

City of Los Angeles
Department of City Planning
FILING INSTRUCTIONS AND CHECKLIST
EXPOSITION CORRIDOR TRANSIT NEIGHBORHOOD PLAN
SPECIFIC PLAN

Application Instructions

- 1. Instructions.** Applicants must read and follow these instructions and complete checklist carefully to ensure timely review.
- 2. File Submission.** Applicants must provide both an 11x17 printed plan set and digital files of the documents listed on the checklist pages to the Expo TNP Project Planner. Digital files can be provided via email or by submitting a flash drive or CD in City Hall Room 721.
 - A. Plans prepared by licensed architects or engineers must be so identified on each sheet.
- 3. Review Process.** The Expo TNP Project Planner, will review the project based on Ordinance No. 186402 and Section 11.5.7 of the Los Angeles Municipal Code. The Planner will notify the applicant of the review process for the case.
 - A. To qualify for Administrative review the case must:
 1. Comply with the Specific Plan ([Ordinance No. 186402](#)).
 2. Comply with the environmental standards in [Appendix D](#) of the Specific Plan.
 3. Fulfill the requirements of this Checklist.
 - B. Cases that do not qualify for Administrative Clearance, will be directed to complete the [Geographic Project Planning Referral Form](#) and file their application at a [City Planning Public Counter](#).
- 4. Fees.** At the time an applicant submits an application, City Planning will create an invoice based on fees established in Section 19 of the Los Angeles Municipal Code. Checks should be made payable to the City of Los Angeles.

FOR STAFF USE: Case Number: _____

Application Checklist

To complete this checklist, please fill out all descriptive information, indicate the relevant plan sheet number, and provide the name of relevant reports, as applicable. Materials must be collated before submission. Application requirements include those listed in **Specific Plan Section 1.3.3**.

For detailed information on terms and requirements for plan sheets, please see the [Department of City Planning Filing Instructions](#) for guidance. Also ensure that plans denote all requirements, including relevant Urban Design Standards found in **Section 4** of the Plan.

Please provide the following:

Applicant Name:		
Applicant Contact Info:	Email: Phone:	
Owner Name:		
Owner Contact Info:	Email: Phone:	
Primary Contact Name:		
Primary Contact Info:	Email: Phone:	
Project Address:	Date:	
Project Description:		
Assessor Parcel Number(s):	Zoning:	
Project Type: <i>(check all that apply or could apply)</i>	<input type="checkbox"/> Change of Use <input type="checkbox"/> Demolition <input type="checkbox"/> Addition <input type="checkbox"/> New Construction <input type="checkbox"/> Signs <input type="checkbox"/> Alcohol Sale/Consumption <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Use of Land <input type="checkbox"/> Division of Land / Small Lot <input type="checkbox"/> Streetscape Improvements <input type="checkbox"/> Other (please describe) _____	

FOR STAFF USE: Case Number: _____

Scope of Work:

Lot Area (before dedications):

Project FAR:

Current Use:

Proposed Use:

Proposed Residential sq.ft.:

Proposed Non-Residential sq.ft.:

Number of existing residential units:

Number of proposed residential units:

Does the project involve an Eligible Historic Resource:

Yes No

Number of residential units to be demolished:

Will the Project need require a Specific Plan Adjustment or Exception?

Yes No

Building Permit Number(s):

Related Documents / Referral Forms:

Affordable Housing Referral Form:

Yes Not provided N/A

Department of Transportation (DOT) Referral:

Yes Not provided N/A

Engineering (BOE) Planning Case Referral Form (PCRF):

Yes Not provided N/A

Order to Comply:

Yes Not provided N/A

Low Impact Development (LID) Referral:

Yes Not provided N/A

Proof of Filing with Housing (HCID):

Yes Not provided N/A

Recorded covenants, affidavits, or easements:

Yes Not provided N/A

The following checklist includes materials required for case acceptance for all projects. Applicants should complete the Plan Sheet column, leaving the last column for staff use.

REQUIRED MATERIALS FOR ALL PROJECTS

PLAN SHEET

SUBMITTED? (Staff Use)

FOR STAFF USE: Case Number: _____

<p>Written Narrative/Project Description including a short discussion of the project's consistency with relevant Specific Plan provisions and design standards, point by point.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No
<p>Color Photographs w/ Index Map, showing existing conditions of the project site, and surrounding buildings. Map should indicate from where photos are taken.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No
<p>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.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No
<p>Building Elevations, with heights and dimensions for existing or proposed buildings; conformance with transparency requirements is also required. For new structures, show elevations of all sides of building. For sign projects, show placement and height of sign upon building.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No
<p>Colored Renderings/Drawings of proposed project, including finished details of materials and colors, stating the reference name/number/manufacturer.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No
<p>Floor Plans for new multi-story projects, showing dimensions for all levels. Indicate parking space counts, habitable room counts, and include roof plans.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Section Drawings, with heights and dimensions.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No
<p>Materials and Colors sheet, call out of proposed colors and materials, stating the name, number, and manufacturer. See Specific Plan Section 4 for relevant requirements.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Landscape Plans shall include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approximate size, maturity, and location of plant materials <input type="checkbox"/> Scientific and common names of the plant materials and information on drought tolerance <input type="checkbox"/> Proposed irrigation plan <input type="checkbox"/> Estimated planting schedule <input type="checkbox"/> The length of time required to attain plant maturity <input type="checkbox"/> Planting locations and quantity of each species <input type="checkbox"/> Calculate area of hardscape and permeability <p>See Specific Plan Section 4 for relevant requirements.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No <input type="checkbox"/> N/A

