request a copy of the Memorandum notes and any names to be added to the notification list).

REVISED WRITTEN NARRATIVE describing the revised project and addressing the issues contained in the Memorandum notes, including all design changes.

S-6 REQUIRED PROJECT RE-NOTIFICATION MATERIALS CHECKLIST:

Note: *Unless the case was continued to a Date Certain at the previous hearing, the Applicant is required to (A) post onsite 5 days before the DRB hearing and (B) notify all owners and occupants of abutting properties, which are both handled through the City's mailing contractor, BTC. We strongly advise applicants to use BTC for both the mailing and the posting in order to obtain an objective third party confirmation of these events. See the mailing instructions form for more information.*

Full mailing instructions, including the perjury statement, can be downloaded here:

http://planning.lacity.org/Forms_Procedures/2074.pdf

- Mailing labels** of names and addresses of the following (Provide 2 gum label copies to City Planning):
 - Individuals previously notified in original hearing
 - Any individuals who request to be notified of the next hearing (a list can be provided to the applicant by Planning Staff upon request)
- BTC** Receipt**, showing payment for re-mailing and re-posting

**BTC is located at 14540 Sylvan Street, Van Nuys, CA 91411, 818-779-8870 or 201 N Los Angeles St, Ste 13A, Los Angeles, CA 90012, 213-617-9600.

EXHIBITS for CONTINUED CASES (E-2 thru E-12)

E-1 NEIGHBORHOOD COMPATIBILITY / PARCEL MAP AND CHART

- Use the Radius Tool on ZIMAS (fourth button from the left on the tool bar at the top of the map window) to draw a 100-foot buffer around the property to get a 100-foot radius map to use as a reference map. Ask the Planning Staff for help with printing this 100-foot radius map from ZIMAS if you need assistance.
- Include a chart or table indexed to the reference map for the closest 10 homes surrounding the project site, or all homes within a 100-foot radius, whichever results in the greater number of existing homes being shown.

Notes: *Use the template below to create a Neighborhood Compatibility Chart (Table 1).*

In order to be comparable with the square footages used for neighboring buildings found on ZIMAS, when inputting your building's square footage, deduct the square footage for the garage or 400 square feet—whichever amount is less.

Use the Address/Legal Information for Lot Size and the Assessor Information for the Building Square Footage.

	Reference #	Property Address (or APN)	Building Square Footage	Lot Size (lot square footage)	Floor Area Ratio (FAR) (building square footage divided by the lot size)
Individual Properties	1		3,502	12,321	28.4%
	2		3,409	12,121	28.1%
	3		3,024	14,552	20.8%
	4		4,930	8,623	57.2%
	5		2,101	10,372	20.3%
	6		2,098	10,573	19.8%
	7		3,932	10,982	35.8%
	8		4,200	9,012	46.6%
	9		2,304	12,043	19.1%
	10		3,029	11,983	25.3%
	# of Buildings Included in the Analysis		Average Building Square Footage	Average Lot Size	Average FAR (use the lot coverage values above, not the averages, for each property to find the average for the neighborhood)
Neighborhood Averages	10		3,252.9	11,258.2	30.1%
Proposed Project		Property Address (or APN)	Proposed Building Square Footage (RFA)	Lot Size (lot square footage)	FAR (building square footage divided by the lot size)

Table 1

E-2 SUSTAINABILITY CHECKLIST

- Provide a sustainability checklist, or demonstrate through the drawings and a written summary, itemizing how the proposed project seeks to reduce energy and water consumption. The checklist should include all elements of sustainable building practices including, planning & design, storm water & site management, water efficiency, energy usage, materials conservation & resource efficiency and how the project intends to implement such practices.
- A sustainability checklist from a recognized third-party verification process is preferred, including, but not limited to Build-It-Green and LEED. Many projects require approval for the **Green Building Program** with Building and Safety; including the measures of compliance with this program may reduce redundancies. However, if the Green Sheet building notes are utilized, a more detailed description should be included in section S-1 the Written Narrative more clearly demonstrate how those notes will be implemented.
- For projects that require approval for the **Low Impact Development (LID)**¹ with the Bureau of Sanitation, the measures of compliance with this program should be included and may fit in this section.
- If drawings are used, all relevant information relating to the sustainable building practices is to be included on the appropriate exhibit.

