FILING INSTRUCTIONS FOR DESIGN REVIEW
Mulholland Scenic Parkway Specific Plan

1. Read ALL instructions carefully.
2. Submit all materials requested. Missing or incomplete materials cause delays.
3. Before designing the project:
   - Review the text of the Mulholland Scenic Parkway Specific Plan and Mulholland Design Guidelines, available at:
     http://cityplanning.lacity.org/complan/specplan/pdf/MULHOL.PDF and
     You can also download these documents through ZIMAS at http://zimas.lacity.org under the Planning and Zoning dropdown. Click the link for Mulholland Specific Plan to open links to these documents as well as the plan area maps. The documents are also available on the Planning Department website at: http://cityplanning.lacity.org (→ General Plan → Community Plans → Specific Plans → Mulholland Scenic Parkway → Text / Maps / Design Guidelines), or for purchase at the City Planning Public Counter, 6262 Van Nuys Boulevard, Suite 251, Van Nuys, CA 91401.
   - If the project requires moving or cutting down any protected native tree(s) (Oak, California Black Walnut, Western Sycamore or California Bay), a protected tree removal permit will be required from the Board of Public Works once the project is approved by the Planning Department. Because of this, before a DRB hearing date is set, a Protected Tree Report, which takes into consideration the site plan of the proposed project, must be prepared by a Tree Expert (as defined in Section 12.21.A.12 of the LAMC; see http://asca-consultants.org/find/index.cfm for a listing of REGISTERED Consulting Arborists in your area). Submit three (3) copies to the Division of Urban Forestry to be reviewed and to receive a letter of recommended mitigation.
     Contact Urban Forestry to submit the Protected Tree Reports, to schedule a review of the project and to receive a letter recommending the necessary mitigation for such action. This letter will be required in order to file an application for the DRB hearing. Ron may be reached at (213) 847-3077 or at 1149 South Broadway Street, 4th Floor, Los Angeles, CA 90015.
   - Determine if the project is subject to the Baseline Hillside Ordinance or if it is within the Girard Tract (by reviewing the ZIMAS Planning and Zoning information at http://zimas.lacity.org/). There are building regulations which will affect your design if either (or both) is applicable.

4. As soon as possible, preferably at the beginning of the design process, contact City Planning Mulholland staff by phone or e-mail to:
   - Schedule a preliminary review to go over your project site plan and discuss any points from the Specific Plan and Design Guidelines that affect your project and,
   - Get an understanding of timelines to get on the agenda for a Design Review Board meeting, as the soonest available opening in the schedule for your project may be several months away (schedule is available at the end of this application instruction packet).

5. After your preliminary review, and once all materials required for filing are completed, schedule a meeting with the Mulholland staff two weeks prior and one week prior to the submittal deadline 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.

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. Contact Isaiah Ross at 818-374-5049 and isaiah.ross@lacity.org.
Application Materials Checklist

GENERAL INSTRUCTIONS

• Each exhibit should contain all information required for that item, even if the information is already 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.
• Copy all 8 ½” x 11” sheets onto 11” x 17” pages (two 8 ½” x 11” sheets fit onto one 11” x 17”). 12”x18” sized pages are also acceptable.
• 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, and provide 12 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. One copy will be sent to your Certified Neighborhood Council (see page 10 for more information).

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
☐ F-2 Slope Analysis Form for Hillside Ordinance and Hillside Referral Form for streets/sewers
☐ F-3 Master Land Use Permit Application Form
☐ S-1 Written Narrative
☐ S-2 Site Context: Photos of Site and Surrounding Area with Photo Reference Map
☐ S-3 Visibility Study from Mulholland Drive
☐ S-4 Vicinity Map
☐ S-5 ZIMAS Map and ZIMAS Parcel Profile Report
☐ S-6 Required Project Notification Materials
  ☐ Mailing Labels (also 3 gum label sets separate from packet—2 to Planning Staff, 1 to BTC)
  ☐ Index Map
  ☐ Perjury Statement
  ☐ BTC Receipt (for 1 mailing and posting on site)
☐ E-1 Neighborhood Compatibility / Parcel Map and Chart
☐ E-2 Sustainability Checklist/Green Building Notes and/or Low Impact Development Documents
☐ E-3 Topographic Survey and Stream/Riparian Report Summary (if applicable)
☐ E-4 Topographic Roof Plan
☐ E-5 Grading Plan (if applicable) and/or Low Impact Development Documents
☐ 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)
☐ E-13 Viewshed Analysis (if applicable)
☐ E-14 Decision Letter(s) (if applicable)

