



INSTRUCTIONS:

MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN DESIGN REVIEW

Filing Instructions for New Cases

1. **Read all instructions carefully.**
2. Submit all materials requested. *Missing or incomplete materials will result in the case placed on hold.*
3. Before designing the project:
 - Review the Mulholland Scenic Parkway Specific Plan and Mulholland Design Guidelines.
<http://cityplanning.lacity.org/complan/specplan/pdf/MULHOL.PDF>
<http://cityplanning.lacity.org/complan/specplan/pdf/mulholguidelines.pdf>
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.
 - If the project requires **moving or cutting down any protected native tree(s)**, 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* (defined in LAMC Section 12.21.A.12). 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.
 - Determine if the project is subject to the **Baseline Hillside Ordinance** or if it is within the **Girard Tract**. There are building regulations which will affect your design if either (or both) is applicable.
http://clkrep.lacity.org/online/docs/2016/16-1460_ORD_184802_3-13-17.pdf
<http://cityplanning.lacity.org/complan/specplan/pdf/GIRARD.PDF>
You can also download these documents through ZIMAS at <http://zimas.lacity.org> under the Planning and Zoning dropdown.
4. Once all application materials are completed, contact City Planning Mulholland staff to schedule an appointment to review application materials. Appointments can be made online here: <https://goo.gl/rviq4L>. Staff are located at 6262 Van Nuys Boulevard Room 430. Van Nuys, CA 91401
 - Upon their signature, the application must then be submitted to the City Planning Development Services Center. Case Filing Appointments can be made online.
<https://planning.lacity.org/publiccounter.html>
 - Incomplete applications will be placed on hold until all materials are provided.

Questions & Mulholland Staff Appointments

Please contact Mulholland Planning Staff if you have any questions during the process or if you would like to schedule an appointment to review application materials. Prior to filing a case, application materials must be reviewed by Mulholland Staff by appointment only (online scheduling here: <https://goo.gl/rviq4L>).

Appropriate Planning Staff Member Contact Information Available at the following link:
<http://planning.lacity.org/phonelist/assignmentlist.pdf>

Application Materials Checklist

Ensure the Design Review Packet Includes the following documents, in this order:

- 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** Department of City Planning Application
- 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 (8 ½" x 11", Not Included in 11" x 17" packet) (*if applicable*)

- Protected Tree Report—**3 copies**
- Urban Forestry's Recommendation for Protected Tree Mitigation—**3 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**
- Soils and Geology Approval Letter—**3 copies**
- Archeological / Palaeontological data—**3 copies**

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.
- Number each page of the packet (1, 2, 3, etc.)
- 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 double-sided, 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 8 point font.
- **After approval by Planning Staff, file the case with the Planning Development Services Center Public Counter by appointment only. Materials indicated on Page 9 are required to file the case.**

Application Materials Details

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).
- The entire form must be completed.
- Calculation of Average Natural Slope:
$$S = (I * C) / A * 100$$
 - S = Average natural slope, in percent
 - I = Contour interval, in feet
 - C = Combined length of all contour lines, in feet
 - A = Area of the site, in square feet

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.

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.
- Download at https://planning.lacity.org/Forms_Procedures/JointReferralForm.pdf
- 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.

F-3 DEPARTMENT OF CITY PLANNING APPLICATION (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/7771.1.pdf
 - 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
- Should be completed and signed by the property owner and applicant of record.
- An applicant is a person with a lasting interest in the completed project such as the property owner. An applicant is not someone filing the case on behalf of a client. An architect is considered the agent/representative for a project.
- If the property is held by a trust, LLC, or corporation, proof of authorization to sign on behalf of the organization will be required at the time of filing.
- Notarize the form, 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

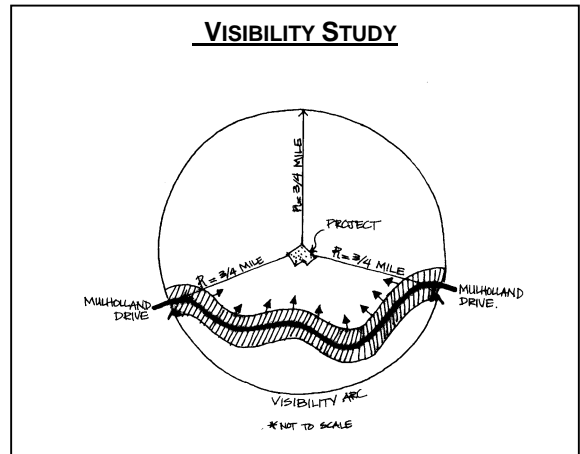
- **Photographs:** Minimum of five photos of the project site **and** five photos of the surrounding areas/ surrounding buildings, for a total of 10 minimum photographs. Applications should include photographs in all cardinal directions from the proposed project footprint as the board needs to know the 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 7 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.*

- A minimum of seven 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).”



