APPLICATION CHECKLIST

*See Attached Department of City Planning Application Filing Instructions for Additional Information (Form CP-7810 on Planning Website)

☐ 1. Vermont/Western Transit Oriented District Specific Plan Application Checklist

☐ 2. Department of City Planning Application (Form CP-7771.1 on Planning Website)*

☐ 3. Proof of Ownership*

☐ 4. Findings/Justifications* Written narrative describing compliance with the following:
   - Vermont/Western SNAP
   - Vermont/Western SNAP Development Standards and Design Guidelines (if new construction or extensive remodel)
   - Additional findings/justification for each entitlement other than a Project Permit Compliance (SPP)

☐ 5. Project Planning Referral Form (to be provided by the SNAP planner)

☐ 6. Plans required (one 24”x36” set and three 11”x17” sets) The SNAP planner may require additional sheets not listed below
   - 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 (to include legal description, lot area, project details, etc)
   - Plot plan (See Plot Plan Instructions Form CP-7752 on Planning Website)
   - Floor plans (See Floor Plan Instructions Form CP-7751 on Planning Website)
   - Elevations (See Elevations Instructions Form CP-7817 on Planning Website)
     - Privacy Diagram
     - Roof Line Break/Façade Relief
     - Transparency Diagram (if applicable)
     - Freestanding walls and fences (if applicable)
   - Sections
   - Colored renderings
   - Open Space Diagram showing location, SF, and dimensions of all areas being counted
   - Landscape plans (See Landscape Plan Instructions Form CP-6730 on Planning Website) and hardscape plans showing compliance with applicable Development Standards
     - Should include Planting Schedule which identifies sizes, quantity, Wucols, etc.
   - Irrigation Plans
   - Architectural Design Elements (only if you are doing exterior remodeling)
     - 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

8. Vicinity Map*

9. 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.

10. Public Noticing* (See Forms CP-2074 and CP-2074T on Planning Website)
    - Mailing Labels
      - Owners of all properties abutting, across the street or alley from, or having a common corner with the subject property
      - Owners, applicants, and project representatives of the proposed project
      - Department of Building and Safety (see address on page 3)
      - Department of Transportation (see address on page 3)
      - Department of Neighborhood Empowerment (see address on page 3)
      - Los Angeles Unified School Board (see address on page 3)
      - City Administrative Officer (see address on page 3)
      - Bureau of Engineering (see address on page 3)
      - Certified Neighborhood Council (see pages 3-4 for address)
      - City Councilmember’s Office (see pages 3-4 for address)

Note: If you are requesting entitlements other than a Project Permit Compliance (SPP), provide the required mailing labels in addition to the above list per Multiple Approvals Ordinance (MAO).

- Penalty of Perjury Statement
- BTC Receipt
- Key map indicating which property belongs to which owner/occupant
- Radius Map (if requesting entitlements other than an SPP)

11. Electronic copy of all documents on a flash drive or CD

12. Categorical Exemption (CE) or Environmental Assessment Form (EAF). If CE, document will be provided to you at time of filing by the counter staff.

13. Duplicate Case Files to the Certified Neighborhood Council *

14. Additional requirements depending on entitlements, property and project*
    - Transportation Study Assessment (CP-2151.1)
    - Preliminary Zoning Assessment (CP-4064)
    - SB 330 Preliminary Application Referral Form (CP-4062) [if applicable]
    - Redevelopment Project Area Referral Form (if applicable)
    - Existing/Related Entitlements (if applicable)
    - Building Permits and Certificates of Occupancy
    - Order to Comply (if applicable)
    - Q/D Condition Ordinance (if applicable)
In addition to the abutting owner list (or appropriate radius list per Entitlement Requests and the Multiple Approvals Ordinance), THE FOLLOWING LABELS ARE REQUIRED

**Required Mailing Labels**

Department of Building & Safety  
ATTN: Building & Safety  Zoning Engineer  
Mail Stop 115  
201 N. Figueroa Street, Suite 1030  
Los Angeles, CA 90012

Los Angeles Unified School District  
333 S. Beaudry Avenue  
Los Angeles, CA 90017

Department of Neighborhood Empowerment  
200 N. Spring Street, Suite 2005  
Los Angeles, CA 90012

City Administrative Officer  
Mail Stop 130  
ATTN: Maria Ramos  
200 N Main Street, 15th Floor  
Los Angeles, CA 90012

Department of Transportation  
100 S Main Street  
Los Angeles, CA 90012

Bureau of Engineering  
1149 S. Broadway, Suite 7  
Los Angeles, CA 90015

**Choose the Appropriate Council Member**

Councilmember Cedillo, CD1  
ATTN: Gerald Gubatan  
Mail Stop 201  
200 N Spring Street  
Los Angeles, CA 90012

Council Member O’Farrell, CD13  
ATTN: Craig Bullock  
Mail Stop 222  
200 N Spring Street  
Los Angeles, CA 90012

Councilmember Ryu, CD 4  
ATTN: Emma Howard  
Mail Stop 206  
200 N Spring Street  
Los Angeles, CA 90012

**Choose the Appropriate Neighborhood Council**

Los Feliz Neighborhood Council  
PO Box 27003  
Los Angeles, CA 90027

Wilshire Center Koreatown Neighborhood Council  
4001 Wilshire Blvd, F400  
Los Angeles, CA 90010

Hollywood Studio District Neighborhood Council  
Attn: Edward Villareal Hunt  
4928 W Melrose Hill  
Los Angeles, CA 90029

Silver Lake Neighborhood Council  
1850 W. Silver Lake Drive  
Los Angeles, CA 90026

East Hollywood Neighborhood Council  
PO Box 292359  
Los Angeles, CA 90029

Hollywood United Neighborhood Council  
PO Box 3272  
Los Angeles, CA 90078

Rampart Village Neighborhood Council  
155 N. Occidental Blvd. 2nd Fl, Room 236  
Los Angeles, CA 90026