

City of Los Angeles
 Department of city Planning
FILING INSTRUCTIONS
WESTWOOD COMMUNITY SPECIFIC PLANS & DESIGN REVIEW

Included in this Packet

- A. Application instructions
- B. Steps and Approximate Timeline
- C. Checklist
- D. Master Land Use Application form
- E. Community Planning Bureau Authorization form
- F. Mailing / Noticing Procedures and Forms

Application Instructions

1. Please read the following instructions carefully so your Design Review / Specific Plan case may be processed without delay. Missing or incomplete materials may cause a case to be continued.
2. Applicants must provide an original and copies of the following documents listed on the checklist pages. Plans prepared by licensed architects or engineers must be so identified on each sheet.
3. Generally, oversized plans should be reduced to **11" by 17" and folded in half (not bound)**.
4. Contact the Westwood planner by phone or e-mail to schedule an appointment to review your application and your project plans. All applications require Plan Implementation Division planner review and signed approval prior to submission to the City Planning Public Counter.
5. At the time you submit your application to the Planning Public Counter, you will pay fees as established in Section 19.01 of the Los Angeles Municipal Code. Checks should be made payable to the City of Los Angeles. After the Planning Public Counter accepts the case for filing, it will be processed and forwarded to the Plan Implementation Division Westwood Planner, who will deem the case complete and review it based on submission requirements in Ordinance Nos.155,044, 163,203, 163,204,164,305 and Sections 11.5.7 and 16.50 of the Los Angeles Municipal Code.
6. Once your item is set on the Design Review Board (DRB) agenda, you are required to post a legal hearing notice on your property five days prior to the meeting. Proof of posting (a certification of on-site notification) must be furnished to the Westwood planner at the DRB meeting (unless it is being handled by BTC).
7. Someone representing your project will need to attend at least one DRB meeting. Be prepared to speak knowledgeably about the design of the project, (including landscaping if applicable). Please bring the following to the meeting: Color chips and material samples, full size plans and elevations, display drawings, dimensional drawings and/or models.

The Westwood Design Review Board regularly meets on the 1st and 3rd Wednesday of the month, 6:00 P.M, at:

Belmont Village of Westwood (Senior Living), Town Hall, 10475 Wilshire Boulevard, Los Angeles, CA 90024 (1 block west of S. Beverly Glen Blvd.)
 Please contact Westwood Planners, **Julia Duncan** or **Zuriel Espinosa**, to confirm meetings (213.978.1249) or at julia.duncan@lacity.org or zuriel.espinosa@lacity.org.

Agendas are also available online at: <http://planning.lacity.org> under "Meetings / Hearings."

2018 CALENDAR - MEETING DATES

| | |
|-------------|-------------|
| January 3 | July 18 |
| January 17 | August 1 |
| February 7 | August 15 |
| February 21 | September 5 |
| March 7 | October 3 |
| March 21 | October 17 |
| April 18 | November 7 |
| May 2 | November 21 |
| May 16 | December 5 |
| June 6 | December 19 |
| June 20 | |

WESTWOOD

Specific Plan Project Permit Compliance and Design Review Board

Steps and Approximate Timeline

1. Initial meeting(s) or discussion(s) with Planner.
2. Submit application packet to Planning Department. Submission day must be at least three (3) weeks before the DRB meeting that you'd like to attend.
 - a. Make appointment with Planner to review plans, forms, and BTC documentation.
 - b. If packet is complete, Planner will fill out and sign the second page of the Community Planning Referral Form.
 - c. Bring your completed packet and referral form to the Planning Department's Public Counter for submission. They will collect a filing fee based on the scope of work for your proposed project:

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|--|------------|
| Minor Project: Projects limited to three signs or less; or a change of use (for both items together the Standard Project fee applies) | \$2,842.00 |
| Standard Project: Additions of less than 200sf, more than three signs, or projects involving rooftop wireless equipment | \$6,500.00 |
| Major Project: All other projects | \$8,403.00 |
| Preliminary Design Review | \$4,482.00 |

