

PARK MILE SPECIFIC PLAN

Application Instructions and Checklist

- *Specific Plan Project Permit Compliance + Design Review Board* •

A. PROJECT SUBMISSION

In order for the application to be accepted and deemed complete, all of the required information shall be submitted. The application shall first be reviewed by the assigned Park Mile Specific Plan project planner located at 200 N. Spring St., Room 621, for conformity with the Specific Plan.

Geographic Project Permit Referral Form

Shall be signed by the designated Park Mile Specific Plan staff person. The applicant shall coordinate with planning staff to determine if the project will undergo a Preliminary filing or a Project Permit Compliance to be reviewed for a final public hearing.

Department of City Planning Application Form (*form CP-7771.1*)

Note: The *Action Requested* is pursuant to Section 11.5.7 of the LAMC and Ordinance No. 162,530.

Plans (*one 24"x36" set and seven 11"x17" sets*)

- Lot survey (*prepared by a licensed engineer or surveyor*)
- Demolition plan showing the footprint, location, and size of all structures and buildings to be demolished
- Cover page (*include all relevant notes and calculations*)
- Plot plan (*Plot Plan Instructions Form CP-7752 on Planning Website*)
- Floor plans (*Floor Plan Instructions Form CP-7751 on Planning Website*)
- Elevations (*Elevations Instructions Form CP-7817 on Planning Website*)
- Elevations of all freestanding walls and fences
- Sections
- Color renderings (*Provide detailed renderings of the project to provide a 360 degree view*)
- Open Space (*show location, SF, dimensions, and type - common vs. private*)
- Landscape plans (See landscape requirements per Ord. 162,530) and hardscape plans showing compliance with applicable Development Standards
 - Planting locations
 - Names of plant materials, common and scientific. (continued on next page)
 - Quantity of each plant material.
 - Approximate size of plant materials at time of planting and at maturity.
 - Time of plant materials to reach maturity.
 - Proposed irrigation plan.
- Architectural Design Elements
 - Window and Door schedule (shape, type and detail)
 - Balconies and columns
 - Roof treatments (roof type, shape and pitch)
 - Exterior walls surface treatments, decorative elements, and architectural offsets
 - Materials and colors

Written Narrative

Describe the nature of the proposed project, addressing the Specific Plan design criteria and guidelines, and presenting findings regarding the project's consistency with the Specific Plan. (Not necessary for sign-only projects.)

- ❑ **Photographs**
 - Front side and rear views of all existing buildings and structures on-site
 - North, South, East and West facing views of the subject property if no structures exist
 - A view of the subject property from adjacent properties
 - A view from the subject property of all adjacent lots showing existing fencing or walls dividing each lot from the subject property
 - All abutting lots, across the street or alley from or having a common corner with the project site
 - Index map with arrows and numbers keyed to the photographs indicating from where and in what direction each photo was taken.

- ❑ **Public Noticing** (*forms CP-2074 and CP-2074T*)

Adjacent / Abutting Property Owners, list and maps (2 copies) with 2 sets of self- adhesive mailing labels and keyed to a ZIMAS or County Assessor map. Be sure to include the applicants, owners, representative's names on the labels and the following agencies as listed on the application handout:

 - Department of Building and Safety
 - Neighborhood Council
 - Council Office

- ❑ **Perjury Statement**

Certify the accuracy of the noticing information (expires after 180 days).

- ❑ **Vicinity map**

Ex: a ZIMAS map or a Thomas Bros. map with the project area identified)

- ❑ **Environmental Clearance**

Environmental Assessment Form (EAF) or Categorical Exemption (CE)

- ❑ **Electronic**

Provide a copy of all documents on a Flash Drive or CD

- ❑ **Fees**

Pursuant to LAMC Section 19.01 G

- ❑ **Additional Requirements** (*depending on entitlements, property and project*)
 - Department of Transportation Referral Form
 - Existing / Related Entitlements
 - Building Permits and Certificates of Occupancy
 - Order to Comply
 - Q / D Conditions

B. DESIGN REVIEW BOARD (DRB)

All projects filed within the Park Mile Specific Plan area shall present their project in front of a five person design Review Board team that will evaluate the project's design features as it relates to Ordinance No. 162,530. DRB meetings are conducted every 1st and 3rd Thursday's of the month located at the Memorial Branch Library (4625 W. Olympic Blvd.) at 4:00pm.

- **DRB**

The project team shall coordinate with the assigned project planner to present the proposed project to a 5 panel Design Review Board consisting of design professionals and community members appointed by Council District No. 4. The DRB members will have the opportunity to ask questions to the project team. If plan revisions are recommended by the Board, they may request that you allow your case to be continued until the next scheduled DRB meeting. If the DRB is ready to render an official recommendation, they will vote to recommend the project be approved as presented, approved with additional conditions, or denied. This recommendation will be considered by the Planning Department, which is the final decision maker for your proposed project.

- **Presentation**

Applicant shall present the proposed project to the DRB which shall include a 24x36 copy on an easel board or presentation board that includes relevant project materials to

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

- **Director's Determination**

This Director's 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, Council District 4, the Department of Building and Safety, the DRB Chair, and any additional members of the public that requested to be notified at a DRB hearing.

- **Appeal Period**

All projects are subject to a 15 day appeal period where the project is allowed to be appealed by any interested party proceeding the mailing of the Determination Letter.