

FILING INSTRUCTIONS

Devonshire/Topanga Corridor Specific Plan

1. Read ALL instructions carefully. Missing or incomplete materials can cause delays.
2. **Before** designing the project, review the Devonshire/Topanga Corridor Specific Plan, which can be found at the Planning Department website: www.planning.lacity.org or can be purchased at the City Planning Public Counter.

Link: <http://planning.lacity.org/complan/specplan/pdf/DEVTOP.PDF>

You can also download these documents through ZIMAS at <http://zimas.lacity.org> under the Planning and Zoning dropdown. Click the link for Devonshire/Topanga Corridor Specific Plan to open the link to these documents as well as the plan area maps. The documents are also available on the Planning Department website at: <http://planning.lacity.org> (→ General Plan → Community Plans → Specific Plans → Devonshire/Topanga Corridor → Text / Maps), or for purchase at the City Planning Public Counter, 6262 Van Nuys Boulevard, Suite 251, Van Nuys, CA 91401.

3. Contact City Planning Devonshire/Topanga staff by phone to schedule an appointment to review your original submittal **before** photocopies of additional sets are made. Planning staff are located at 6262 Van Nuys, Suite 430, Van Nuys, CA 91401. For questions and/or additional information contact Christine Bustillos at (818) 374-5072 or Christine.Bustillos@lacity.org.
4. All submitted application materials, drawings, plans, etc. should be on 8 ½" x 11", 8 ½" x 14", or 11"x17" paper. Oversize plans submitted should be folded down to approximately 8 ½" x 14".
5. **As soon as possible**, preferably at the beginning of the design process, contact City Planning Devonshire/Topanga staff by phone or e-mail to:
 - a. Schedule a **preliminary review** to go over your project site plan and discuss any points from the Specific Plan that affect your project and,
 - b. 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.
6. **After your preliminary review**, and once all materials required for filing are completed, schedule a meeting with the Devonshire/Topanga staff *two weeks prior* and *one week prior* to the submittal deadline to review your application package in accordance to the Specific Plan and the filing instructions **before** photocopies of additional sets are made.

Please provide 10 collated copies of the following (note, the 10 include the original copy):

- 1) The **MASTER APPLICATION FORM (CP-7771)** form must be completely filled out -- typed or printed in black ink -- with full answers to every statement and question. The application **MUST** be signed by the lessee (if the entire site is leased by the applicant), property owner(s) or an officer of a corporation authorized to sign official documents for the corporation (submit proof). It **MAY NOT** be signed by an agent, owner in escrow or attorney. The application must be signed before a Notary Public in the space provided. "The property owner shall verify the application and submit a title report showing that the applicant is the record owner at the time of submitting a Project Permit Compliance application."

Master Land Use Permit Application: <https://planning.lacity.org/odocument/3d913582-d6e7-4375-90e8-3e276b9c28bb/Department%20of%20City%20Planning%20Application.pdf>

- 2) A **COVER LETTER WITH THE PROJECT DESCRIPTION SHOWING COMPLIANCE WITH THE PLAN** must be provided giving a synopsis of the project and a discussion of design objectives. The applicant must also provide a detailed discussion of the project's compliance with the Plan's provisions. Additionally, a complete listing of entitlement requests must be included.
- 3) Provide a copy of the completed proof of **DEPARTMENT OF TRANSPORTATION REVIEW APPLICATION** and accompanying receipt for the payment for the subject project. That application maybe obtained and filed at the Department of Transportation, San Fernando Valley Mitigation Office, 6262 Van Nuys Blvd., CA 91401 – (818) 374-4699.
- 4) **BUREAU OF ENGINEERING PLANNING CASE REFERRAL FORM (PCRF)** (See Bureau of Engineering contacts below):

Downtown Bureau of Engineering Land Development Group 201 N. Figueroa, Suite 200 Los Angeles, CA 90012 (213) 977-8945	Valley Van Nuys Bureau of Engineering, Valley District 6262 Van Nuys Boulevard, Suite 251 Van Nuys, CA 91401 (818) 374-5090
---	--
- 5) **TITLE REPORT.** Submit a copy of a title report to verify current ownership of the subject property.
- 6) **VICINITY MAP**, with scale and a directional arrow, indication the location of the project site in relation to nearby streets.
- 7) **DISTRICT/ZIMAS MAP/REPORT**, indicating the project's location, zoning, and related cases.
- 8) **COLOR PHOTOGRAPHS** (with index map indicating where photos were taken) showing the existing site situation, an aerial, the project site, the surrounding areas and buildings, to clearly represent the context of the proposed project. Photos shall be mounted on 8 ½" x 11" card stock or the equivalent.
- 9) **COMMUNITY PLANNING AUTHORIZATION FORM:** Complete the first page of the form and Planning staff will complete the second page. Prior to submitting this application, the City Planner **MUST** sign this form.
- 10) **PLANS REQUIRED.** The application shall be accompanied by two (2) copies, plus an original print out and on a CD or Flashdrive, of the following:
 - a. **COLORED RENDERINGS OR DRAWINGS** of the proposed project, including finish details. The plans shall call out specific products and materials proposed and state the manufacturer's name and color for the materials.
 - b. A **PLOT PLAN** drawn to scale that clearly represents all the features of the site and significant design issues. If the scope of work is significant, or the project is complex, it may be necessary to provide two (2) Site Plans; one (1) showing the existing site situation, and the second showing the proposed changes. The Plot Plan shall include at a minimum:
 - i. Existing and proposed dimensions of improvements
 - ii. Lot Lines
 - iii. Scale
 - iv. North Arrow
 - v. Buildings, structures, walls, fences and significant trees

- vi. Abutting sidewalks and streets

See Plot Plan Instructions (CP-7752):

https://planning.lacity.org/odocument/f7e02c30-3105-4c3b-9149-f3b359f01281/Plot_Plan_Instructions.pdf

- c. **ELEVATION PLANS**, including building height and architectural forms and detailing.

See Elevation Instructions (CP-7817):

https://planning.lacity.org/odocument/e7b10ed3-6b4d-4929-80f8-f69343418774/Elevation_Instructions.pdf

- d. Where there is new construction, addition or change of use of any land, **FLOOR PLANS** shall be submitted showing the proposed arrangement of rooms and location of various activities.

See Floor Plan Instructions (CP-7751):

[https://planning.lacity.org/odocument/97bd7bf3-3d90-4fbc-87d5-4928247d09cc/Floor_Plan_Instructions_\[Interior_Floor_Plan\].pdf](https://planning.lacity.org/odocument/97bd7bf3-3d90-4fbc-87d5-4928247d09cc/Floor_Plan_Instructions_[Interior_Floor_Plan].pdf)

- e. **SECTION DRAWINGS**, of appropriate scale, show fully dimensioned height and width of item(s) or building(s), and lot contour and elevation lines.