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<p>Environmental Standards: All projects in the Specific Plan Boundaries are required to comply with the Environmental Standards found in Appendix D of the Plan. To ensure compliance, Environmental Standards shall be printed on plan sets.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>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. If providing Publicly Accessible Open Space, demonstrate compliance with all Plan standards for design and accessibility. See Sections 2.5, 3.3, and/or 4.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Information on related discretionary cases (Letters of Determination, etc.)</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Sign details, if applicable, show dimensions for all proposed signs, including square foot measurements, width, length, depth, projection from building facade, etc. If project is located in the West Pico Design Standards District, show compliance with relevant standards in Section 4.2.6 of the Plan.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete <input type="checkbox"/> No <input type="checkbox"/> N/A

The checklist below will help guide applicants as to which additional studies or reports will be required for project review. Applicants should complete the See Attachment or Plan Sheet column, leaving the last column for staff use.

<p>ADDITIONAL REQUIRED CONTENT</p>	<p>SEE ATTACHMENT OR PLAN SHEET</p>	<p>STANDARD MET? (Staff Use)</p>
<p><i>For Projects that result in net new square footage:</i></p>		
<p>Vehicle Trip Generation Analysis pursuant to Section 5.1.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p><i>For Projects that require Community Amenities, pursuant to Section 3:</i></p>		
<p>The Project's total point calculation and a description of the Community Amenities provided with their associated point values.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

FOR STAFF USE: Case Number: _____

Where a Community Amenity is a physical improvement, the improvement shall be shown on the Project site plan (or a separate site plan, if the improvement is located off-site) or other relevant drawing(s).		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where a Community Amenity involves Streetscape improvements, conceptual level drawings of those improvements, to the satisfaction of the Department of Public Works.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If a Project is proposing a Community Amenity that is not listed in the Community Amenities Menu (Appendix A), the Project application shall include a validated cost estimate (Section 3.3.2. B.2).		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Any additional materials and studies required by this Specific Plan, as relevant to the Project:</i>		
Shared parking analysis (see Section 2.6.2).		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Transportation demand management plan (see Section 3.4).		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Applicable technical studies to determine environmental scope (see Section 5): <input type="checkbox"/> Transportation <input type="checkbox"/> Aesthetics <input type="checkbox"/> Cultural Resources <input type="checkbox"/> Hazards and Hazardous Materials <input type="checkbox"/> Water Supply		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Projects that are not located within a Transit Priority Area as defined by California Public Resources Code Section 21099(a) and include proposed structures in excess of 60 feet in height:</i>		
Shadow-Sensitive Use map identifying Shadow-Sensitive Uses to the north, northwest, and northeast		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the Shadow-Sensitive Use map demonstrates that a Project is located within a distance less than or equal to three times the height of the Project to any Shadow-Sensitive Use, the applicant shall also prepare and submit a Shade and Shadow Study. For purposes of determining maximum shadow length, the shade and shadow study shall calculate and diagram hourly shadows during extreme conditions, as represented by the Winter solstice (December 22) and Summer solstice (June 21); this diagram shall show lot lines and the location of Shadow-Sensitive Uses.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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Projects involving an Eligible Historic Resource:

<p>Submit documentation as required by the Director of Planning, in consultation with the Department of City Planning's Office of Historic Resources.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Submit documentation that environmental review in compliance with CEQA was completed for the Project, including if necessary, the adoption of a statement of overriding considerations, prior to Specific Plan approval.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Projects involving new construction and soil disturbance:

<p>Applicable Projects shall submit a historical environmental report to demonstrate whether the Project is located on or within ¼ mile of a site identified on any government list of sites as having the potential to be contaminated with hazardous waste or hazardous materials, including lists prepared pursuant to California Government Code Section 65962.5.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>If the historical environmental report demonstrates that a Project is located on or within ¼ mile of a site identified on any government list as having the potential to be contaminated with hazardous waste or hazardous materials, the applicant shall also submit a Phase I Environmental Site Assessment. The Phase I Environmental Site Assessment shall be prepared by an appropriately qualified individual in accordance with state standards and guidelines, and evaluate whether the Project site may be contaminated from uses such as the storage, use, transport, generation, and disposal of toxic and hazardous waste or materials.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Projects involving any potential hazards identified by the Phase I Environmental Site Assessment shall conduct a Phase II Environmental Site Assessment and the Project site mitigated as recommended by an appropriately qualified individual with experience in the identification and mitigation of hazardous materials and wastes.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Written confirmation by an appropriately qualified individual or relevant agency to demonstrate compliance with any necessary remediation on the Project site to the satisfaction of the agency responsible for cleanup, including confirmation that the required site remediation was completed consistent with the relevant federal, state, or local requirements.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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Projects that meet the SB 610 criteria for a “project” as defined in California Water Code Sections 10910 to 10915:

Applicable Projects within Specific Plan Subareas that meet SB 610 criteria shall coordinate with LADWP to determine the Project’s net increase in water demand.		
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**Exposition Corridor Transit
Neighborhood Plan Specific Plan
Implementation Flowchart**