Other Materials (if applicable)
☐ Protected Tree Report—10 copies
☐ Urban Forestry’s Recommendation for Protected Tree Mitigation—10 copies
☐ Biologist’s Stream/Riparian Report (for properties with streams located on them or grading 100 cubic yards or more within 100 feet of a stream)—3 copies
☐ Soils/Geology report—3 copies
☐ Archeological / Palaeontological data—3 copies
APPLICATION MATERIALS

Provide 12 sets, with the Planning submittal labels affixed and copied onto each set, and collated in the order given below. Do not make your 12 sets until you have met with the Mulholland Planning Staff to review the master. Mulholland Planning Staff will review the master page-by-page in detail, and appropriately label by page in the set. After that, you’ll number each page and make these 12 copied sets. All pages of the application, must be easily readable, so as not to require the use of a magnifying glass to be legible; no less than an eight (8)-point font.

FORMS (F-#)

F-1  MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN APPLICATION FORM
   □ Two pages completed by the applicant (blank application is attached to this instruction packet)
   Note: The Proposed Project Description should read as follows:

   For Additions:
   (Demolition of a # square-foot structure and) Construction of a # square-foot addition, to an existing # square-foot (including a detached/attached #-car garage), #-story, single-family residence, for a total of # square-feet, on a # square-foot lot. The maximum project height is # feet, # inches. The project is in the outer/inner corridor, downslope/upslope, visible/not visible from Mulholland Drive, is/is not subject to the requirements of the Baseline Hillside Ordinance, and is/is not within the Girard Tract.

   For New Construction:
   (Demolition of a # square-foot structure and) Construction of a new, # square-foot (including a detached/attached #-car garage), #-story, single-family residence, on a # square-foot lot. The maximum project height is # feet, # inches. The project is in the outer/inner corridor, downslope/upslope, visible/not visible from Mulholland Drive, is/is not subject to the requirements of the Baseline Hillside Ordinance, and is/is not within the Girard Tract.

F-2  REFERRAL FORM FOR HILLSIDE ORDINANCE, Dept. of Public Works
   □ Filled-in by the Department of Public Works, 6262 Van Nuys Boulevard, Suite 251, “B” Permit Counter, (818) 374-5090. If a street dedication is required, show it on the plot/site plan, and show the building setback from this dedication line.
   □ Sample Referral Form is attached to this instruction packet.

SLOPE ANALYSIS FORM, Department of Building and Safety/Planning Department
   □ Filled-in by Applicant, signed or stamped by Surveyor or Engineer, and submitted along with analysis map to Planning Department Public Counter, 6262 Van Nuys Boulevard, Suite 251, (818) 374-5050, for approval.
   □ Alternatively, if the project builds under the guaranteed minimum of floor area, include the calculations of the lot area and the guaranteed minimum amount of area.
   □ Blank Joint Referral Form for the Slope Analysis is attached to this instruction packet.

F-3  MASTER LAND USE PERMIT APPLICATION FORM (submit the original plus the copies in the packet on 11” x 17" or 12” x 18” pages)
   □ Download at: http://planning.lacity.org/Forms_Procedures/7771.pdf
   □ Should be completed and signed by the property owner(s) of record (on ZIMAS printout)
      o Note that the code section from which relief is requested is Ordinance 167,943 (Mulholland Specific Plan Ordinance)
      o The code sections which authorize relief are Section 11.5.7 for Project Permit Compliance and Section 16.50 for Design Review
   □ Notarize it, ensuring the owner is aware of these entitlements
SUBMITTAL MATERIALS (S- #)

S-1 WRITTEN NARRATIVE (two to three paragraphs):

- **Proposed Project Description:**
  - Property Address
  - Square footage of new construction or additions (if applicable, including the square footage of the proposed new garage)
  - Square footage of existing building (if applicable, including the square footage of existing garage)
  - A clear description of the structures on site such as the main house, accessory structures or second dwelling units, swimming pools, etc. Include retaining wall information: height & number
  - Whether subject to the Baseline Hillside Ordinance or within the Girard Tract
  - Number of stories
  - Number of parking spaces
  - Square footage of the lot (lot size)
  - Percentage of livable space to lot size (current square footage plus proposed additional square footage of all structures divided by the lot size)
  - Hardscape (description and square footage)
  - Style and articulation of the building mass, including design details such as recessed windows

- **Explain how your project is consistent with the Specific Plan design criteria and guidelines.**
  - Look through the Specific Plan Design Criteria and Guidelines and identify those guidelines that apply to your project.
  - Explain how your project meets the applicable guideline or what about the project makes it consistent with the guideline (e.g., the height requirement is 15 feet and the proposed structure is 13 feet).
  - Explain why your proposed project is compatible with the neighborhood.
  - Explain which sustainable building practices will be used to construct and operation the proposed structure.