- f. **LANDSCAPE AND IRRIGATION PLAN**, prepared by a licensed landscape architect.

Landscape Plan instructions:

https://planning.lacity.org/odocument/0ec5781c-e9c2-446f-9a68-ffc6ec9b2d8b/Landscape_Plan_Instructions.pdf

Landscape Guidelines [City of Los Angeles Landscape Ordinance Guidelines]:

[https://planning.lacity.org/odocument/3de931fb-5553-4db1-8d0b-a1b4fcfaf0d5/Landscape_Guidelines_\[City_of_Los_Angeles_Landscape_Ordinance_Guidelines\].pdf](https://planning.lacity.org/odocument/3de931fb-5553-4db1-8d0b-a1b4fcfaf0d5/Landscape_Guidelines_[City_of_Los_Angeles_Landscape_Ordinance_Guidelines].pdf)

- g. **PARKING PLAN.** A Plan shall be submitted showing the location of the required automobile and bike parking spaces. The Plan shall list all the current land uses and their required parking requirements as required per the Specific Plan and LAMC. If the Project involves an addition, the last Certificate of Occupancy is needed to document the required parking for the existing use.
 - h. **SIGN PLAN.** If applicable, a sign plan shall be submitted indicating the proposed sign(s), fully dimensioned, in addition to any existing signs on the property.
 - i. **Grading Plan** (*if applicable*) and/or Low Impact Development Documents
- 11) **PLAN ANALYSIS.** Note how you meet each of the applicable design guidelines and standards.
 - 12) **PERMITS.** Provide all building permits, use of land permits, sign permits, associated plot plans and certificates of occupancy for all existing buildings and structures on-site. If project plans have been submitted into plan check, provide a copy of both sides of the current building permit application(s) with the structure inventory section filled out by your plan checker.
 - 13) **Sustainability Checklist/Green Building Notes and/or Low Impact Development Documents**
 - 14) **CITY WIDE DESIGN CHECKLIST.** Complete the City Wide Design checklist for Residential or Commercial construction or renovation.

Residential - Citywide Design Guidelines Checklist:

[https://planning.lacity.org/odocument/fccfa8bb-2af3-43e7-96ba-1762e399a5a2/Residential -
Citywide Design Guidelines Checklist.pdf](https://planning.lacity.org/odocument/fccfa8bb-2af3-43e7-96ba-1762e399a5a2/Residential-_Citywide_Design_Guidelines_Checklist.pdf)

Commercial Citywide Design Guidelines:

[https://planning.lacity.org/odocument/b8ff0bf-9396-4752-90ad-
6419a09779c5/Commercial_Citywide_Design_Guidelines.pdf](https://planning.lacity.org/odocument/b8ff0bf-9396-4752-90ad-6419a09779c5/Commercial_Citywide_Design_Guidelines.pdf)

Required Project Notification Materials:

1. **Mailing Labels** of Adjacent/Abutting Property Owners, listed on maps (**2 copies**) with 2 sets of self-adhesive mailing labels and keyed to a vicinity map. **Be sure to include the applicants, owners, and representatives names and the following agencies on the labels.**
 - Department of Building & Safety
6262 Van Nuys Blvd. Room 251, Van Nuys, CA 91401
 - Chatsworth Neighborhood Council
PO Box 3395, Chatsworth, CA 91313
 - Council District 12 Office
200 North Spring Street, Room 405, Los Angeles, CA 90012 (Attn: Hannah Lee)
2. **“Perjury Statement”** certifying the lists’ accuracy to the adjacent propertyowners list (attached).
3. **Hearing Notice Posting** (if applicable), a copy of the public hearing agenda can be picked Up at 6262 Van Nuys Boulevard #430 from Devonshire/Topanga Corridor Specific Plan Staff or can contract BTC, which is the City’s mailing contractor for public hearing notices only. For more information refer to the attached mailing procedures.

What to bring to the filing appointment at the Public Counter:

- Your signed **Community Planning Referral Form**.
- 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 10 of these sets for the case file.
- Your **Duplicate Neighborhood Council packet** in an envelope, with the address on it and postage paid, but not sealed. One of the 10 sets called out for the case filing is intended for this packet. This packet must include (and should be culled to only include):
 - Master Land Use Application
 - Photos of the site and surrounding properties
 - Vicinity Map
 - Set of plans: Site Plan, Floor Plans, Elevations, Sections, Grading, Colored elevation
 - The environmental document, which will be added to the packet at the time of filing at the Public Counter

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

- 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.

Items completed at time of filing:

- **Environmental Documentation** Confirm with Devonshire/Topanga Corridor Specific Plan Staff the type of environmental clearance needed for the project.
- **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. (A copy of the most recent fee schedule can be obtained at the Planning Public Counter.)

Please bring one copy of the following to the DRB meeting:

- Color chips and materials board.
- Display drawings and photographs.
- Original size plans, drawings, and/or models.
- Certification of on-site notification posting.