E-3 TOPOGRAPHIC SURVEY

- The stamp, signature, and date of the licensed surveyor or civil engineer are to be copied onto the reduced topographic base map
- Show **all existing trees**, labeled with their species and diameter

E-4 TOPOGRAPHIC ROOF PLAN

Superimpose the proposed roof plan on the certified topographic survey. The roof plan must be labeled with:

- Slope of roof

¹ For more information on LID, visit: <http://www.lastormwater.org/> or Station 18 at 201 N Figueroa St, 4th Floor

Filing Instructions: Continued DRB Cases

- Lowest elevation** (within five feet of the perimeter of the building)
- Highest elevation** (at the peak of the roof ridge)
- Roofing material
- Manufacturer's name
- Color, name, and number

If skylights are proposed, show:

- Location, dimensions, and square footage for each skylight
- Manufacturer
- Model
- Glazing
- Total square footage for the skylights and total percentage of roof coverage for the skylights

E-5 GRADING PLAN (if grading or any modification to the foundation is proposed)

Note: *Verify with the Department of Building & Safety (LADBS) for the permitted number and size of each retaining wall.*

The grading plan must show:

- All existing retaining walls (identifying the top and bottom of all walls)
- All proposed retaining walls (identifying the top and bottom of all walls)
- Cubic yards of cut, fill, export and/or import (as applicable)
- Proposed drainage system. Many projects require approval for the **Low Impact Development** with the Bureau of Sanitation; including the measures of compliance with this program should be included and may fit in this section.

If a grading permit will be required by Building and Safety, submit:

- 3 copies of a Geology and Soils Report**

E-6 PLOT / SITE PLAN

Plot Plan Instructions can be downloaded here: http://planning.lacity.org/Forms_Procedures/7752.pdf.

The site plan must show:

- Footprint of existing structures
- Footprint of proposed project
- All existing trees, labeled with their species and diameter
- Location of required parking spaces (not including the garage)

- A **Project Profile** that contains the following information:

Lot Size	_____ sq. ft.	_____	Floor Area Ratio (Floor Area / Lot Size)
Floor Area	_____ sq. ft.	_____	% of Lot Coverage (Building Footprint / Lot Size)
Building Footprint	_____ sq. ft.	_____	% of Total Lot Coverage (Hardscape + Building Footprint / Lot Size)
Hardscape	_____ sq. ft.		
Number of Parking Spaces	_____		

Note: *Hardscape is defined as elements within the landscape which are impermeable. These elements would include solid concrete paving (or tile, brick, wood, or stonework), decomposed granite or gravel beds (with binding agent) or any constructed water features, including pools and fountains.*

E-7 FLOOR PLANS

Floor Plan instructions can be downloaded here: http://planning.lacity.org/Forms_Procedures/7751.pdf.

For each floor or level, show:

- Dimensions
- Square-footage calculations

Note: *Square footage calculations must use the definition for Residential Floor Area (Sec. 12.03)*

E-8 BUILDING ELEVATIONS

Elevation instructions can be downloaded here: http://planning.lacity.org/Forms_Procedures/7817.pdf.