S-2 SITE CONTEXT: PHOTOS OF SITE AND SURROUNDING AREA WITH PHOTO REFERENCE MAP

- **Photographs:** Minimum of five photos of the project site, five photos of the surrounding areas/surrounding buildings. Applications should include photographs in all cardinal directions from the proposed project footprint as the board needs to know the proximity of immediate neighbors to determine the impact of the project on the community.

- **Reference Map:** Map indicating with arrows from where and in what direction the photos were taken.

S-3 VISIBILITY STUDY FROM MULHOLLAND DRIVE: COLOR PHOTOGRAPHS AND REFERENCE MAP

*Note: To determine project visibility from Mulholland Drive, a minimum of 5 lines of sight from Mulholland Drive toward the project within a ¼-mile radius of the project should be included in the visibility study. The study should not be limited to an angle of view that is perpendicular to the roadway. (see Figure 1)*

- A minimum of five photographs, preferably including a photograph taken from each of the two points where the arc crosses Mulholland Drive and any locations from which there is a line of site to the project from Mulholland Drive.
- Reference photographs to the map, indicating from where and in what direction the photos were taken.
- Mark on each photograph:
  - **Visible:** If the project is visible from Mulholland Drive mark with an arrow the location of the project and write “visible.”
  - **Not-Visible:** If the project is not visible from Mulholland Drive, mark with an arrow the location of the project and mark the feature in front of it with an arrow and write “not visible due to (e.g., the hill in front, other development).
Filing Instructions: New Mulholland DRB Case

S-4 **Vicinity Map** (maps from Google, Mapquest, Thomas Guide, etc. are preferred):
- Scale
- Directional arrow
- Location of the project site in relation to nearby streets

S-5 **Zimas Map and Zimas Parcel Profile Report**: (not the parcel profile from LADBS)
Type in the address or parcel number (APN) ➔ click Reports ➔ click Parcel Profile Report
or available from the Mulholland Staff.

S-6 **Required Project Notification Materials:**
*Note: 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.*

Provide 2 gum label copies of the following material to City Planning and 1 gum label copy to BTC. These will also be reproduced in the packet set on the 11” x 17” or 12” x 18” pages.

Full mailing instructions, including the perjury statement, can be downloaded here: [http://planning.lacity.org/Forms_Procedures/2074.pdf](http://planning.lacity.org/Forms_Procedures/2074.pdf)

- **Mailing labels** of names and addresses of the following:
  - Applicant(s) / project’s property owner(s)
  - Project representative(s)
  - Owners of adjoining and abutting properties*
  - Occupants of adjoining and abutting properties* (if different from the owner)
- **Index Map** showing locations of abutting properties, and keyed to the Mailing Labels
- **Perjury Statement**, signed and dated
- **BTC Receipt****, showing payment for mailing and posting (dated within 90 days of the submission date for the application or continued application).**

*Occupant and owner names and addresses can be procured from the City Clerk located at 201 N Figueroa Street, on the 7th Floor.

**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 (E-1 thru E-14)

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.

### Individual Properties

| Reference # | Property Address (or APN) | Building Square Footage | Lot Size (lot square footage) | Floor Area Ratio (FAR) 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>3,502</td>
<td>12,321</td>
<td>28.4%</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>3,409</td>
<td>12,121</td>
<td>28.1%</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>3,024</td>
<td>14,552</td>
<td>20.8%</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>4,930</td>
<td>8,623</td>
<td>57.2%</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>2,101</td>
<td>10,372</td>
<td>20.3%</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>2,098</td>
<td>10,573</td>
<td>19.8%</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>3,932</td>
<td>10,982</td>
<td>35.8%</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>4,200</td>
<td>9,012</td>
<td>46.6%</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>2,304</td>
<td>12,043</td>
<td>19.1%</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>3,029</td>
<td>11,983</td>
<td>25.3%</td>
</tr>
</tbody>
</table>