Filing Instructions 10.29.15.docx

1. The **MASTER LAND USE APPLICATION FORM** must be filled out completely. It is recommended that you use the interactive online form available under the [Forms & Processes](#) section at planning.lacity.org. The application must be signed and notarized by the property owner/owners, lessee, authorized agent of the owner or officers of a corporation.
Note: A lessee may not sign the Master Land Use Application for an application involving a plan amendment and/or zone change.
- a. **PROOF OF OWNERSHIP.** In order to accept any application submitted to City Planning, the property owner is required to have given consent to file said application on their property. Proof of Ownership can be provided as necessary:
- i. An **Ownership Disclosure** is required *if* the property is owned by an LLC, corporation, partnership or trust. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of the principal owners (25% interest or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.
 - ii. The **Grant Deed** is required *if* the ownership does not match City Records. Ownership on the deed must correspond EXACTLY with the ownership listed on the application.
 - iii. A notarized **Letter of Authorization (LOA)** is required from the property owner *if* anyone *other than the owner signs and* notarizes the application. The authorized person on the LOA must correspond with the signatory listed on the application.
 - iv. A **Lease Agreement** is required when the applicant is the lessee of the entire site and signs/notarizes the application.
- b. **SIGNATURES** of adjacent property owners who support your request **may** be included on a supplemental sheet. The Signature Sheet is the third page of the Master Land Use Application available under the [Forms & Processes](#) section at planning.lacity.org.
2. **FINDINGS/JUSTIFICATIONS** are required for **each** entitlement that is requested. Most entitlements require specialized findings (such as Conditional Use Permits, Over-Height Fence cases, Zone Variances, etc...) that are available at the Public Counters or under the [Forms & Processes](#) section at planning.lacity.org.
3. **CITYWIDE DESIGN GUIDELINES CHECKLIST:** A completed copy of the applicable checklist is required if the project meets the following criteria:
- A discretionary Planning Department application that requires a building permit, and
 - Building or structure that is visible from the public right-of-way, and
 - The project involves the construction of, addition to, or exterior alteration of any building or structure.
- Single family dwellings are exempt. Small lot subdivisions will be exempt when the Small Lot Design Guidelines are issued.
4. **RELATED DOCUMENTS:**
- a. **Community Planning Referral Form.** These forms are required if the project site is located in a Specific Plan or overlay zone (i.e., HPOZ/CDO/POD/NOD/SN, etc...), requires a Design Review Board approval, or is utilizing affordable housing incentives pursuant to the procedures in Section 12.22 A 25 of the Zoning Code (aka Density Bonus ordinance). The form is required to be filled out and signed by the planner designated for that area. The Department current assignment list is available at planning.lacity.org.
- b. **Bureau of Engineering – Planning Case Referral Form (PCRF).** Required if the project is any of the following:
- New construction, or floor area additions to buildings used for commercial or industrial purposes in any zone. Including mixed use projects with a commercial or industrial component, and associated building/surface parking facilities in any zone, or;

- New construction of, alteration, and/or addition resulting in additional dwelling units for multifamily residential buildings (resulting in two or more dwelling units) in any zone, or;
- All zone change requests.

If your project meets one of the above Go to the Bureau of Engineering counter and ask for the Planning Case Referral Form. Their locations are listed at <http://eng.lacity.org/permits/services>.

The PCRF form **does not apply** to planning cases incidental to subdivisions or stand-alone Density Bonus requests.

c. **Department of Transportation Referral Form.** Required if the project is any of the following:

- A project that requires Site Plan Review
- A project with new floor area or a change of use that requires the filing of an Environmental Assessment Form (EAF), this referral form replaces the previously used Initial Study Assessment Form (ISAF)
- A project with new floor area and frontage along a Major or Secondary Highway
- A project that proposes bicycle parking in the public right-of-way
- A project in major DOT Specific Plan areas as follows: *Central City West Specific Plan, Coastal Transportation Corridor Specific Plan, Glencoe/Maxella Specific Plan, Warner Center Specific Plan, West Los Angeles Transportation Improvement and Mitigation Specific Plan, Venice Coastal Zone Specific Plan, or Ventura-Cahuenga Boulevard Corridor Specific Plan*

If your project meets one of the above, take the Department of Transportation Referral Form (available at planning.lacity.org) to the Department of Transportation District Office in which the project is located.

The referral form is not required for planning cases incidental to subdivisions, stand-alone Density Bonus requests and single family homes.

d. **Existing/Related Entitlements.** Include a copy of the original decision letter or any entitlements that are relevant to the proposed project. Contact Automated Records at City Hall, Room 575 or call (213) 978-1259.

e. **Building Permits and Certificates of Occupancy.** If the project has nonconforming rights (such as parking, setbacks or use), provide a copy of the permit that establishes the nonconforming right. Building Permits and Certificates of Occupancy are available at the Department of Building & Safety Records Center, 201 N Figueroa Street, 1st floor, or at 6262 Van Nuys Boulevard, Ste. 251.

f. **Order To Comply.** A copy of the Order to Comply is required if the application is being submitted as a result of an Order to Comply issued by either the Department of Building & Safety or the Los Angeles Housing and Community Investment Department (HCIDLA)(formerly the Housing Department).

g. **Q/D Conditions.** If the zoning of the project site contains a “Q”, (Q) or [Q] Qualified Classification or a “D” Development Limitation (i.e. [Q]R4-2D), a copy of the zoning ordinance establishing the “Q” or the “D” must be provided.

5. **PHOTOGRAPHS:**

a. **Color Photographs** of the entire site and surrounding area/buildings are required. The photographs must be printed or mounted on an 8½” x 11” paper and keyed to numbers on the accompanying *Index Map*. An aerial photograph is also recommended.

b. An **Index Map** with arrows and keyed numbers indicating from where and what direction the photos were taken.

6. **VICINITY MAP.** A map showing the surrounding area with the project site highlighted from an internet mapping website (i.e. Yahoo! Maps, MapQuest, Google Maps, etc...) or Thomas Guide.

7. PUBLIC NOTICING:

- a. The **Abutting Property Owners' List** includes those properties adjacent, across a street/alley, to the rear or having a common corner with the subject property. Names and addresses of owners shall be secured from the City Clerk's Land Records Division, 201 N Figueroa St, Suite 730. Four (4) sets of the list are required: two (2) on self-adhesive labels, plus two (2) photocopies. All of the labels **must be typewritten** and prepared according to the *Mailing Procedures* handout.
- b. **500 FOOT NOTIFICATION.** Several entitlements require notification to extend up to 500' from the subject property. If the entitlements that you are requesting require such notification, provide the following in addition to the Abutting Property Owners' List:
- i. A **Radius Map + 7 copies**, with a minimum size of 18"x24" prepared according to the *Radius Map Requirements* document available at the Public Counters.
- ii. A list of the **Property Owners' & Occupants** within 500' corresponding to the Radius Map. Names and addresses of owners shall be secured from the City Clerk's Land Records Division, 201 N Figueroa St, Suite 730. Two (2) sets of the list are required: one on self-adhesive labels (for BTC purposes), plus a photocopy. The labels must be typewritten and prepared according to the *Mailing Procedures* handout.

The Radius Map and Property Owners & Occupants List can be prepared by a number of professionals in the industry. A *Map Makers List* is available under the Forms & Processes section at planning.lacity.org.

- c. The **Owner's, Applicant's and Representative's Names** must be included as an individual label in both the Property Owners/Occupants List as well as the Abutting Property Owners list.
- d. A **Penalty of Perjury Statement** certifying the lists' accuracy is required and is attached to the *Mailing Procedures* handout.
- e. A copy of the **BTC Receipt**, which verifies that the self-adhesive labels on the owners/occupants lists have been submitted to BTC, is required at filing. BTC is the Department's contractor for the mailing of public hearing notices. Refer to the *Mailing Procedures* handout for BTC's location, fees and hours.
- f. A **County Assessor's Map** or **City Clerk's District Map** or **ZIMAS Map** indicating which property belongs to which owner, keyed by numbers next to each name on the Abutting Property Owners' List is required. The City Clerk's District Map can be obtained from the City Clerk's Land Records Division, 201 N Figueroa St, Suite 730.
- g. The property owner and occupant data must be **dated within 90 days** of submittal.

