

FILING INSTRUCTIONS

Panorama City Community Design Overlay District

1. Read ALL instructions carefully. Missing or incomplete materials cause delays.
2. **Before** designing the project, review the text of the Panorama City Community Design Overlay District (CDO).
3. Contact City Planning Panorama City CDO staff by phone or e-mail to schedule an appointment to review your original submittal **before** photocopies of additional sets are made.

Planning staff are located at 6262 Van Nuys Boulevard, Suite 430, Van Nuys, CA 91401. For questions and/or additional information, contact Milena Zasadzien at (818) 374-5054 or email: Milena.zasadzien@lacity.org

Application Materials Checklist

Note: Plans are to be prepared by licensed professionals, as indicated. All oversized plans are to be reduced to 11" X 17" at a 1/8" minimum scale and folded in half. The application shall be reviewed by the Panorama City CDO staff for completeness prior to submitting it to the City Planning Public Counter, located at 6262 Van Nuys Blvd., Suite 251.

- 1. **Master Land Use Application** completed and signed by property owner(s) and notarized. If the property is owned by a corporation/company, include a letter on company letterhead stating that the signer has authority to sign.
- 2. **Environmental Documentation** confirm with Panorama City CDO staff the type of environmental clearance needed for the project.
- 3. **Vicinity Map**, with scale and directional arrow, indicating the location of the Project Site in relation to nearby streets. (Thomas Guide map is acceptable).
- 4. **Site/Plot Plans.** Follow Los Angeles City Planning Department Plot Plan Instructions available at Suite 251, the Planning Public Counter.
- 5. **Elevations** (all facades) with dimensions and building heights, measured per Department of Building and Safety requirements. Height calculations shall also include the corresponding elevation points. Provide north, south, east, and west elevations of existing and proposed structures, with dimensions included.

6. Color Photographs.

- (a) Show the subject site, surrounding areas, and any surrounding buildings with an index map indicating where photos were taken.
- (b) Show the proposed Project, with an index map indicating where photos were taken.
- (c) Show a panoramic view of all structures within a distance of 200 feet on either side of the site.
- (d) Show a panoramic view of existing structures on the opposite side of the street within 300 feet of the subject site.

Additional Materials

- 1. Architectural Detail.** For applicable projects, architectural detail sheet including, but limited to articulation of main facade elements, windows, doors, balconies, exterior building materials, exterior wall surface treatment, decorative elements, color, roof treatments, pole signs, and monument signs.
- 2. Landscape Plan.** (If deemed necessary by staff.)
- 3. Color Renderings.** (If deemed necessary by staff.)
- 4. Sign Plan.** (If applicable.)

Updated: May 3, 2012