- d. Your CEQA Categorical Exemption (CE) will also be completed at the Public Counter; the filing fee for a CE is \$373.00. Not all projects qualify for a CE and may require an environmental assessment and larger fee. Preliminary Design Review is not subject to CEQA requirements and there is no CEQA-related fee.
3. Planner will add your case to the DRB's next agenda. BTC will mail notices to your neighbors and post the agenda at the project site.
4. Prepare for your DRB presentation. Prepare presentation boards, material samples, or any other items that will help the DRB and Community Planner understand your proposal.
5. **DRB Hearing.** You or your team will present your project and the DRB members will have the opportunity to ask questions. If revisions are recommended by the Board, they may opt to continue your case until the next scheduled DRB meeting. If the DRB is ready to render a decision, they may officially vote to approve a project as presented, approve with additional conditions, or deny a project. This approval acts as a recommendation to the Planning Department, which is the final decision maker for your proposed project.
6. **Director's Determination.** This 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 5, 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.
7. **15-Day Appeal Period.** Your case is allowed to be appealed by any of the above interested parties for up to 15 days.
8. **Final Approval.** If no appeals are filed, you can make an appointment with the Planner for final approval.
 - a. Bring two sets of your final plans, which must include any conditions of approval from your Determination Letter and/or any changes required by other City Departments.
 - b. If your final plans meet the requirements of the Determination Letter, Planner will stamp your final plans and provide necessary "sign-offs" for your Building and Safety Clearance Summary Worksheet.

WESTWOOD

Design Review Board 2018 Advance Calendar

- The Design Review Board regularly meets on the first and third Wednesday of the month, 6:00 P.M., at Belmont Village of Westwood (Senior Living), Town Hall, 10475 Wilshire Boulevard, Los Angeles, CA 90024 (1 block west of S. Beverly Glen Blvd.)
- Scheduled meetings are subject to change or cancellation. Please call the Department of City Planning to confirm meetings at (213) 978-1249.
- Meeting agendas are posted at Council Offices and City Hall, and can also be found on the City Planning Department's web page at planning.lacity.org.
- All applications require staff review and approval prior to submission to the City Planning Public Counter. After the public counter accepts the case for filing, a second staff review is required prior to the application being deemed complete and the case being scheduled on the DRB agenda. Review and approval is based on submission requirements in Ordinance No. 163,204 and Section 16.50 of the Los Angeles Municipal Code.

Meeting dates for 2018:

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|---|---|
| <ul style="list-style-type: none">▪ January 3▪ January 17▪ February 7▪ February 21▪ March 7▪ March 21▪ April 18▪ May 2▪ May 16▪ June 6▪ June 20 | <ul style="list-style-type: none">▪ July 18▪ August 1▪ August 15▪ September 5▪ October 3▪ October 17▪ November 7▪ November 21▪ December 5▪ December 19 |
|---|---|

CHECKLIST – Final Design Review

Project address: _____

Applicant: _____

Case Number: _____

All submitted items must be noted with a check (X) in the adjacent box. Materials must be collated before submission. Separate application forms / materials are required for Preliminary and Final Design Review.

Please provide one of the following for the case file:

- This checklist, completed.**
- Community Planning Referral Form**, with questions on both pages answered.
- Department of City Planning Application**, original copy signed and notarized by the property owner(s). Under “Actions Requested”, write on separate lines: “11.5.7 SPECIFIC PLAN PROCEDURES” and “16.50 DESIGN REVIEW BOARD PROCEDURES.” “Legal Description” can be obtained from ZIMAS (see below).
- Neighborhood Council Copy**, goes to the Westwood Neighborhood Council. Please enclose in a large envelope a copy of the application, project plans, and photo exhibit. The envelope should be addressed, postage paid, and unsealed. Please ask the planning counter staff for mailing address.
- Environmental Clearance** (for final mandatory reviews only.) Projects entitled to categorical exemptions are issued an environmental clearance over the counter at the time of filing.
- Shade and Shadow Study** for projects abutting existing residential structures only—1 copy of full study for case file (plus 11 copies of first page synopsis only—see below)

MATERIALS PACKET - Please provide 11 collated sets of the following:

- Written narrative / project description** including findings regarding the project’s consistency with relevant Specific Plan provisions, and Design Review guidelines, point by point.
- 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 Specific Plan, 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 index map**, showing existing conditions of the project site, and surrounding buildings. Map should indicate from where photos are taken. For sign projects within Westwood Village, show all existing signs located on building (not just tenant space).
- Colored 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 project, in relationship to surrounding properties; indicate location of adjacent buildings. Plan should include lot lines, measurement scale, North arrow, and datum point from which height is measured.
- Floor Plans** for new multi-story projects, showing dimensions for all levels. Indicate parking space counts, habitable room counts, and include roof plans.

