

Reseda Central Business District Community Design Overlay District

FILING INSTRUCTIONS

1. Read ALL instructions carefully. Missing or incomplete materials cause delays.
2. **Before** designing the project, review the text of the Reseda Community Design Overlay District (CDO).
3. Contact City Planning Reseda 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 351, Van Nuys, CA 91401. For questions and/or additional information, contact Sevana Mailian at (818) 374-5061 or email: sevana.mailian@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 Reseda 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 Reseda 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 not 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.)**
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MASTER LAND USE PERMIT APPLICATION

LOS ANGELES CITY PLANNING DEPARTMENT

Planning Staff Use Only

ENV No.	Existing Zone	District Map
APC	Community Plan	Council District
Census Tract	APN	Staff Approval *
		Date

* Approval for Filing by Community Planning or Division of Land Staff, When Applicable

CASE NO. _____

APPLICATION TYPE _____
(zone change, variance, conditional use, tract/parcel map, specific plan exception, etc.)

1. PROJECT LOCATION AND SIZE

Street Address of Project _____ Zip Code _____
 Legal Description: Lot _____ Block _____ Tract _____
 Lot Dimensions _____ Lot Area (sq. ft.) _____ Total Project Size (sq. ft.) _____

2. PROJECT DESCRIPTION

Describe what is to be done: _____

Present Use: _____ Proposed Use: _____

Plan Check No. (if available) _____ Date Filed: _____

- Check all that apply:
- | | | | |
|---|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Alterations | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Residential | |
- Additions to the building:
- | | | | |
|-------------------------------|--------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Rear | <input type="checkbox"/> Front | <input type="checkbox"/> Height | <input type="checkbox"/> Side Yard |
|-------------------------------|--------------------------------|---------------------------------|------------------------------------|

3. ACTION(S) REQUESTED

Describe the requested entitlement which either authorizes actions **OR** grants a variance:

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

Code Section from which relief is requested: _____ Code Section which authorizes relief: _____

List related or pending case numbers relating to this site:

4. SIGNATURES of adjoining or neighboring property owners in support of the request; not required but helpful, especially for projects in single-family residential areas. (Attach sheet, if necessary)

NAME (Print)	SIGNATURE	ADDRESS	KEY # ON MAP

5. OWNER/APPLICANT INFORMATION

Applicant's Name _____ Company _____
 Address: _____ Telephone: () _____ Fax: () _____
 _____ Zip: _____ E-mail: _____

Property Owner's Name (if different than applicant) _____
 Address: _____ Telephone: () _____ Fax: () _____
 _____ Zip: _____ E-mail: _____

Contact Person for project Information _____
 Address: _____ Telephone: () _____ Fax: () _____
 _____ Zip: _____ E-mail: _____

6. APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. The undersigned is the owner or lessee if entire site is leased, or authorized agent of the owner with power of attorney or officers of a corporation (submit proof). (NOTE: for zone changes lessee may not sign).
- b. The information presented is true and correct to the best of my knowledge.

Signature: _____ Subscribed and sworn before me this (date): _____

Print: _____ In the County of _____, State of California

Notary Public _____

Date: _____ Stamp: _____

7. ADDITIONAL INFORMATION/FINDINGS

In order for the City to render a determination on your application, additional information may be required. Consult the appropriate "Special Instructions" handout. Provide on attached sheet(s) this additional information using the hand-out as a guide.

NOTE: All applicants are eligible to request a one time, one-year only freeze on fees charged by various City departments in connection with your project. It is advisable only when this application is deemed complete or upon payment of Building and Safety plan check fees. Please ask staff for details or an application.

Planning Staff Use Only

Base Fee	Reviewed and Accepted by	Date
Receipt No.	Deemed Complete by	Date

COMMUNITY PLANNING BUREAU AUTHORIZATION FORM

(Revised 7/26/05)

This form, completed and signed by appropriate Community Planning Bureau staff must accompany any Master Land Use Application submitted at the Department of City Planning Public Counters regarding proposed projects located in Specific Plan areas, HPOZs, DRBs, CDOs, or POD areas.

Reseda Central Business District Community Overlay District

(Name of Specific Plan, HPOZ, DRB, CDO, OR POD, and Ordinance Number)

1. Location of proposed project - Attach ZIMAS Map and Report		
2. For HPOZs: is project located in a Federal District/ Nation Register Historic District or a California Register Historic District?	<input type="checkbox"/> Yes (See No. 8, below)	<input type="checkbox"/> No
3. For HPOZs: does project involve the <u>demolition</u> of a Contributing building or structure?	<input type="checkbox"/> Yes (See No. 8, below)	<input type="checkbox"/> No
4. Description of proposed project:		

Existing Use:		
Proposed use:		
New construction _____ sq. ft.	Addition _____sq. ft.	Renovation _____sq. ft.

