



INSTRUCTIONS:

Valley Village Specific Plan (Ordinance 168,613) Project Permit Compliance Application and Instructions

The Specific Plan can be accessed through ZIMAS, in the Planning and Zoning tab for the property, or from the Department of City Planning web page at:

<http://cityplanning.lacity.org/complan/specplan/pdf/VALLVILL.PDF>

Please provide three sets of plans drawn to scale at a reduced 11 x 17 copy. For all other required documents, include original plus (1) copy, unless otherwise noted. In order for the application to be accepted and deemed complete, all the required information shall be submitted. The application shall first be reviewed by appointment with the Project Planner located at **6262 Van Nuys Blvd., Suite 430, Van Nuys, CA 91401**, shall first review the application. Contact the appropriate planning staff for assistance: <http://planning.lacity.org/phonelist/assignmentlist.pdf> (note that email is firstname.lastname@lacity.org). Upon their signature, the application must then be submitted to the City Planning Development Services Center, located in **Suite 251** at the same address, or at **201 N Figueroa St., 4th floor, Los Angeles, CA 90012**. Case filing appointments can be made online: <http://www.planning.lacity.org/PublicCounter.html>.

1. **Department of City Planning Application Form (CP-7771.1).** Fill-in the appropriate information and provide the required signatures of the property owners and signatures notarized. Download the form at: http://www.planning.lacity.org/Forms_Procedures/7771.1.pdf and instructions at http://www.planning.lacity.org/Forms_Procedures/7810.pdf. Note that the code section from which relief is requested is Ordinance 168,613 (the Valley Village Specific Plan Ordinance); the code sections which authorize relief are Section 11.5.7 for *Project Permit Compliance*.
2. **Photos.** Provide min. 2 photographs (front/rear/side) of the subject site.
3. **ZIMAS Profile Report.** Printed from <http://zimas.lacity.org/>.
4. **Written Description and Justifications** of the project. In detail, explain in writing how specific plan standards are being met with findings pursuant to Section 6 to 9 for all commercial and multi-family developments.
5. **Project Plans.** Site Plan, Elevations, and Floor Plans are required for all projects. Front Elevation Colored Rendering for new construction and exterior changes of commercial and multi-family projects. Three (3) copies; all project plans shall be drawn to scale and reduced on 11 x 17 paper:
 - Plot Plan Instructions: http://planning.lacity.org/Forms_Procedures/7752.pdf
 - Elevation Instructions: http://planning.lacity.org/Forms_Procedures/7817.pdf
 - Floor Plan Instructions: http://www.planning.lacity.org/Forms_Procedures/7751.pdf
6. **Landscape and Irrigation Plan.** For additions and new construction to multi-family and commercial buildings, provide landscape plans. Provide a tree report if any trees are proposed to be removed.
 - Landscape Plan Instructions: http://planning.lacity.org/Forms_Procedures/6730.pdf
 - Landscape Guidelines (City of Los Angeles Landscape Ordinance Guidelines): http://planning.lacity.org/Forms_Procedures/landsc%20guidelines%204-05.pdf
7. **Mailing Labels.** (Public Notification procedure) of 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.

Adjacent/Abutting Property Owners information can be obtained from the City Clerk located at 201 N Figueroa St on the 11th floor. Be sure to include the applicants, owners, representatives' names and the following agencies as listed below:

Valley Village Neighborhood Council
PO Box 4703
Valley Village, CA 91617

Office of Councilmember Paul Krekorian (CD2)
Attn: Karo Torossian and Doug Mensman
200 N. Spring St., Room 435
Los Angeles, CA 90012

Mailing label requirements & perjury statement:
http://planning.lacity.org/Forms_Procedures/2074.pdf

8. **Perjury Statement** certifying the lists' accuracy to the adjacent property owners-list (see the mailing label requirements document above for a copy).
9. **Duplicate Copy for the Neighborhood Council Packet.** A set of the case packet needs to be provided in order to accept all applications. This packet must include:
 - Department of City Planning Application
 - Photos of the site and surrounding properties
 - Vicinity Map
 - Set of plans: Site Plan, Floor Plans (if applicable), Elevations
 - Written description of the project/Findings
 - The environmental document, to be added to the packet at the time of filing at the Counter
 - The copy of materials needs to be in its own separate unsealed envelope
 - The envelope needs to be addressed to the Neighborhood Council for which the project is located in, unsealed, postage affixed, and your own address as the return address.
 - Council address can be found in as noted in this application packet or in ZIMAS under the Jurisdictional drop down, by clicking the link for that Neighborhood Council's name.
10. **Project Planning Referral Form.** Complete first page. Planning staff will complete second page. Project Planner must sign prior to submitting the application. Download at:
http://www.planning.lacity.org/Forms_Procedures/7812.pdf
11. **Environmental Clearance.** Categorical Exemptions to be determined by Planning Department Public Counter staff. When necessary, Environmental Assessment Form:
http://planning.lacity.org/Forms_Procedures/1204.pdf for Mitigated Negative Declarations (MNDs).
12. **Fees.** Please see the Public Counter for fees.