

FILING INSTRUCTIONS
COMMUNITY DESIGN OVERLAY DISTRICT (CDO) - DESIGN OVERLAY PLAN APPROVAL
LOS ANGELES DEPARTMENT OF CITY PLANNING

PROJECT ADDRESS: _____

INSTRUCTIONS

1. Please read the following instructions carefully. Missing or incomplete materials may cause a delay in case processing.
2. Contact the responsible staff person by phone or e-mail to schedule an appointment to review this handout, the Master Land Use Application form, and your application materials.
3. Fees are set by Section 19.01 of the Los Angeles Municipal Code (LAMC). Checks should be made payable to the City of Los Angeles.
4. Applicants must provide originals and copies of the following documents as listed below. Plans prepared by licensed architects, landscape architects, or engineers must be so identified on each sheet.
5. Any oversized plans must be folded.

PLEASE NOTE: All questions regarding the project's consistency with the LAMC are referred to the Department of Building and Safety. Prior to filing the subject application, the applicant is responsible for insuring that the proposed project is consistent with both the Community Design Overlay District and applicable provisions of the LAMC.

ALL SUBMITTED ITEMS MUST BE NOTED WITH A CHECK (☑) IN THE ADJACENT BOX.
MATERIALS MUST BE COLLATED BEFORE SUBMISSION.

Please provide the following: (Several useful applications and handouts, can be downloaded off the Planning Department's website a www.lacity.org/pln by selecting "Forms/Procedures" on the left side of the page)

- “ **This checklist, completed.**
- “ **Master Land Use Permit Application**, original copy signed and notarized by the property owner(s). "Application Type" is DESIGN OVERLAY PLAN APPROVAL. Under "Actions Requested", write "13.08.E DESIGN OVERLAY PLAN APPROVAL" "Legal Description" can be obtained from ZIMAS (see below).
- “ **Environmental Clearance.** Projects entitled to categorical exemptions are issued an environmental clearance at the Planning Public Counter (201 N. Figueroa St., 4th Fl) at the time of filing.
- “ **Written narrative** describing the nature of the project, addressing the CDO design criteria, and explaining how the project is consistent with the design guidelines of the Overlay District.
- “ **Vicinity Map** with scale and directional arrow, indicating the location of the project site in relation to nearby streets. Commonly used base maps include figures within the CDO, or a "Thomas Guide" sheet.
- “ **District/ZIMAS Map** indicating the project's location, zoning, and related cases. Refer to <http://zimas.lacity.org>
- “ **Color photographs with corresponding index map** showing existing conditions of the project site, and surrounding buildings/areas. Map should indicate from where photos are taken. For sign projects within the CDO, show all existing signs located on building (not just tenant space).

Please submit two (2) folded sets (including the plans listed below) of complete and dated plans that are drawn to scale, fully dimensioned and labeled, quality blue or black line drawings with uniform and **light background** color. The plans shall be a maximum of 36" x 48" size with a minimum **1/8 lettering size**. Sticky back details must produce prints without contrasting shades of background color. All drawings shall show existing and proposed conditions.

- “ **Color renderings/drawings** of proposed project, including finished details of materials and colors, stating the

reference name/number/manufacturer.

- “ **Site Plan** showing:
 - Existing and proposed dimensions of the project, in relation to surrounding properties;
 - Location of all buildings and improvements (parking areas, sidewalks, patios, landscaped areas, etc.);
 - Indicate location of adjacent buildings;
 - Lot lines;
 - Measurement scale;
 - North arrow;
 - Datum point from which height is measured.
 - If applicable, the location of all proposed and existing signs.

- “ **Floor Plans** for new multi-story projects, showing dimensions for all stories and levels. Indicate parking space counts, habitable room counts, and include roof plans.

- “ **Elevation Drawings** with building heights and dimensions for existing or proposed buildings. Show project in context to adjacent buildings. For new structures, show elevations of all sides of building. For sign projects within the CDO, show placement and height of all proposed signs upon building.

- “ **Section Drawings** with building heights, dimensions, and lot contour and elevation lines.

- “ **Sign Details**, if applicable: show the locations and dimensions for all proposed and existing signs, including square foot measurements, width, length, depth, projection from building facade, etc.

- “ **Landscape Plans**, if applicable, including:
 - Planting locations and quantity of each species;
 - Names of plant materials, common and scientific;
 - Approximate size of plan materials at the time of planting and estimated planting schedule;
 - Approximate size of plan materials at the time of maturity and time of plant materials to reach maturity;
 - Proposed irrigation plan;
 - Open space calculations: showing how and where the project meets open space and landscaping/yard requirements. Indicate square-foot calculations for allotted open space and landscape areas in the front yard, rear yard, side yards, and if applicable, the roof-top and balconies.

- “ **Environmental Clearance** synopsis (for large projects only, e.g. those with EIRs)

- “ **Any information** on related discretionary cases (e.g. zone variances and conditional use permits).

IMPORTANT NOTICE: *Please keep in mind that each project is unique and that additional information may be required in order to process your application. Even if the application is considered complete for filing purposes, the application will not be deemed complete until the item(s) that is/are identified as missing (during the formal review process) are submitted to this office to be added to the subject case file.*