5. Name, Address and phone number of Property Owner:

6. Name, Address and phone number of Applicant:

7. Name, Address and phone number of Applicant Representative:

8. Environmental Clearance (check what applies)	
Note:	
<ul style="list-style-type: none"> • COAs on properties located in Federal Districts/ Nation Register Historic Districts or in California Register Historic Districts; and/or • Projects involving the <u>demolition</u> of Contributing buildings or Structures <u>do not qualify for Categorical Exemptions</u>. Check "Environmental Assessment Form," below and advise applicant to apply for an EAF. 	
<input type="checkbox"/> Categorical Exemption	
<input type="checkbox"/> Environmental Assessment Form (EAF)	
<input type="checkbox"/> Existing ENV Case No.	

9. Approved Filing (circle what applies)						
Specific Plan:						
Project Permit	Exception	Modification	Exemption	Amendment	Interpretation	Other
DRB:						
Regular	Signs	Modification	Preliminary			
HPOZ (circle and attach Filing instructions):						
COA	CCMP	DEM				
10. Other waivers or grants needed from the LAMC?						
Applicant is advised to obtain a pre-plan check consultation with the Department of Building & Safety to determine any other necessary Planning Approvals.						
<input type="checkbox"/> Yes						
<input type="checkbox"/> No						
<input type="checkbox"/> Not determined by Community Planning						

Community Planning Staff Signature:	Date:
Print Name:	

Los Angeles City Planning Department

SUMMARY OF FEES

Section 19.00 et seq, L.A.M.C. Effective **July 22, 2007**

Type of Application		FEE	2% OSS*	6% DS**	7% OS***	TOTAL	Comments
ZONE CHANGE							
Single-Family	(ZCH-001)	\$ 4,413	88	265	309	\$ 5,075	
	add'l charges	\$ 2,239	45	134	157	\$ 2,575	Total Fee For <u>Each</u> Additional Block or 5 Acres
Multi-Family	(ZCH-002)	\$ 5,573	111	334	390	\$ 6,408	Plus \$215 per unit not to exceed \$11,011 plus surcharges
	add'l charges	\$ 2,608	52	156	183	\$ 2,999	Total Fee For <u>Each</u> Additional Block or 5 Acres
Other Than Residential	(ZCH-019)	\$ 10,579	212	635	741	\$ 12,167	
	add'l charges	\$ 2,179	44	131	153	\$ 2,507	Total Fee For <u>Each</u> Additional Block or 5 Acres
HEIGHT DISTRICT							
	(HDT)	\$ 1,999	40	120	140	\$ 2,299	
	add'l charges	\$ 1,366	27	82	96	\$ 1,571	Total Fee For <u>Each</u> Additional Block or 5 Acres
Incident to Zone Change	(HIZ)	\$ 383	8	23	27	\$ 441	
ZONE BOUNDARY ADJUSTMENT							
	(ZBA)	\$ 3,177	64	191	222	\$ 3,654	
SPECIFIC PLAN EXCEPTION							
		\$ 3,206	64	192	224	\$ 3,686	
	add'l charges	\$ 2,037	41	122	143	\$ 2,343	Total Fee For <u>Each</u> Additional Block or 5 Acres
DESIGN REVIEW BOARD							
	(DRB)	\$ 989	20	59	69	\$ 1,137	
	add'l charges	\$ 416	8	25	29	\$ 478	Total Fee For <u>Each</u> Additional Block or 5 Acres
Signs Only	(DRS)	\$ 267	5	16	19	\$ 307	
Preliminary Design Review		Fees are half the above and not credited toward Full Design Review.					
CERTIFICATE OF APPROPRIATENESS							
	(COA)	\$ 245	5	15	17	\$ 282	
DENSITY BONUS							
	(DBO)	\$ 3,742	75	225	262	\$ 4,304	
CONDITIONAL USE-ZA(CUZ)/CPC(CUC)							
		\$ 3,742	75	225	262	\$ 4,304	
	add'l charges	\$ 1,035	21	62	72	\$ 1,190	Total Fee For <u>Each</u> Additional Block or 5 Acres
On-Site Alcohol Sales, Dancing, Massage	(CUB)	\$ 5,395	108	324	378	\$ 6,205	
	add'l charges	\$ 1,492	30	90	104	\$ 1,716	Total Fee For <u>Each</u> Additional Block or 5 Acres
ZONE VARIANCE with hearing							
	(ZVH)	\$ 4,899	98	294	343	\$ 5,634	
	add'l charges	\$ 1,209	24	73	85	\$ 1,391	Total Fee For <u>Each</u> Additional Block or 5 Acres
without hearing		\$ 3,065	61	184	215	\$ 3,525	
	add'l charges	\$ 1,021	20	61	71	\$ 1,173	Total Fee For <u>Each</u> Additional Block or 5 Acres
COMBINATION APPLICATION -Highest applicable fee Plus							
		\$ 1,389	28	83	97	\$ 1,597	See Section 19.01V L.A.M.C.
YARD VARIANCE							
Single-Family	(YVH-001)	\$ 1,186	24	71	83	\$ 1,364	
Other than S.F.	(YVH-002)	\$ 4,498	90	270	315	\$ 5,173	
	add'l charges	\$ 2,438	49	146	171	\$ 2,804	Total Fee For <u>Each</u> Additional Block or 5 Acres
In addition to ZV/CUZ		\$ 331	7	20	23	\$ 381	
SLIGHT MODIFICATION							
		\$ 179	4	11	13	\$ 207	