For all facades, show:

- Dimensions
- Building envelope heights as defined by Section 12.21 C.10 (d) (or height limits identified in Section 12.21 A.17 (c) if in an A1, A2 or RD Zone)
- Indicate the lowest elevation within 5 feet of the perimeter of the building
- Indicate the highest elevation at the peak of the roof ridge
- All exterior or outdoor lighting (*if applicable*)

For each material or different color, show:

- Material(s)
- Manufacturer's name(s)
- Color name(s) and number(s)

E-9 SITE SECTIONS

Note: *Verify with the Department of Building & Safety (LADBS) for the permitted number and size of each retaining wall. If the project is located in the Inner Corridor, extend the section(s) to Mulholland Drive. (Please also see Viewshed Analysis, E-12.)*

For each section and retaining wall, show:

- Height of building
- Height of any retaining walls
- Lot contour and elevation lines

E-10 COLORED RENDERING OR COLORED ELEVATIONS AND MATERIALS

On a colored rendering of the proposed project, list and identify:

- Material(s)
- Manufacturer's name(s)
- Color name(s) and number(s)

E-11 LANDSCAPE PLANTING AND IRRIGATION PLAN

Note: *Please refer to the guidelines in the Landscape section of the Mulholland Specific Plan Design Guidelines and the preferred planting list when developing your project.*

- Include any existing planting scheme to remain
- Show proposed planting scheme indexed to the Planting Legend
- If oak trees or other native trees are to be removed or impacted**, show and label the location and size of replacement trees of the same species and submit **10 copies** of a **Protected Tree report** prepared by a Tree Expert, as defined in Section 12.21.A.12 of the LAMC, as well as a letter from Urban Forestry recommending the necessary mitigation
- If planter boxes for LID Compliance are used**, show and label the plants for those boxes
- Include a proposed **irrigation plan** which shows, at a minimum, the zones and types of devices used. A more complete irrigation plan should show zone, type of device, water flow, spacing, etc.
- Show all exterior or outdoor lighting in a **lighting plan** (*if applicable*). This plan should include location and type of light fixture/devices, illumination information, etc.
- Show fencing, gates, pool, and other mechanical equipment enclosures, stairs, patios and exterior structures
- As the Plan promotes plantings with low water usage, the Water Use Classification of Landscape Species (WUCOLS) should also be included in the landscape plan. Information on this can be found at the California Department of Water Resources website. See online at: <http://www.water.ca.gov/wateruseefficiency/landscape/> and A pdf document on with the listings of regions, species, and water consumption is online at: <http://www.water.ca.gov/wateruseefficiency/docs/wucols00.pdf>
- Include a **Planting Legend**, which should read as follows:

Reference Number (to Correspond with Plan)	Common Plant Name	Botanical Plant Name	Container Size (i.e., 15 gal., or 36" box, etc.)	Number to be Planted	Height and Width (at Time of Planting)	Height and Width (at Full Maturity)	Years to Reach Maturity	Water Use Classification of Landscape Species (WUCOLS)
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E-12 FENCE / WALL / GATE SPECIFICATIONS AND ELEVATIONS (if applicable). Elevation instructions can be downloaded here: http://planning.lacity.org/Forms_Procedures/7817.pdf.

- Height
- Materials
- Manufacturer color name and number

To file your continued case documents:

- Meet with the Mulholland Staff to review your complete, revised master set that incorporates the requested changes.
- After review, number each page of the master revised packet *with each page numbered as 1, 2, 3...*, and make your copies.
- Submit your ten (10) copies to Mulholland Staff to get on the agenda

DESIGN REVIEW BOARD MEETING

Please bring one presentation size copy of each of the following to the meeting:

- Color chips and materials, either loose or on a board** (if a light color is presented, bring an alternate color scheme using deeper tones)
- Display drawings and photographs**
- Original size plans, drawings, and/or models**

Speaker Cards: Please remember that you need to fill-in a speaker card before presenting the project before the Design Review Board (DRB). Speaker cards will be provided at the DRB meeting.



APPLICATIONS:

MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN DESIGN REVIEW SUPPLEMENTAL APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Application OK for filing on _____ by _____

Size (total existing) _____ sq. ft. (total proposed) _____ sq. ft.

Demolition _____ sq. ft. Addition _____ sq. ft.