The *Mailing Procedures* handout is also available under the Forms & Processes section at planning.lacity.org.

8. PLANS REQUIRED:

- a. **TYPE.** Provide the following types of plans as necessary:
- i. **Plot Plan** must be submitted for all cases. (*See Plot Plan Instructions*)
- ii. **Floor Plans** should be submitted if the request involves the interior lay-out of a project. Floor Plans are required for all projects in Hillside Areas, involving alcohol—with seats numbered and alcohol storage areas identified, and where the CPC/APC is the decision-maker. (*See Floor Plan Instructions*)
- iii. **Elevations** must be submitted if the request involves issues regarding height, aesthetics or design elements. For CPC/APC cases, color elevations are mandatory if anything is constructed. (*See Elevation Instructions*)
- iv. **Color Renderings** are highly recommended for all cases to assist in evaluating a proposed project and are mandatory for cases where the City Planning Commission is the decision maker.
- v. **Sections** should be submitted if the project involves multiple levels or subterranean/basement floors which can only be shown through a section cut of the property.
- vi. **Landscape, Hardscape, and Open Space Plans** must be submitted for certain projects. (*See Landscape Plan Instructions*)

- vii. **Protected Trees.** Identify and label on the plot plan the following Southern California native tree species: **a)** Oak trees (excluding the Scrub Oak); **b)** Southern California Black Walnut; **c)** Western Sycamore; **d)** California Bay.

The *Plot Plan, Floor Plans, Elevations & Landscape Instructions* are available under the [Forms & Processes](#) section at planning.lacity.org.

b. **SIZE AND NUMBER OF COPIES:**

- i. **One (1)** copies of **FULL SIZE** colligated plans, preferably **24" x 36"**, folded to 8½" x 11" size.
 ii. **Four (4)** copies of **REDUCED SIZE** colligated plans on **11" x 17"** paper, folded to 8½" x 11" size.

9. **ELECTRONIC COPY OF DOCUMENTS ON A CD OR FLASH DRIVE.** Bring an electronic copy of the following documents on a CD or flash drive:

- Master Land Use Application
- Findings
- Photos
- Radius Map
- All required plans
- Required application specific materials (e.g. lists of sensitive uses)
- Additional documents that could be helpful

When scanning the documents, please create *one file for each document*, i.e. "Floor Plan.pdf", "Photos.pdf", "Findings.pdf", etc... Compiling all documents into one file will cause distribution and system upload issues.

10. **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).** CEQA is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. All projects are required to comply with CEQA through a Categorical Exemption (CE), Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR). If a project is not found to be eligible for a CE, an Environmental Assessment Form (EAF) is required to be submitted. The EAF may be filed prior to or simultaneously with the application, and will result in a staff determination as to the appropriate level of environmental review.

Staff at the Public Counter will recommend whether the project will require a:

- i. **Categorical Exemption (CE) or;**
 ii. **Environmental Assessment Form (EAF)**

Ultimately, the Planner assigned to the case will determine which the CEQA determination is appropriate.

11. **STANDARD URBAN STORMWATER MITIGATION PLAN (SUSMP).** Applicants are encouraged to check if their project requires compliance with SUSMP *prior* to submitting an application to City Planning as the design of a project may require alterations in order to incorporate SUSMP standards. Visit the Department of Public Works, Bureau of Sanitation, Water Shed Division, SUSMP Section at 201 N Figueroa St, 3rd Floor or call (213) 482-7066.

12. **GREEN BUILDING CODE & PRIORITY PROCESSING**

- a. **Mandatory Compliance.** All projects (excluding tenant improvement projects and any project under 500 square feet) filed on or after January 1, 2011 must meet the mandatory level of the LA Green Code. The Department of Building and Safety shall administer and enforce this requirement.
- b. **Voluntary Compliance & Priority Processing (LA Green Code Tier 1).** Any project filed on or after January 1, 2011 may seek priority processing by voluntarily complying with LA Green Code Tier 1. A condition will be applied to the entitlement requiring Building & Safety ensure compliance with the LA Green Code Tier 1 standards.

13. **DUPLICATE CASE FILES:**

- a. **Certified Neighborhood Councils (CNC).** A duplicate copy of the case file in its own separate, *unsealed* envelope, addressed to the CNC for the area in which the project is located, *with the proper postage required*, and the Public Counter's address as the return address.
- b. **Council Districts (CD).**
- i. If your project is within the boundaries of **Council District 11**, two (2) additional copies of the case are required.
- ii. If your project is within the boundaries of **Council District 12**, one (1) additional copy of the case is required.

The duplicate file must include the following:

- Master Land Use Application
- Vicinity Map
- Radius Map (if applicable)
- Set of plans (must be legible and no larger than 11"x17")
- Photos of the site and surrounding properties
- Findings/Written Documentation
- CEQA: Environmental Assessment Form or Categorical Exemption

CNC names and addresses can be obtained from the Jurisdictional Information tab in ZIMAS. Projects in an area served by more than one CNC must provide a duplicate file for each. The Jurisdictional Information tab also shows which CD the project falls under.

14. **HEARING NOTICE.** If you anticipate being out of town or absent during a certain period of time, please notify the decision makers in writing at the time of filing. Once the hearing date has been established, it will not be rescheduled. Alternatively, you may have someone represent you at the hearing.

15. **CASE FILING PROCEDURES.** When all the above requirements are met, please make sure the following procedures and materials are provided before submitting an application:

- a. **Location.** An application may be filed either at the Downtown Planning Public Counter, Development Services Center, 201 North Figueroa Street, or at the Valley Planning Public Counter, Marvin Braude San Fernando Valley Constituent Services Center, 6262 Van Nuys Boulevard, Suite 251.
- b. **Additional Documents.** If there are circumstances which may further a more complete understanding of the project, do not hesitate to submit additional information. The documents submitted with the application and the public hearing constitute the primary opportunity to clarify and define the project
- c. **Folding.** Nothing in the file should be larger than 8½ "x11"; otherwise fold it.
- d. **Filing Fee.** A fee must be paid at the time of filing the application per Article 9 of the LAMC.
- e. **Development Services Center Appointment System.** The Development Services Centers provide case filing services by appointment. It is **highly recommended** that appointments be made in advance of filing by going to our website: planning.lacity.org, then clicking "**Development Services Center**" on the bottom right, then clicking "**Make Appointment**". Making an appointment can help to avoid potential long wait times and may warn the applicant of necessary required materials prior to arriving.
- e. **Filing may take 1-3 hours to complete.** As the Public Counters and Cashiers close at 4:30 p.m., applicants who do not have an appointment should consider arriving no later than 2:30 p.m.



