



INFORMATION (CODE PROCEDURES/ POLICIES):

Mulholland Scenic Parkway Specific Plan: General Information

For properties in the Mulholland Scenic Parkway Specific Plan, there are several paths that projects can follow:

Projects over 900 Square Feet or Larger:

For any development over 900 square feet –which is counted cumulatively from the adoption of the Specific Plan in 1992 to present and includes all new construction- the Plan requires that projects go to the Design Review Board (DRB) for recommendation. Instructions for filing an application for the Mulholland Design Review Board can be found at:

https://planning.lacity.org/Forms_Procedures/MulhollandWeb.pdf

Once all DRB application materials are completed, contact City Planning's Mulholland staff to schedule an appointment to review the application materials prior to case filing. Appointments can be made online via <https://goo.gl/rviq4L>.

Upon receipt of Mulholland staff's consent, the application must then be submitted to the City Planning Development Services Center (DSC). DSC Case Filing Appointments can be made online: <https://planning.lacity.org/publiccounter.html> PLEASE NOTE: Incomplete applications will be placed on hold until all materials are provided.

Applicants should expect a 6-12 month review process after filing, and fees of approximately \$9,700+. Once the DRB review is complete, an applicant can file in Plan Check with the Los Angeles Department of Building and Safety (LADBS).

Remodels and Additions less than 900 Square Feet:

Projects that are maintaining the basic structure and character of a home and/or adding less than 900 square feet as defined by Section 11.J of the Specific Plan -which counts any cumulative addition after 1992- may be approved through an Administrative Clearance or a Project Permit Compliance (SPP) case.

Projects within this threshold need a Mulholland staff review of the relevant permit history, photos of the house, and the proposed plans. For review of this type of project, please schedule an appointment online at: <https://goo.gl/forms/XDtSMFPESyfgPdBm2> and bring the aforementioned materials. Please note that projects within 200 feet of parkland, 50 feet of a prominent ridge, and/or 100 feet of an identified stream may not be eligible for an administrative clearance; these circumstances may trigger Project Permit Compliance (no Design Review Board).

After an initial review of materials, staff may give written consent for an applicant to file in Plan Check. If a SPP case is not needed (majority of non-DRB Mulholland projects), an administrative case file will be created, and a fee of approximately \$290 will be required for final clearance. If staff determines that an SPP case is needed due to the reasons mentioned above (minority of non-DRB Mulholland projects), the applicant will receive further instruction on what is needed to process their request.

Please note appointments may be booked out for several weeks in advance. The benefit of an appointment time is that applicants are ensured that staff is available to meet with them, while time is balanced for all applicants. For further questions or assistance in setting up an appointment, please email Dominick Ortiz (Dominick.Ortiz@lacity.org) or Alycia Witzling (Alycia.Witzling@lacity.org).

Site Work:

For projects only involving decks, pools, grading, retaining walls, etc., staff will determine whether the project triggers DRB review. In-ground pools following a City Standard Plan can usually be cleared at the Development Services Center's public counter.

Before Designing Any Project:

Review the Mulholland Scenic Parkway Specific Plan's Regulations and Design Guidelines:

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

Design Guidelines: <http://cityplanning.lacity.org/complan/specplan/pdf/mulholguidelines.pdf>

Applicants can also download these documents via ZIMAS at <http://zimas.lacity.org> in the "Planning and Zoning" dropdown menu. Click the link for "Mulholland Specific Plan" to open links to these documents as well as the plan area maps.

If the project requires **moving or cutting down any protected native trees**, a protected tree removal permit will be required from the Board of Public Works. A Protected Tree Report prepared by a *Tree Expert* as defined in LAMC Section 12.21.A.12 and which takes into consideration the site plan of the proposed project, must be submitted to Mulholland staff prior to DRB hearing. Contact the City's Urban Forestry Division to submit a Protected Tree Report, to schedule a review of the project, and to receive a letter recommending the necessary mitigation for such action.

Determine if the project is subject to the **Baseline Hillside Ordinance (BHO)** or if it is within the **Girard Tract Specific Plan**. There are building regulations which will affect the design of the project if either or both regulations are applicable.

- BHO Regulations: http://clkrep.lacity.org/online/docs/2016/16-1460_ORD_184802_3-13-17.pdf
- BHO Correction Sheet (for summary of regulations and requirements: [https://www.ladbs.org/docs/default-source/forms/plan-check-2017/baseline-hillside-ordinance-\(bho\)-correction-sheet-\(effective-3-17-17\).pdf?sfvrsn=4](https://www.ladbs.org/docs/default-source/forms/plan-check-2017/baseline-hillside-ordinance-(bho)-correction-sheet-(effective-3-17-17).pdf?sfvrsn=4)
- Girard Tract regulations: <http://cityplanning.lacity.org/complan/specplan/pdf/GIRARD.PDF>
- These documents may also be available through ZIMAS at <http://zimas.lacity.org> in the "Planning and Zoning" dropdown menu.

Mulholland Staff Appointments & Questions

- Clearance appointments: schedule online at: <https://goo.gl/forms/XDtSMFPESyfgPdBm2>.
- DRB application materials review appointments: schedule online at <https://goo.gl/rviq4L>. Must have Google account.
- For any questions during the process or for help in scheduling an appointment: email Alycia Witzling (Alycia.Witzling@lacity.org) or Dominick Ortiz (Dominick.Ortiz@lacity.org).
- All appointments are at 6262 Van Nuys Boulevard Room 430, Van Nuys, CA 91401
- Department-wide contact information: <http://planning.lacity.org/phonelist/assignmentlist.pdf>