### Neighborhood Averages

<table>
<thead>
<tr>
<th># of Buildings Included in the Analysis</th>
<th>Average Building Square Footage</th>
<th>Average Lot Size</th>
<th>Average FAR (use the lot coverage values above, not the averages, for each property to find the average for the neighborhood)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighborhood Averages</td>
<td>10</td>
<td>3,252.9</td>
<td>11,258.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30.1%</td>
</tr>
</tbody>
</table>

### Proposed Project

<table>
<thead>
<tr>
<th>Property Address (or APN)</th>
<th>Proposed Building Square Footage (RFA)</th>
<th>Lot Size (lot square footage)</th>
<th>FAR (building square footage divided by the lot size)</th>
</tr>
</thead>
</table>

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 to more clearly demonstrate how those notes will be implemented.
For projects that require approval for the **Low Impact Development (LID)** 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.

### BIOLOGIST’S STREAM/RIPARIAN REPORT (for properties with streams located on them or grading 100 cubic yards or more within 100 feet of an identified stream)
- A copy of the summary from the stream/riparian report prepared by a biologist for properties that have an identified blue water stream on them, or grading more than 100 cubic yards of earth within 100 feet of a designated stream. See the Maps on ZIMAS or consult with staff with further questions.

### E-4 Topographic Roof Plan
Superimpose the proposed roof plan on the certified topographic survey. The roof plan must show:
- Slope of roof
- **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 (note: Guideline 41 limits to 4 ft²)
- 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

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)
- All site plans/plot plans need to graphically show the proximity of surrounding, neighboring properties i.e. the distances in all directions from the property line of the project out to any adjacent properties—to a distance not to exceed 100 feet.

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1 For more information on LID, visit: [http://wwwLASTORMWATER.ORG/](http://wwwLASTORMWATER.ORG/) or Station 18 at 201 N Figueroa St, 4th Floor
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**  
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**  
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. Landscape plans in applications will be incomplete unless the Planting Legend, below, is complete.*

- Include any existing planting scheme to remain. At minimum, if no landscaping is changing, an existing landscape survey is necessary.
- 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 structure.

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 http://www.water.ca.gov/wateruseefficiency/docs/wucols00.pdf.

Include a Planting Legend, which should read as follows:

<table>
<thead>
<tr>
<th>Reference Number (to Correspond with Plan)</th>
<th>Common Plant Name</th>
<th>Botanical Plant Name</th>
<th>Container Size (i.e., 15 gal., or 36&quot; box, etc.)</th>
<th>Number to be Planted</th>
<th>Height and Width (at Time of Planting)</th>
<th>Height and Width (at Full Maturity)</th>
<th>Years to Reach Maturity</th>
<th>Water Use Classification of Landscape Species (WUCOLS)</th>
</tr>
</thead>
</table>

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

E-13 VIEWSHED ANALYSIS

A viewshed analysis shall be prepared for any project located in the Inner Corridor and is visible from Mulholland. The viewshed analysis aids in determining the maximum building height which would not negatively impact the view. A project that is as far beneath the viewshed limit as possible is preferred. The viewshed analysis for downslope lots should be done at a point beginning at a point four feet above the closest edge of the paved roadway. For upslope lots, the viewshed analysis should be done from a point four feet above the furthest edge of the paved roadway. (see Figure 2 for how to conduct viewshed analysis. Page 12 of the Design Guidelines provides further details/larger pictures: http://cityplanning.lacity.org/complan/specplan/pdf/mulholguidelines.pdf)

Note: Topographic elevations should match those on the topographic survey. Show on the topographic survey, where the section is taken. One study section should be from the lowest elevation of the property on Mulholland Drive.
Filing Instructions: New DRB Case

E-14 DECISION LETTER(S) or previous approval letters on related discretionary cases (e.g., zone variances), or, if applicable, the completed bond application if street improvements are required and no variance has been obtained. Home Owners Association (HOA) documentation may also fit in this section.