APPLICATIONS:

DEPARTMENT OF CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number _____

Env. Case Number _____

Application Type _____

Case Filed With (Print Name) _____ Date Filed _____

Application includes letter requesting:

Waived hearing Concurrent hearing Hearing not be scheduled on a specific date (e.g. vacation hold)

Related Case Number _____

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. PROJECT LOCATION

Street Address¹ _____ Unit/Space Number _____

Legal Description² (Lot, Block, Tract) _____

Assessor Parcel Number _____ Total Lot Area _

2. PROJECT DESCRIPTION

Present Use _____

Proposed Use _____

Project Name (if applicable) _____

Describe in detail the characteristics, scope and/or operation of the proposed project _____

Additional information attached YES NO

Complete and check all that apply:

Existing Site Conditions

- Site is undeveloped or unimproved (i.e. vacant)
- Site is located within 500 feet of a freeway or railroad
- Site has existing buildings (provide copies of building permits)
- Site is located within 500 feet of a sensitive use (e.g. school, park)
- Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial)
- Site has special designation (e.g. National Historic Register, Survey LA)

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)

² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

Proposed Project Information

- Demolition of existing buildings/structures
- Relocation of existing buildings/structures
- Interior tenant improvement
- Additions to existing buildings
- Grading
- Removal of any on-site tree
- Removal of any street tree
- New construction: _____ square feet
- Accessory use (fence, sign, wireless, carport, etc.)
- Exterior renovation or alteration
- Change of use and/or hours of operation
- Haul Route
- Uses or structures in public right-of-way
- Phased project

Housing Component Information

Number of Residential Units: Existing _____ - Demolish(ed)³ _____ + Adding _____ = Total _____

Number of Affordable Units⁴ Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Number of Market Rate Units Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Mixed Use Projects, Amount of Non-Residential Floor Area: _____ square feet

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36? YES NO

Authorizing section _____ Section from which relief is requested (if any): _____

Request: _____

Authorizing section _____ Section from which relief is requested (if any): _____

Request: _____

Authorizing section _____ Section from which relief is requested (if any): _____

Request: _____

Additional Requests Attached YES NO

³ Number of units to be demolished and/or which have been demolished within the last five (5) years.

⁴ As determined by the Housing and Community Investment Department

4. RELATED DEPARTMENT OF CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? YES NO

If YES, list all case number(s) _____

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

Case No.	Ordinance No.:
<input type="checkbox"/> Condition compliance review	<input type="checkbox"/> Clarification of Q (Qualified) classification
<input type="checkbox"/> Modification of conditions	<input type="checkbox"/> Clarification of D (Development Limitations) classification
<input type="checkbox"/> Revision of approved plans	<input type="checkbox"/> Amendment to T (Tentative) classification
<input type="checkbox"/> Renewal of entitlement	
<input type="checkbox"/> Plan Approval subsequent to Master Conditional Use	

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project? YES NO

Have you filed, or is there intent to file, a Subdivision with this project? YES NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

5. OTHER AGENCY REFERRALS/REFERENCE

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please check all that apply and provide reference number if known.

Are there any outstanding Orders to Comply/citations at this property? YES (provide copy) NO

Are there any recorded Covenants, affidavits or easements on this property? YES (provide copy) NO

- Development Services Case Management Number _____
- Building and Safety Plan Check Number _____
- Bureau of Engineering Planning Referral (PCRF) _____
- Bureau of Engineering Hillside Referral _____
- Housing and Community Investment Department Application Number _____
- Bureau of Engineering Revocable Permit Number _____
- Other—specify _____

6. PROJECT TEAM INFORMATION (Complete all applicable fields)

Applicant⁵ name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Are you in escrow to purchase the subject property? YES NO

Property Owner of Record Same as applicant Different from applicant

Name (if different from applicant) _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Agent/Representative name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip: _____

Telephone _____ E-mail: _____

Other (Specify Architect, Engineer, CEQA Consultant etc.) _____

Name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Primary Contact for Project Information Owner Applicant
(*select only one*) Agent/Representative Other _____

To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List, and the Abutting Property Owners List.

⁵ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

PROPERTY OWNER

9. **PROPERTY OWNER AFFIDAVIT.** Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service of process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.

- A. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
- B. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
- C. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
- D. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature _____

Date _____

Print Name _____

Signature _____

Date _____

Print Name _____

Space Below For Notary's Use

California All-Purpose Acknowledgement

Civil Code ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(Insert Name of Notary Public and Title)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature (Seal)

APPLICANT

- 10. APPLICANT DECLARATION.** A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.
- A. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
 - B. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
 - C. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
 - D. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
 - E. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
 - F. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
 - G. I understand that if this application is denied, there is no refund of fees paid.
 - H. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
 - I. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: _____

Print Name: _____

OPTIONAL
NEIGHBORHOOD CONTACT SHEET

SIGNATURES of adjoining or neighboring property owners in support of the request are not required but are helpful, especially for projects in single-family residential areas. Signatures may be provided below (attach additional sheets if necessary).

NAME (PRINT)	SIGNATURE	ADDRESS	KEY # ON MAP

REVIEW of the project by the applicable Neighborhood Council is not required, but is helpful. If applicable, describe, below or separately, any contact you have had with the Neighborhood Council or other community groups, business associations and/or officials in the area surrounding the project site (attach additional sheets if necessary).

DEVONSHIRE/TOPANGACORRIDOR SPECIFIC PLAN
PROJECT PREVIEW
PRE-APPLICATION WORKSHEET

Project Address: _____ Date: _____

Council District: _____ Neighborhood Council: _____

Project Description (describe use, floor area, what's changing) _____

Zone: _____

Community Plan Land Use Designation (circle one): Neighborhood and General Commercial, Community Commercial, and Regional Commercial

Land Use Regulations:

Proposed Use (See Section 4 of the Specific Plan and ORD-162,508 for restrictions on uses):

➤ Height permitted: 45 feet.

Proposed _____

➤ Lot Area Coverage permitted: **50%**, unless at least **15%** of the lot is reserved for and permanently maintained as landscaped Open Space and if parking areas and driveways do not exceed **20%** of the lot, then up to **65%** of the lot may be covered by buildings and structures.

