

**VERMONT/WESTERN TRANSIT ORIENTED DISTRICT SPECIFIC PLAN
STATION NEIGHBORHOOD AREA PLAN (SNAP)**

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 an SPP
- 5. Project Planning Referral Form (to be provided by the SNAP planner)*
- 6. Plans required (one 24"x36" set and four 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
 - 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)
 - Elevations of all freestanding walls and fences
 - Sections
 - Color renderings
 - Open space plans showing location, SF, dimensions, and type (common vs. private)
 - Landscape plans (See Landscape Plan Instructions Form CP-6730 on Planning Website) and hardscape plans showing compliance with applicable Development Standards
 - 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
- 7. Zoning Information and Map Access System (ZIMAS) Parcel Profile Report and Map.
- 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.
 - ❑ 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 documents on a CD or flash drive

- ❑ 12. Categorical Exemption (CE) or Environmental Assessment Form (EAF)*

- ❑ 13. Duplicate Case Files to the Certified Neighborhood Council *

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

In addition to the abutting owner list (or appropriate radius list per Entitlement Requests), 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