Garage _____ sq. ft. ___ Car(s) Attached/Detached

Lot size _____ sq. ft. FAR _____ Height _____ Council District _____

Zone: _____ Baseline Hillside Applies Y/N Girard Tract

Inner / Outer / Institutional Upslope / Downslope Visible / Non-Visible

Application Type:

- Preliminary Design Review
- Design Review / Project Permit Compliance
- Continued Design Review
- Design Review / Project Permit Compliance Modification
- Project Permit Adjustment

Project Type:

- New Construction
- Addition
- Remodel
- Other: _____

Project Address: _____

Assessor Parcel Number: _____

Proposed Project Description: (describe in detail, including ALL proposed work, dimensions, and calculated Residential Floor Area [RFA] number)

Representative(s)

Name: _____

Address: _____

Telephone: _____

Email: _____

Applicant(s) / Property Owner(s)

Name: _____

Address: _____

Telephone: _____

Email: _____

1. **Property Description:** # of Existing lots: _____ # of Proposed lots: _____ Total Lot Area: _____ sq. ft.
2. **Property Location:** Is the project in the following? (check all that apply)
- | | |
|--|---|
| <input type="checkbox"/> Inner Corridor | <input type="checkbox"/> Outer Corridor |
| <input type="checkbox"/> Within 100 feet of Mulholland | <input type="checkbox"/> Girard Tract |
| <input type="checkbox"/> Institutional Corridor | <input type="checkbox"/> Hillside Ordinance |
3. **Property Orientation:**
 Building Pad Relative to Street Upslope ___ Downslope ___
 Building Pad Relative to elevation of Mulholland Drive Upslope ___ Downslope ___
4. **Project Visibility:** Is the project visible from Mulholland Drive? Yes ___ No ___
5. **Viewshed Penetration:** Does the project penetrate the viewshed? Yes ___ No ___
6. **Access:** Does the project alter access onto the Mulholland Right-of-way? Yes ___ No ___
7. **Improved Street Width:** Improvement required: Yes ___ No ___ Dedication required: _____ ft.
8. **Environmental Protection Measures:** Is the project...
- | | |
|---|---|
| <input type="checkbox"/> On a prominent ridge | <input type="checkbox"/> Within 200 feet of a public parkland |
| <input type="checkbox"/> Within 50 vertical feet of a prominent ridge | <input type="checkbox"/> Within 100 feet of a stream bank |
9. **Project Size:**
- | | |
|--|---------------|
| a. Existing Structure(s) Residential Floor Area | _____ sq. ft. |
| b. Existing Garage/Covered Carport: | _____ sq. ft. |
| c. Existing Covered Porch/Patio/Breezeway/Balcony area: | _____ sq. ft. |
| d. Existing Basement Area: | _____ sq. ft. |
| e. Demolition: | _____ sq. ft. |
| f. Proposed New Construction Residential Floor Area: | _____ sq. ft. |
| g. Proposed Garage/Covered Carport: | _____ sq. ft. |
| h. Proposed Covered Porch/Patio/Breezeway/Balcony area: | _____ sq. ft. |
| i. Proposed Basement Area: | _____ sq. ft. |
| j. Proposed Floor Area, All Structures (per 12.03): | _____ sq. ft. |
| k. Proposed Residential Floor Area, All Structures (per 12.03): | _____ sq. ft. |
| l. Lot Coverage (building footprint of all structures divided by lot sq. ft.): | _____ % |
| m. Floor Area Ratio (FAR) (total Residential Floor Area divided by lot sq. ft.): | _____ % |
| n. Total Hardscape (impermeable surfaces): | _____ sq. ft. |
| o. Total Lot Coverage (building footprint and hardscape divided by lot sq. ft.): | _____ % |
10. **Project Building Height:** Existing structure: _____ ft. Proposed structure: _____ ft.
11. **Average Natural Slope** (per 17.02): Existing site: _____ % Proposed site: _____ %
12. **Grading:**
 Cut: _____ cubic yards Export: _____ cubic yards Require Haul Route: Yes ___ No ___
 Fill: _____ cubic yards Import: _____ cubic yards
13. **Sustainability:** Do plans reflect the sustainable building measures being used for the project? Yes ___ No ___
14. **Existing Trees:** Does the project propose moving or cutting down any Protected Trees (Oak, California Black Walnut, Western Sycamore or California Bay trees) or other Native Trees? Yes ___ No ___
 Number of Oak trees to be cut down? _____ To be moved? _____
 Number of other protected trees to be cut down? _____ To be moved? _____