Proposed _____

➤ Floor Area Ratio: Lots zoned for commercial uses and with a Height District designation of 2D shall be allowed a maximum floor area ratio of 1.5 to 1.

Proposed _____

➤ Height of Decorative Wall if the Project is adjacent to a single-family residentially zoned or used lot (See Section 7):

Proposed _____

➤ If the property is commercially zoned and the parking or alley is adjacent to a single-family residentially zoned or used lot, is there a solid decorative masonry wall along the property line: _____

➤ Setbacks required: At least five (5) feet along Devonshire Street and Topanga Canyon Boulevard (note there are requirements on the area of driveways and walkways, See Section 8).

Proposed _____

➤ Architectural/Design Articulation: Does project have required identification of the building elements on plan elevations, show recessed walls that break up linear walls, roof elements, bldg. materials, windows, etc? _____

- Landscape:
 - For Parking Lots, 10% of an open lot shall be landscaped
 - Area of the Parking Lot _____
 - Proposed Area Landscaped _____
 - Number of proposed shade trees: _____

- Parking Ratio required (circle one): 1:300 (general commercial/office), 1:100 (for both indoor and outdoor restaurant), 2.5 spaces per bed (hospital), 1 space for every three seats (theater), 1:100 (gyms, health clubs, aerobic dance studios or similar uses), 1:100 (for beauty salons, nail salons, hairdressers, barber shops and similar uses): _____ or per LAMC: _____
 - No. Existing Parking: _____ No. Credited Parking: _____ No. Proposed Parking: _____

- Parking Buildings:
 - Number of Stories permitted: two (2) with no roof parking
Proposed _____

- Signage:
 - Type of sign(s) proposed (note, projecting, flashing, rotating, banner and temporary signs are prohibited): _____
 - Number of signs proposed: _____
 - Storefront/lot frontage: _____ feet
 - The combined area of **all** permanent signs facing a street shall not exceed 2 sq.ft. for every 1ft. of total area;
 - Area of signs proposed: _____
 - Pole signs
 - Height (not to exceed 30 feet): Height proposed _____.
 - Area (75 square feet initial maximum, plus 15 sf for each business over five businesses, total maximum of 150 square feet): _____proposed.

- Department of Transportation: Meet with DOT, Rm. 320

Traffic Study, if greater than 42 net trips.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land/Street Dedication:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Impact Assessment (PIA) Fee:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Required Referrals from the Bureau of Engineering

OFFICE LOCATIONS

Downtown

Bureau of Engineering Land Development Group
201 N. Figueroa, Suite 200
Los Angeles, CA 90012
(213) 977-8945

ValleyNan Nuys

Bureau of Engineering, Valley District
6262 Van Nuys Boulevard, Suite 251
Van Nuys, CA 91401
(818) 374-5090

STREET DEDICATIONS AND IMPROVEMENTS

The Department of Public Works, Bureau of Engineering requires review and analysis of certain projects to determine if street dedications and/or improvements will be required. For these projects, the receipt from Building and Safety is part of the application package for the Department of City Planning. This is done to reduce the overall approval time.

Applications for the projects listed below do not require analysis for street dedication and improvements.

- Subdivision application.
- Any filing incident to a subdivision filing.
- Non-habitable accessory buildings or structures, including wireless telecommunications facilities, over height fences and retaining walls as the only discretionary request.
- Conditional Use Permit (including alcoholic beverages) or Zone Variance that do not involve new construction, additional dwelling units or additional floor area.
- Residential new construction with one or two dwelling units not in a Hillside Area.

Applications for the projects listed below do require review and analysis for street dedication and improvements and submittal of materials to the Department of Public Works, Bureau of Engineering. **A receipt from Building and Safety is required as part of the application to the Department of City Planning.**

- Zone Change, not incident to a subdivision application.
- New construction of a commercial, industrial, or mixed use (with residential) building
- Additional floor area for an existing commercial, industrial or mixed use building.
- Residential new construction that results in three or more dwelling units.
- Additional floor area that results in expanding the building envelope and adding additional dwelling units in an existing residential building.
- Legalization of any commercial, industrial, or multi-family residential floor area built without permits.

The following materials should be submitted to the Bureau of Engineering at the address listed above:

- a) Copy of the completed Master Land Use Application.
- b) Copies of the Radius Map or Abutting Owners Map.
- c) 2 Copies of the Plot Plan.
- d) Photos of the sidewalk and curb adjacent to the subject property
- e) Check to, and in the amount specified by, the Bureau of Engineering.

HILLSIDE AREAS (LAMC 12.21-A.17)

New construction of, or additions to, one-family dwellings located in whole or in part in a Hillside Area in the A1, A2, RA, RE, RS, R1 or RD Zone are subject to the Hillside Ordinance, which may require the applicant to provide street dedication and/or improvements. A Hillside Referral Form from the Department of Public Works, Bureau of Engineering will indicate what, if any, street dedication and improvements will be required. **A Hillside Referral Form completed and signed by the Bureau of Engineering is required as part of the Department of City Planning's submittal package for projects in Hillside Areas.**

Applications for the projects listed below may be exempt from hillside street dedication and/or improvements. Check with the Bureau of Engineering, Public Works to confirm if these exceptions will apply.

- o One-family dwellings or accessory buildings and additions within a Subdivision or approved Tentative or Final Tract.
- o Any construction on a lot with a vehicular access from a street improved with a minimum 28-foot-wide continuous paved roadway.
- Additions to a one-family dwelling existing before September 14, 1992, provided that:
 - a) The total cumulative floor area of all such additions does not exceed 750 square feet (not including floor area devoted to required parking).
 - b) The resulting building does not exceed the greater of the height of the original building or the height permitted in LAMC Section 12.21-A, 17(c).
 - c) At least two (2) off-street parking spaces are provided.
- o Remodeling of a main building which does not add square footage and for which the aggregate value of the alterations within a one-year period does not exceed 50 percent of the replacement cost of the main building.

MAILING PROCEDURES: Public Noticing, Mailing Contractor and Label Preparation

1. PUBLIC NOTICING REQUIREMENTS

Most applications will require a public hearing by the Department of City Planning, at which public testimony and evidence will be taken regarding the project. Depending on the type of application, public notification requirements will vary (see Item 3). However all applications for which a public hearing is conducted will require the mailing of a written notice and the posting of the notice on the property in question.