DUPLICATE COPY OF CASE PACKET FOR NEIGHBORHOOD COUNCIL—1 SET
☐ A full set of the case packet needs to be provided in order to accept all applications
☐ One of the 12 sets called out above for the case filing is intended for this packet
☐ This packet must include the following (if applicable):
  o Mulholland Scenic Parkway Specific Plan Application Form
  o Referral Form and Slope Analysis for Hillside Ordinance
  o Master Land Use Application
  o Written Narrative
  o Site Context: Color Photos of Site and Surrounding Area with Photo Reference Map
  o Visibility Study from Mulholland Drive
  o Vicinity Map
  o ZIMAS Map and ZIMAS Parcel Profile Report
  o Required Project Notification Materials: Mailing Labels, Index Map and BTC Receipt
  o Neighborhood Compatibility/Parcel Map and Chart
  o Sustainability Checklist/Green Building Notes
  o Set of plans: Site Plan, Topographic Survey, Topographic Roof Plan, Grading Plan, Floor Plans, Elevations, Sections, Colored Rendering or Colored Elevations and Materials, Landscape Planting and Irrigation Plan, and Viewshed Analysis (if applicable)
  o The copy of materials needs to be in its own separate unsealed envelope
  o The envelope needs to be addressed to the Neighborhood Council for which the project is located in, unsealed, postage affixed, and your own address as the return address.
  o Council address can be found in ZIMAS under the Jurisdictional drop down, on the line Neighborhood Council, then clicking the link for that Neighborhood Council’s name.

There will be no acceptance of a case file without the Neighborhood Council copy!

OTHER MATERIALS (If applicable)
Provide copies of the following (when required by City Planning Staff):
  • Protected Tree Report by a Tree Expert, as defined in Section 12.21.A.12 of the LAMC (required for projects affecting protected native trees. See http://asca-consultants.org/find/index.cfma for a directory of registered experts near you)—10 copies
  • Urban Forestry’s Recommendation for Protected Tree Mitigation for projects moving or removing protected tree(s) (Oak, California Black Walnut, Western Sycamore or California Bay)—10 copies
  • Biologist’s Stream/Riparian Report by prepared by a biologist for properties with streams located on them or grading more than 100 cubic yards of earth within 100 feet of a designated stream—3 copies
  • Soils/Geology for projects with grading or any modification to the foundation—3 copies
  • Archeological / Palaeontological data—3 copies

To bring to the filing appointment at the Planning Public Counter, Suite 251:
☐ Community Planning Referral Form, signed by Mulholland Staff after reviewing your complete master set.
☐ The original notarized Master Land Use Application. Copies should be in the plan sets, but the original notarized document needs to be kept separate for the file.
☐ Your plan sets, with each page numbered as 1, 2, 3… You should have at least 11 of these sets for the case file.
☐ Your Neighborhood Council packet in an un-sealed and addressed envelope, as described above.
☐ The mailing gum (sticky) labels. Copies of these should be in the plan sets but the two (2) of the originals should be in the case file.
☐ The money/check to pay the filing fee for the case. Fees are set by section 19.01 Q of the Los Angeles Municipal code. Checks should be made payable to the City of Los Angeles. (The most recent fee estimate can be obtained at the Planning Public Counter, Suite 251, 6262 Van Nuys Boulevard.)
☐ Your tree report, biology report, and/or soils report as appropriate.
☐ Environmental Documentation: Confirm with Mulholland Staff the type of environmental clearance needed. The environmental clearance form for Categorical Exemptions will be issued by the Planning Counter staff,
Filing Instructions: New DRB Case

when the case is submitted. In other cases, the filing of an Environmental Assessment Form will be required.

**DESIGN REVIEW BOARD (DRB) 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 DRB. Speaker cards will be provided at the DRB meeting.
MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN
APPLICATION FORM
Los Angeles Department of City Planning
ZI 1224, Ord. Number: 167,943

<table>
<thead>
<tr>
<th>FOR DEPARTMENTAL USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application OK for filing on ________ by ___________________</td>
</tr>
<tr>
<td>Size (total existing) _______ sq. ft. (total proposed) _______ sq. ft.</td>
</tr>
<tr>
<td>Demolition _______ sq. ft. Addition _______ sq. ft.</td>
</tr>
<tr>
<td>Garage _______ sq. ft. ___ Car(s) Attached/Detached</td>
</tr>
<tr>
<td>Lot size ________ sq. ft. FAR _______ Height _______ Council District ________</td>
</tr>
<tr>
<td>Zone: ____________ Baseline Hillside Applies Y/N Girard Tract</td>
</tr>
<tr>
<td>Inner / Outer / Institutional Upslope / Downslope Visible / Non-Visible</td>
</tr>
</tbody>
</table>

**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: _______________________
Fax: ___________________________
Email: __________________________

**Applicant(s) / Property Owner(s)**
Name: __________________________
Address: _________________________
Telephone: _______________________
Fax: ___________________________
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)
   - Inner Corridor (up to 500 feet from the Mulholland right-of-way),
   - Within 100 feet of Mulholland
   - Institutional Corridor
   - Outer Corridor (from 500 to 2,640 feet from the Mulholland right-of-way)
   - Girard Tract (see the ZIMAS parcel profile, S-5)
   - Hillside Ordinance (see http://zimas.lacity.org)