(Continues next page)

- Elevation Drawings**, with 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 Westwood Village, show placement and height of sign upon building.
- Section Drawings**, with heights and dimensions.
- Sign details**, if applicable: show dimensions for all proposed signs, including square foot measurements, width, length, depth, projection from building facade, etc.
- Landscaped Plans**, if applicable, including:
 - Planting locations and quantity of each species.
 - Names of plant materials, common and scientific.
 - Approximate size of plant materials at time of planting and estimated planting schedule.
 - Approximate size of plant materials at time of maturity and time of vegetation 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 landscaped areas in the front yard, rear yard, side yards, and if applicable, the roof-top and balconies.
- Shade and Shadow Study** (applicable to projects abutting existing residential structures). Include copy of first page synopsis only.
- Environmental Clearance** synopsis (for large projects only, e.g. those with EIRs)
- Any Information** on related discretionary cases (e.g., zone variances).

At time of submittal, please also provide 2 copies of the following:

- Mailing labels and Index map** (allow several days to complete)
 - Names and addresses of applicant(s), property owner(s), architect, and occupants/tenants on-site.
 - Address of occupants/tenants and owners of all properties adjacent, abutting, with a common corner, across streets and alleys from the property, or owners of all properties that are within 100 feet of the exterior boundaries of the property, whichever is greater.
 - Signed and dated perjury statement.
 - Index Map or Key Map.
 - BTC receipt (IMPORTANT: see handout on mailing procedures).

Please bring the following to the DRB meeting:

- Color chips and materials board.
- Display drawings, dimensional drawings and/or models.
- Full size plans and elevations.
- Certification of on-site notification posting (unless handled by BTC).

CHECKLIST – Preliminary Design Review Application

Project address: _____

Applicant: _____

Case Number: _____

- Department of City Planning Application**, original copy signed and notarized by the property owner(s). Under “Actions Requested”, write on separate lines: “11.5.7 SPECIFIC PLAN PROCEDURES” and “16.50 DESIGN REVIEW BOARD PROCEDURES.” “Legal Description” can be obtained from ZIMAS (see below).
- Neighborhood Council Copy**, goes to the Westwood Neighborhood Council. Please enclose in a large envelope a copy of the application, project plans, and photo exhibit. The envelope should be addressed, postage paid, and unsealed. Please ask the planning counter staff for mailing address.
- Any information on related discretionary cases (e.g., zone variances).

Please provide 11 collated copies of the following to City Planning staff: (11” x 17” folded in half – not bound)

Note: Applicant should bring as much documentation/information as possible for the DRB to review. Detailed, final design drawings, elevations, and sections, etc. are helpful, but a complete package of finalized drawings is not required at this stage. At the minimum, the applicant should submit:

- Color photographs with index map**, showing existing conditions of the project site, and surrounding buildings. Map should indicate from where photos are taken. For sign projects within Westwood Village, show all existing signs located on building (not just tenant space).
- Samples/paint chips** of proposed colors to be used, stating the color’s name & number, & manufacturer’s name.
- Site Plan** showing existing and proposed dimensions of project, in relationship to surrounding properties; indicate location of adjacent buildings. Plan should include lot lines, measurement scale, North arrow, and datum point from which height is measured.
- Elevation Drawings**, with 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 Westwood Village, show placement and height of sign upon building.
- Section Drawings**, with heights and dimensions.
- Landscaped Plans**, if applicable.
- Plot Plan** of the existing trees on site and within the public right of way.

There is no noticing requirement for Preliminary Design Reviews, so no mailing labels or on-site posting are required at this stage.

Department of city Planning