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CITY PLANNING**

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ROCKY WILES
COMMISSION OFFICE MANAGER
(213) 978-1300

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC GARCETTI
MAYOR

EXECUTIVE OFFICES
200 N. SPRING STREET, ROOM 525
LOS ANGELES, CA 90012-4801

VINCENT P. BERTONI, AICP
DIRECTOR
(213) 978-1271

KEVIN J. KELLER, AICP
EXECUTIVE OFFICER
(213) 978-1272

LISA M. WEBBER, AICP
DEPUTY DIRECTOR
(213) 978-1274
(213) 978-1273

<http://planning.lacity.org>

**MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN
DESIGN REVIEW BOARD (DRB) ADVANCE CALENDAR**

General Policies:

1. The Design Review Board (DRB) regularly meets on the first and third Thursday of the month, at 6:30 P.M.
2. Scheduled meetings are subject to change or cancellation. Please call the City Planning Department to confirm meetings.
3. Meeting agendas are mailed to all owners/occupants abutting, across the street or alley from, or having a common corner with the subject property; interested parties; and are posted at the City Planning Department and at <http://planning.lacity.org>.
4. All applications* require submission to the Department of City Planning, Van Nuys Community Planning Public Counter at 6262 Van Nuys Boulevard, Suite 430, Van Nuys, CA 91401, for review pursuant to adopted requirements in the Los Angeles Municipal Code, Section 11.5.7.C, the Mulholland Scenic Parkway Specific Plan, and the Design and Preservation Guidelines.

2018 Design Review Board Meetings	2019 Design Review Board Meetings
January 3, 2018	January 2, 2019 (Canceled)
January 17, 2018	January 16, 2019
February 7, 2018	February 6, 2019
February 21, 2018	February 20, 2019
March 7, 2018	March 6, 2019
March 21, 2018	March 20, 2019
April 4, 2018	April 3, 2019
April 18, 2018	April 17, 2019
May 2, 2018	May 1, 2019
May 16, 2018	May 15, 2019
June 6, 2018	June 5, 2019
June 20, 2018	June 19, 2019
July 4, 2018 (Canceled)	July 3, 2019
July 18, 2018	July 17, 2019
August 1, 2018	August 7, 2019
August 15, 2018	August 21, 2019
September 5, 2018	September 4, 2019
September 19, 2018 (Canceled)	September 18, 2019
October 3, 2018	October 2, 2019
October 17, 2018	October 16, 2019
November 7, 2018	November 6, 2019
November 21, 2018 (Canceled)	November 20, 2019
December 5, 2018	December 4, 2019
December 19, 2018	December 18, 2019

* **Applications must be submitted to the Planning Department's Mulholland Specific Plan staff by appointment only.** Applications must be reviewed and deemed complete by the Mulholland Specific Plan Staff. Upon receiving confirmation from Mulholland planners that an application is ready for filing, applicants must compile all required document prior to established submittal deadline applicants must, obtain a case number from the Planning Public Counter (Suite 251), pay fees and obtain a valid receipt from the City Cashier. All of these steps must be completed before a case can be included on the agenda for DRB review.

** DRB meetings are held at 14410 Sylvan Street, Room 215, Van Nuys, CA, 91401.

*** DRB meeting dates are not guaranteed.