3. Property Orientation:
   Note: In the event that a property contains elevations that are both upslope and downslope from Mulholland Drive right-of-way, the highest elevation of the building pad should be compared to the lowest elevation of the Mulholland Drive right-of-way contiguous to the property, in order to afford the greatest viewshed protection.
   - Upslope (the building pad is higher in elevation than the street/Mulholland Drive)
   - Downslope (the building pad is lower in elevation than the street/Mulholland Drive)

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. Environmental Street Width: Improvement required: Yes ___ No ___ Street dedication required: ______ ft.

8. Environmental Protection Measures: Is the project...
   - On a prominent ridge
   - Within 200 feet of a public parkland
   - Within 50 vertical feet of a prominent ridge
   - Within 100 feet of a stream bank

9. Project Size:
   a. Existing Structure(s), excluding existing garage (line b), covered porches (line c), & basements (line d): ______ sq. ft.
   c. Existing Covered Porch/Patio/Breezeway/Balcony area, not deducting 12.03 exemption areas: ______ sq. ft.
   d. Existing Basement Area, as defined by Section 12.03 (include the total amount of exempt area): ______ sq. ft.
   e. Demolition, of existing structure (excluding garage): ______ sq. ft.
   f. Proposed New Construction, including all additions minus line b and excluding lines a, c, d, e, g, h, and i: ______ sq. ft.
   h. Proposed Covered Porch/Patio/Breezeway/Balcony area, not deducting 12.03 exemption areas: ______ sq. ft.
   i. Proposed Basement Area, as defined by Section 12.03 (include the total amount of exempt area): ______ sq. ft.
   j. Total structure(s), existing, proposed and garage (total lines a, f, g, h, and i, and subtract e): ______ sq. ft.
   k. Lot Coverage (building footprint of all structures divided by lot sq. ft.): ______ %
   l. Floor Area Ratio (FAR) (total Residential Floor Area divided by lot sq. ft.; see Exhibit E-1): ______ %
   m. Total Hardscape (impermeable surfaces; see Filing Instructions page 8 for more information): ______ sq. ft.
   n. Total Lot Coverage (building footprint and hardscape divided by lot sq. ft.): ______ %

10. Project Building Height (as defined by the Dept. of Building and Safety/Baseline Hillside Ordinance):
    Existing structure: ______ ft. Proposed structure: ______ ft.

11. Grading: How many cubic yards of cut and/or fill is involved?
    Cut: ________ cubic yards Export: ________ cubic yards
    Fill: ________ cubic yards Import: ________ cubic yards

12. Sustainability: Do the plans reflect the sustainable building measures being used for the project? Yes ___ No ___

13. 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? ________
Color photographs need to be provided to indicate the visibility arc of the project from Mulholland Drive to illustrate whether any of the proposed structures may be seen.

These photographs will be taken from the Mulholland right-of-way within a three-quarter radius from the project site. These photographs shall provide five or more views showing the project site, existing improvements, various views of the surrounding area, and any other significant features.

The location where the photographs are taken must be indicated on a vicinity map, with the visibility arc drawn on it, as shown in the example below.

Photographs taken at points A, B, C, D, E on Mulholland Drive.
Sample Hillside Referral Form for Street and Sewer information
This document is completed by the Department of Public Works and can be obtained from the “B” Permit Counter at 6262 Van Nuys Blvd, Suite 251, Van Nuys, CA 91401.

DEPARTMENT OF BUILDING AND SAFETY/ DEPARTMENT OF PUBLIC WORKS
PRELIMINARY REFERRAL FORM FOR HILLSIDE ORDINANCE #168,159 & #174,652

<table>
<thead>
<tr>
<th>Building and Safety</th>
<th>Date: 12/08/2008</th>
<th>PIN: 159B149-354</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 14600 W MULHOLLAND DR</td>
<td>Applicant: ________________________________</td>
<td></td>
</tr>
<tr>
<td>District Map: 159B149</td>
<td>Project Description: ________________________________</td>
<td></td>
</tr>
<tr>
<td>Tract: TR 1000</td>
<td>Phone: ________________________________</td>
<td></td>
</tr>
<tr>
<td>Block: Lot: 1109</td>
<td>Fax: ________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Public Works: "B–Permits Counter"

Vehicular Access: (for exceptions per 12.21A17(6))

1. Is the Continuous Paved Roadway (CPR)* at least 28ft wide from the driveway apron of the subject lot to the boundary of the Hillside Area? □ Yes □ No

If "YES", STOP, project is exempt from the Hillside Ordinance.