S-4 VICINITY MAP

- 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)

Available on the Planning Department website: <http://zimas.lacity.org/>
 Type in the address or parcel number (APN) | click Reports | click Parcel Profile Report

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

- 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 180 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-#)

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.
- 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.
- Do not include vacant lots in the Neighborhood Compatibility Analysis.

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 to 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.

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)

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**

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

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 and 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.

¹ For more information on LID, visit: <http://www.lastormwater.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

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
- Indicate that any outdoor lighting shall be shielded and downfacing

For each **material or different color**, show:

- Material(s) - Indicate that glass shall be anti-reflective
- 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 or colored elevation of the proposed project, list and identify:

- Material(s)
- Manufacturer's name(s)
- Color name(s) and number(s)
- The directional perspective (i.e., compass orientation) from which each originates

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 **3 copies** of a **Protected Tree report** prepared by a Tree Expert, as defined in Section 12.21.A.12 of the LAMC.

- 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 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:

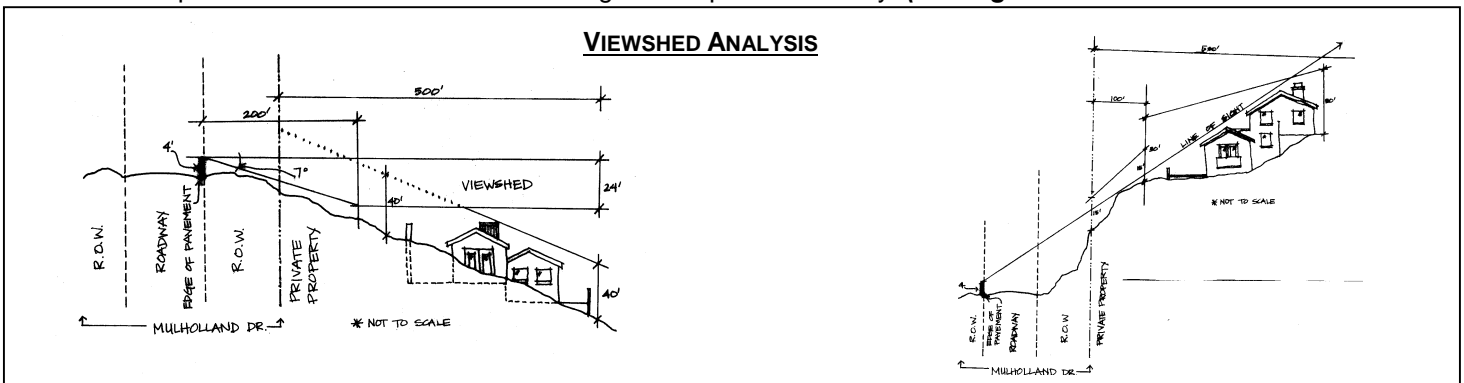
Reference Number (to Correspond with Plan)	Common Plant Name	Botanical Plant Name	Container Size (i.e., 15 gal., or 36" box, etc.)	Number to be Planted	Height and Width (at Time of Planting)	Height and Width (at Full Maturity)	Years to Reach Maturity	Water Use Classification of Landscape Species (WUCOLS)
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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

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>

E-14 DECISION LETTER(S) or previous approval letters on related discretionary cases (e.g., zone va Figure 2 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.

Additional Notes

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 eleven sets called out above for the case filing is intended for this packet
- This packet must include the following (if applicable):
 - Full Mulholland Packet
 - The environmental document, which will be added to the packet at the time of filing at the Counter
- The copy of materials needs to be in its own separate unsealed envelope
- The envelope needs to be addressed to the Neighborhood Council for which the project is located in, unsealed, postage affixed, and the address, 6262 Van Nuys Blvd. Room 251, as the return address.
- 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)—**3 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)—**3 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 set.
- A **flash drive** containing a copy of the 11" x 17" packet and all other documents.
- 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 **eleven (11) double-sided plan sets**, *with each page numbered as 1, 2, 3...* One set will be sent to the Neighborhood Council, described below.
- 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**: The environmental clearance will be issued by the Planning Counter staff, when the case is submitted. In other cases, the filing of an Environmental Assessment Form will be required.

To bring to the Design Review Board (DRB) Meeting:

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

- Required: Physical Materials Samples (No Color Chips permitted)** (if a light color is presented, bring an alternate color scheme using deeper tones)
- Optional: Display drawings and photographs**
- Optional: 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.



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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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.