Type of Application		FEE	2% OSS*	6% DS**	7% OS***	TOTAL	Comments
CU EXCEPTION (On-Site)	(CUE)	\$ 191	4	11	13	\$ 219	
SHARED PARKING	(PAS)	\$ 1,665	33	100	117	\$ 1,915	
HILLSIDE ORDINANCE	(HIL)	\$ 998	20	60	70	\$ 1,148	
ARTIST IN RESIDENCE		\$ 998	20	60	70	\$ 1,148	
ADAPTIVE REUSE	(ZAD)	\$ 998	20	60	70	\$ 1,148	
FENCE HEIGHT	(IFH)	\$ 662	13	40	46	\$ 761	
LANDSCAPE PLAN	(LND)	\$ 68	1	4	5	\$ 78	
NON-CONFORMING USES IN A&R ZONES	(NUE)	\$ 536	11	32	38	\$ 617	
APPEAL	Other Than Applicant Applicant	\$ 74 85% of Current Filing Fee + Surcharges	1	4	5	\$ 84	
APPROVAL OF PLANS Required by							
	Q, CU, ZV or NC condition	(APV) \$ 621	12	37	43	\$ 713	
	Existing Conditional Use or Zone Variance	(PLA) \$ 2,292	46	138	160	\$ 2,636	
	Deemed-Approved CU	(PAD) \$ 1,067	21	64	75	\$ 1,227	
	On-Site CUB	(PAB) \$ 1,394	28	84	98	\$ 1,604	
	Landscape Plan (w/case)	(LDA) \$ 141	3	8	10	\$ 162	
PROJECT PERMIT COMPLIANCE	Sec 19.01J1(a)	\$ 267	5	16	19	\$ 307	Confirm with Community Planning
	Sec 19.01J1(b)	\$ 989	20	59	69	\$ 1,137	
TIME EXTENSION (All)	(EXT)	\$ 167	3	10	12	\$ 192	
SITE PLAN REVIEW	(SPR-026)	\$ 1,065	21	64	75	\$ 1,225	
	(SPR-027)	\$ 1,998	40	120	140	\$ 2,298	
COASTAL EXEMPTION	(CDP-013)	\$ 90	2	5	6	\$ 103	
APPROVAL-IN-CONCEPT	(CDP-014)	\$ 283	6	17	20	\$ 326	
CATEGORICAL EXEMPTION	(CEX)	\$ 66	1	4	5	\$ 76	
ENVIRONMENTAL ASSESSMENT	(ISD)	\$ 769	15	46	54	\$ 884	
	In addition, EA filing requires a check made out to County of L.A. for circulating final environment determination.					\$ 50	
RECONSIDERATION OF ENVIRONMENTAL		\$ 122	2	7	9	\$ 140	

* One-Stop Counter Surcharge
** Automated Systems Development Surcharge
*** Automated Systems Maintenance Surcharge

NOTE: MOST PROJECTS INVOLVE MORE THAN ONE FEE AND SURCHARGES ARE APPLIED TO SUBTOTALS AND ROUNDED OFF.
CP-7113 (06/26/07)