If "NO", answer ALL of the following questions:

2. Is the CPR at least 20ft wide, from the driveway apron of the subject lot to the boundary of the Hillside Area? □ Yes □ No

3. Is the street adjacent to the subject lot at least 20ft wide? (Note: all streets adjacent to a lot must be considered when the lot has multiple street frontages, such as a corner lot or a through lot.) □ Yes □ No

Street Type: (for front yards and street improvements, per 12.21A17(a) and (e))

1st Street Name: ________________________________ R/W width: ________ Roadway width: ________

- □ Lot fronts on a standard hillside limited street
- □ Lot fronts on a sub standard hillside limited street

Comments: ________________________________

Dedication required width: __________ Plan Index: __________

Improvement required

2nd Street Name: ________________________________ R/W width: ________ Roadway width: ________

- □ Lot fronts on a standard hillside limited street
- □ Lot fronts on a sub standard hillside limited street

Comments: ________________________________

Dedication required width: __________ Plan Index: __________

Improvement required

Sewer Connection:

Lot located less than 200 ft from sewer mainline:

- □ Obtain new connection and new permit
- □ Obtain B–Permit from PW/BOE to construct new mainline

Lot located greater than 200 ft from sewer mainline:

- □ Obtain LACBS approval for on-site sewer
- □ Obtain B–Permit from PW/BOE to construct new mainline

Public Works Employee completing this form:

Sign: ________________________________ Print Name: ________________________________

Date: __________ Phone: ________________________________ Location: ________________________________

* CPR = begins at the driveway apron and must be continuous and without permanent obstacles to the boundary of the Hillside Area.

** If "1" or "2" are Yes: COMPLY WITH HILLSIDE ORD. 2A APPROVAL IS NOT REQUIRED

If "2" or "3" are No: REFER TO PLANNING FOR APPROVAL PER 12.24.21

The final determination of Hillside Ordinance applicability shall be made after any and all dedication/improvements (if required) have been made.
Department of Building and Safety / City Planning
Slope Analysis and Maximum Residential Floor Area Verification Form

SECTION I. Name Applicant(s)/Property Owner(s) ____________________________________________

Address: __________________________________________ Phone Number: ______________________

SECTION II. Project Address: ____________________________________________________________

Lot: __________ Tract: __________ Assessor Parcel Number: _____________________________

Proposed Project Description: (describe in detail, including all proposed work and dimensions)

SECTION III. Circle the Zone of the project site in Table 1 and complete Worksheet 1.

*Residential Floor Area shall be calculated as defined in LAMC Section 12.03

<table>
<thead>
<tr>
<th>Slope Bands (%)</th>
<th>R1</th>
<th>RS</th>
<th>RE9</th>
<th>RE11</th>
<th>RE15</th>
<th>RE20</th>
<th>RE40</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 14.99</td>
<td>0.5</td>
<td>0.45</td>
<td>0.40</td>
<td>0.40</td>
<td>0.35</td>
<td>0.35</td>
<td>0.35</td>
<td>0.25</td>
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<tr>
<td>15 – 29.99</td>
<td>0.45</td>
<td>0.40</td>
<td>0.35</td>
<td>0.35</td>
<td>0.30</td>
<td>0.30</td>
<td>0.30</td>
<td>0.20</td>
</tr>
<tr>
<td>30 – 44.99</td>
<td>0.40</td>
<td>0.35</td>
<td>0.30</td>
<td>0.30</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.15</td>
</tr>
<tr>
<td>45 – 59.99</td>
<td>0.35</td>
<td>0.30</td>
<td>0.25</td>
<td>0.25</td>
<td>0.20</td>
<td>0.20</td>
<td>0.20</td>
<td>0.10</td>
</tr>
<tr>
<td>60 – 99.99</td>
<td>0.30</td>
<td>0.25</td>
<td>0.20</td>
<td>0.20</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
<td>0.05</td>
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<tr>
<td>100 +</td>
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<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

Worksheet 1. Hillside Area Maximum Residential Floor Area Formula

<table>
<thead>
<tr>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
<th>(D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slope Bands (%)</td>
<td>Lot Area within each slope band (sq-ft). From survey/contour map.</td>
<td>FAR from the Zone circled in Table 1</td>
<td>Max. Residential Floor Area* allowed within each slope band</td>
</tr>
<tr>
<td>0 – 14.99</td>
<td>X</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>15 – 29.99</td>
<td>X</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>30 – 44.99</td>
<td>X</td>
<td>=</td>
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</tr>
<tr>
<td>45 – 59.99</td>
<td>X</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>60 – 99.99</td>
<td>X</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>100 +</td>
<td>X</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

Maximum Residential Floor Area =
2016 Calendar Year
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.

