

# West Wilshire Boulevard

## Community Design Overlay (CDO)

### Steps and Approximate Timeline

1. Initial meeting(s) or discussion(s) with Community Planner.
2. Submit application packet to Planning Department.
  - a. Make appointment with Community Planner to review plans and forms.
  - b. If packet is complete, Community Planner will fill out and sign the second page of the Community Planning Referral Form.
  - c. Bring your completed packet and Referral Form to the Planning Department's Public Counter for submission. They will collect a filing fee based on the scope of work for your proposed project:
  - d. Your CEQA review will be determined at the Public Counter. Most CDO projects receive a Categorical Exemption (CE); (Not all projects qualify for a CE and may require a more detailed environmental assessment, or Initial Study.)
3. **Director's Determination.** This determination is a letter from the Planning Department that either approves or denies the proposed project. The Determination Letter is mailed to the applicant, property owner, the Council District, the Department of Building and Safety, and any other interested parties that wish to be notified.
4. **15-Day Appeal Period.** Your case may be appealed by any of the above parties for up to 15 days.
5. **Final Approval.** If no appeals are filed, you can make an appointment with the Community Planner for final approval.
  - a. Bring two sets of your final plans, which must reflect any conditions of approval from your Determination Letter and/or any changes required by other City Departments.
  - b. If your final plans meet the requirements of the Determination Letter, the Community Planner will stamp your final plans and provide necessary "sign-offs" for your Building and Safety Clearance Summary Worksheet.