2. BTC

BTC is the Department of City Planning's contractor for the mailing of public hearing notices only. BTC can also post the hearing notice on the site, or you may opt to handle the posting by other means. Applicants must pay BTC for the mailing of the hearing notice prior to case filing. BTC offers two tiers of mailing service: preparing the labels from a list of names and addresses provided by the applicant, or accepting formatted labels prepared by the applicant and ready for mailing. Refer to the examples in Item 6 for the required mailing label format.

a. BTC LOCATIONS

Downtown Los Angeles

201 N. Los Angeles Street, Suite 13A
Los Angeles, CA 90012
Tel: (213) 617-9600
Fax: (213) 617-9643
E-mail: bettertc@aol.com

Van Nuys

14540 Sylvan Street, Suite A
Van Nuys, CA 91411
Tel: (818) 779-8866
Fax: (818) 779-8870
E-mail: bettertc@aol.com

b. BTC FEES AND HOURS

Fees

Labels and mailing..... \$ 1.77/address
Appeals..... \$ 1.52/address
Mailing only..... \$ 1.42/address
Council notification.....\$12.20/case
Sign posting \$75.00 for 1st sign; \$60.00 for
each additional sign (on the same project site with
the same case number)

Hours

Monday – Friday
8 AM – 12 Noon and 1 PM – 4 PM
Closed on all City holidays

c. BTC REQUIREMENTS

The items listed below must be submitted to BTC prior to case filing.

- i. One set of typed mailing labels of persons to be notified of the public hearing; or names and addresses in the prescribed format for BTC to prepare the labels. Please note that property owner and project team information must be included in each ownership list, marked accordingly, and may not be handwritten.
- ii. One photocopy of the mailing list.
- iii. One photocopy of the Penalty of Perjury Statement.
- iv. For Notifications to Abutting Properties: One photocopy of an 8 ½ x 11 reduced plot plan.

- v. For Notifications to Properties within a Set Radius: One full size print of the Radius Map and one photocopy of an 8 ½ x 11 reduced Radius Map.

Please note that, at a minimum, in addition to BTC's requirements, a copy of the mailing list(s), one set of labels of abutting property owners (for decision letters), and a receipt from BTC must be submitted to City Planning at the time of filing.

3. NOTIFICATION RADIUS

At a minimum, the required notification radius will always include the Abutting Property Owners; depending on the action requested, notifying Abutting Occupants or Property Owners and Occupants within a radius up to 500 feet may also be required. To determine the applicable notification radius, refer to the Zoning Code Section authorizing your application, the Findings/Specialized Requirements form for the specific action(s) being requested, or ask Planning staff for assistance.

a. Applicant Owned Property

If the applicant-owned property consists of more than one contiguous lot, then all the lots must be included and considered to be the subject property even if the request involves only a portion thereof.

b. Abutting Property Owners List

Names and addresses of abutting property owners include the owners of properties across the street or alley or having a common corner with the subject property. There must be a number next to each name on the list corresponding to an Ownership Key Map (see the *Master Filing Instructions* for further directions).

c. Property Owners Within a Set Radius and Occupants Lists

If the project requires an action that requires notification beyond the abutting property owners, a list of property owners and a list of occupants (i.e. tenants) of the property within that specified notification distance are required. There must be a number next to each name on the list corresponding to the Radius Map (see the *Radius Map Requirements and Guidelines* for detailed instructions).

4. SOURCE OF PROPERTY OWNERS INFORMATION

Names and addresses of property owners can be obtained from the City Engineer, Mapping and Land Records Division or the County Assessor's Office. Obtaining the information from either source may entail a turnaround time and a fee. Please note that this information must be obtained within 90 days of application submittal, and the applicant may be required to update the data prior to the public hearing.

5. OFF-SITE SIGNS

If an off-site sign (i.e. billboard) is located on the project site, the person(s), organization or company that has a legal interest in, owns or leases the sign must be notified of the impending hearing; a mailing label is required to be included in the notification list for that entity.

6. MAILING LABELS

Mailing labels must be approximately 1" x 2-5/8" in size and on 8-1/2" x 11" sheets of self-adhesive (peel and stick) paper. Labels which require cutting, moistening, etc. or large, oversized labels are not acceptable. All labels must be typed. Each member of the project team (as identified on the *Master Land Use Permit Application*) must be included as an individual label in both the Property Owners List, as well as the Abutting Property Owners List.

Sample Format for Property Owners Mailing Labels:
(Abutting Owners and Owners within a specific radius)

2 Joseph L. Pittario 123 S. Main Street Los Angeles, CA 90012	3 Jane Doe 21421 Minnehaha Street Chatsworth, CA 91311	4 Charles Kloss 21423 San Jose Street Chatsworth, CA 91311
5 Everett Little Trust 12410 San Jose Street Chatsworth, CA 91311	6 Perpetual S & L Associates 9720 Wilshire Blvd., Suite 200 Los Angeles, CA 90012-3618	7 Alfred C. Lopez 10241 Jordan Street Chatsworth, CA 91331
1 Applicant/Owner Mark K. Avery 21428 San Jose Street Chatsworth, CA 91311-1234	Representative Robert Westmont Westmont Planning Group 28130 Western Ave., Suite 9 San Pedro, CA 90732	Architect Nancy McCubbin 9907 Gullo Avenue Glendale, CA 91206

NOTE: Numbers on ownership labels refer to ownership numbers on the radius map or the ownership key map. Each individual owner, whether they own one lot or a number of lots, will have one individually assigned number. Where lots or parcels adjoin each other and share a common ownership, they are to be joined by a hook line and be assigned one ownership number.

Sample Format for Occupants Mailing Labels:

10 Occupant 901 N Kodak Drive #1 Los Angeles, CA 90026	10 Occupant 901 N Kodak Drive #2 Los Angeles, CA 90026	11 Occupant 846 N Maltman Avenue Los Angeles CA 90026
12 Occupant 831 N Kodak Drive Los Angeles, CA 90026	12 Occupant 831 ½ N Kodak Drive Los Angeles, CA 90026	14 Occupant 852 N Lucile Avenue Los Angeles, CA 90026
14 Occupant 854 N Lucile Avenue Los Angeles CA 90026	14 Occupant 856 N Lucile Avenue Los Angeles, CA 90026	14 Occupant 858 N Lucile Avenue Los Angeles, CA 90026

NOTE: Use the same occupant number for all labels on the same property

7. PROCEDURES FOR PREPARATION OF PENALTY OF PERJURY STATEMENT

The following sworn declaration is to be typed, signed and attached to the list of ownerships and list of occupants (as applicable) for all cases: (see next page)

PENALTY OF PERJURY STATEMENT

I hereby certify that to the best of my knowledge the attached radius map correctly depicts the required data obtained from the records of the City Engineer, City Clerk, and/or the Los Angeles Department of City Planning and, where appropriate, the State Division of Highways.