<table>
<thead>
<tr>
<th>Review Weeks for Each Meeting with Staff</th>
<th>Final Day for Submittal of Complete Application*</th>
<th>2016 Design Review Board Meetings 6:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 30 – Dec. 4, 2015</td>
<td>December 17, 2015</td>
<td>January 7</td>
</tr>
<tr>
<td>December 14-18, 2015</td>
<td>December 31, 2015</td>
<td>January 21</td>
</tr>
<tr>
<td>January 11-15, 2016</td>
<td>January 28, 2016</td>
<td>February 18</td>
</tr>
<tr>
<td>January 25-29, 2016</td>
<td>February 11, 2016</td>
<td>March 3</td>
</tr>
<tr>
<td>February 8-12, 2016</td>
<td>February 25, 2016</td>
<td>March 17</td>
</tr>
<tr>
<td>Feb.29-March 4, 2016</td>
<td>March 17, 2016</td>
<td>April 7</td>
</tr>
<tr>
<td>March 14-18, 2016</td>
<td>March 31, 2016</td>
<td>April 21</td>
</tr>
<tr>
<td>March 28– April 1, 2016</td>
<td>April 14, 2016</td>
<td>May 5</td>
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<tr>
<td>April 11-15, 2016</td>
<td>April 28, 2016</td>
<td>May 19</td>
</tr>
<tr>
<td>April 25-29, 2016</td>
<td>May 12, 2016</td>
<td>June 2</td>
</tr>
<tr>
<td>May 9-13, 2016</td>
<td>May 26, 2016</td>
<td>June 16</td>
</tr>
<tr>
<td>May 30- June 3, 2016</td>
<td>June 16, 2016</td>
<td>July 7</td>
</tr>
<tr>
<td>June 13-17, 2016</td>
<td>June 30, 2016</td>
<td>July 21</td>
</tr>
<tr>
<td>June 27- July 1, 2016</td>
<td>July 14, 2016</td>
<td>August 4</td>
</tr>
<tr>
<td>July 11-15, 2016</td>
<td>July 28, 2016</td>
<td>August 18</td>
</tr>
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<td>July 25-29, 2016</td>
<td>August 11, 2016</td>
<td>September 1</td>
</tr>
<tr>
<td>August 8-12, 2016</td>
<td>August 25, 2016</td>
<td>September 15</td>
</tr>
<tr>
<td>Aug. 29- Sept. 2, 2016</td>
<td>September 15, 2016</td>
<td>October 6</td>
</tr>
<tr>
<td>September 12-16, 2016</td>
<td>September 29, 2016</td>
<td>October 20</td>
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<td>September 26-30, 2016</td>
<td>October 13, 2016</td>
<td>November 3</td>
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<tr>
<td>October 11-14, 2016</td>
<td>October 27, 2016</td>
<td>November 17</td>
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<tr>
<td>October 24-28, 2016</td>
<td>November 10, 2016</td>
<td>December 1</td>
</tr>
<tr>
<td>November 7-10, 2016</td>
<td>November 24, 2016</td>
<td>December 15</td>
</tr>
</tbody>
</table>

* Applications must be submitted to the Planning Department’s Mulholland Specific Plan staff by appointment only. Email Isaiah Ross, isaiah.ross@lacity.org or call at 818-374-5049 for an appointment. Applications must be reviewed and deemed complete by both the Mulholland and the Public Planning-Counter staffs. Upon receiving confirmation from Mulholland planners that an application is ready for filing, applicants have until 2 p.m. of the day of the submittal deadlines listed above to have application materials deemed complete by, and obtain a case number from, the Planning Public Counter (Suite 251), and to pay fees and obtain a valid receipt from the City Cashier. All of these steps must be completed before a case will be included on the agenda for DRB review.

** Depending on project complexity, review of applications may require multiple appointments with staff. Listed review weeks serve as a guideline for appointment scheduling. DRB meeting dates are not guaranteed.