I further hereby certify that to the best of my knowledge, and under the penalty of perjury, the attached ownership list correctly shows the latest names and addresses on the City Engineer's land records as of the following date: _____ . In certain circumstances, such as in annexation proceedings, where there may be no City Engineer records, the records of the County Assessor's Office may be accepted by the City Planning Commission.

(Print or type)

(Signature)

I hereby certify that to the best of my knowledge and under the penalty of perjury, the attached occupants list correctly indicates addresses of the required occupants that fall within the radius as of the following date: _____ .

(Print or type)

(Signature)

In certain instances I may have been unable to verify all occupants, therefore the following indicates which occupants I was not able to identify. I understand that the Department of City Planning will determine if reasonable attempts were made to secure these addresses from the information provided below.

Ownership #	Reason unable to verify *	Attempts made to verify **	Additional Information

- * (1) Secured Building
- (2) Gated Yard
- (3) Refused Access
- (4) Other: Specify

- ** (1) Returned to building on three separate occasions
- (2) Efforts to contact owner or manager without success
- (3) Contact made with owner or manager, who refused to provide the information
- (4) Other: Specify

REMINDER TO APPLICANT AND PROJECT TEAM: The Department of City Planning will not accept the application maps and ownership list which bear a date of more than 90 days prior to the date the application is accepted for process. Furthermore, the applicant may be required to update the radius map and/or ownership list before the Department will schedule the public hearing for any discretionary application.

DEVONSHIRE/TOPANGA CORRIDOR SPECIFIC PLAN MAILING ADDRESSES

Note: Include the appropriate names and addresses to the required mailing labels (Please check on ZIMAS to note the relevant Neighborhood Council and Council Office for the subject property).

NEIGHBORHOOD COUNCIL

- Andre van der Valk
Lawrence Middle School
10100 Variel Ave.
Chatsworth, CA 91311
(818) 464-3511
- Chatsworth Land Use Committee
Linda Van Der Valk
Chatsworth Train Depot
Hal Bernson Meeting Room
10038 Old Depot Plaza Road
Chatsworth, CA 91311
landuse@chatsworthcouncil.org

OTHER CITY DEPARTMENTS

- Building and Safety
Sia Poursabadian, Zoning Department of
Building and Safety 6262 Van Nuys
Boulevard., Suite 200
Van Nuys, CA 91401
- Building and Safety
Code Enforcement/Signs
Department of Building and Safety
3550 Wilshire Boulevard, Suite 1800
Los Angeles, CA 90010

COUNCIL OFFICE

- Council District 12
Mitchell Engander
200 N. Spring St., Room #405
Los Angeles, CA 90012
- Council District 12
Hannah Lee
200 N. Spring St., Room #405
Los Angeles, CA 90012

Los Angeles City Planning Department

Summary of Fees

Section 19.00 et seq. L.A.M.C. Effective December 17, 2012

TYPE OF APPLICATION	BASE FEE	2%	5%	6%	7%	TOTAL
PROJECT PERMIT COMPLIANCE						
<i>Project Permit Compliance with DRB - Major</i>	\$ 5,628.00	\$ 112.56	\$ 281.40	\$ 337.68	\$ 393.96	\$ 6,753.60
<i>Project Permit Compliance with DRB - Standard</i>	\$ 4,167.00	\$ 83.34	\$ 208.35	\$ 250.02	\$ 291.69	\$ 5,000.40
<i>Design Review Board - Preliminary</i>	\$ 3,044.00	\$ 60.88	\$ 152.20	\$ 182.64	\$ 213.08	\$ 3,652.80
<i>Project Permit Compliance with DRB - Major (Single-Family)</i>	\$ 2,814.00	\$ 56.28	\$ 140.70	\$ 168.84	\$ 196.98	\$ 3,376.80
<i>Project Permit Compliance with DRB - Minor</i>	\$ 2,496.00	\$ 49.92	\$ 124.80	\$ 149.76	\$ 174.72	\$ 2,995.20
<i>Project Permit Compliance with DRB - Standard (Single Family)</i>	\$ 2,083.00	\$ 41.66	\$ 104.15	\$ 124.98	\$ 145.81	\$ 2,499.60
<i>Design Review Board - Preliminary (Single-Family)</i>	\$ 1,522.00	\$ 30.44	\$ 76.10	\$ 91.32	\$ 106.54	\$ 1,826.40
<i>Project Permit Compliance with DRB - Minor (Single-Family)</i>	\$ 1,248.00	\$ 24.96	\$ 62.40	\$ 74.88	\$ 87.36	\$ 1,497.60
PROJECT PERMIT ADJUSTMENT	\$ 4,901.00	\$ 98.02	\$ 245.05	\$ 294.06	\$ 343.07	\$ 5,881.20
PROJECT PERMIT MODIFICATION	\$ 3,308.00	\$ 66.16	\$ 165.40	\$ 198.48	\$ 231.56	\$ 3,969.60
SPECIFIC PLAN EXCEPTION	\$ 14,932.00	\$ 298.64	\$ 746.60	\$ 895.92	\$ 1,045.24	\$ 17,918.40
ENVIRONMENTAL ASSESSMENT FORM						
Publication for ND/MND (Paid at time of filing)						\$ 946.00
Check for County of Los Angeles (provide separate undated check)						\$ 75.00
Categorical Exemption	\$ 81.00	\$ 1.62	\$ 4.05	\$ 4.86	\$ 5.67	\$ 97.20
Reconsideration	\$ 703.00	\$ 14.06	\$ 35.15	\$ 42.18	\$ 49.21	\$ 843.60
BUILDING PERMIT SIGN-OFFS						
For Minor Projects	\$ 199.00	\$ 3.98	\$ 9.95	\$ 11.94	\$ 13.93	\$ 238.80
Other Projects	\$ 745.00	\$ 14.90	\$ 37.25	\$ 44.70	\$ 52.15	\$ 894.00
APPEAL						
By Aggrieved Person other than Applicant	\$ 89.00	\$ 1.78	\$ 4.45	\$ 5.34	\$ 6.23	\$ 106.80
By Applicant	85% of the underlying application or \$13,277 for 1st level appeals & \$11,211 for 2nd level appeals, whichever is less + surcharges					

Van Nuys Modified 12/17/12

2% - OSS Surcharge

6% - Development Surcharge

5% - General Plan Maintenance Surcharge (ORD. 181,141)

7% - Operating Surcharge