

Westwood-Pico Neighborhood Oriented District (POD) Director's Determination Filings

Instructions:

1. Please read the following instructions carefully so your case may be processed without delay. Missing or incomplete materials may cause a case to be continued.
2. Contact the Specific Plan's staff person by phone or e-mail to schedule an appointment to submit your application.
3. Section 13.07 of the Los Angeles Municipal Code (L.A.M.C.) explains the different types of approval applicants may file for in order to comply with the POD regulations. The entire L.A.M.C. is available online at: www.lacity.org/pln. Select 'Zoning Information' then 'Planning and Zoning Code.'
4. Fees are set by Section 19.01 Q of the L.A.M.C. Contact the Department of City Planning Public Counter for current fees (213) 482-7077. Checks should be made payable to the City of Los Angeles.
5. All submitted application materials, drawings, plans, etc. should be on 8 ½" x 11", 8 ½" x 14" or 11" x 17" (and folded in half) paper. Oversize plans submitted should be folded down to approximately 8 ½" x 14".
6. Prior to filing your application with the Planning Department, you are required to submit one set of self-adhesive mailing labels, plus a copy of the labels, directly to BTC (City's official mailing contractor), and obtain a receipt. This receipt is required as part of your initial filing package submitted to the Planning Department. Note: see the Mailing Procedures handout and instructions on the following page for details regarding mailing labels and index map.

REQUIRED DOCUMENTS FOR APPLICATION SUBMITTAL

Administrative Forms

Please provide **1 copy** of the following to City Planning staff:

- Department of City Planning Application, signed and notarized by the property owner(s).
- Community Planning Referral Form
- Environmental Clearance. (Projects entitled to exemptions are issued an environmental clearance over the counter at the time of filing.)
- Any information on related discretionary cases (e.g., Conditional Use Permits, zone variances).

Mailing Labels and Related Information

Please provide **1 copy** of the following to City Planning staff:

- Mailing labels* for the following:
 - Names and addresses of the applicant(s), project's property owner(s), architect, and/or representatives on self-adhesive labels.
 - Names and addresses of the owners of all properties adjacent, abutting, with a common corner, across streets and alleys from, or owners of all properties that are within 100 feet of the exterior boundaries of the project, whichever is greater, on self-adhesive labels.
 - Names and addresses of all occupants or tenants adjacent, abutting, with a common corner, across the street or alley from or occupants/tenants of all properties that are within 100 feet of the exterior boundaries of the project, whichever is greater. If the properties are not owner-occupied, mailing labels must be provided for these sites.
- Signed and dated Perjury statement.
- Index Map or Key Map matching lots to address labels.
- BTC Receipt.
- One paper photocopy of each set of mailing labels.

* Prior to filing an application, Applicants must provide to BTC (or hire BTC to produce) one set of self-adhesive labels, plus one photocopy of those labels, and obtain a receipt from BTC. See Mailing Procedures handout for more information.

(cont.)

Project Information

Please provide **2 collated copies** of the following to City Planning staff:

- Written narrative describing the nature of the project, addressing the Specific Plan design criteria and guidelines, and presenting findings regarding the project's consistency with the Specific Plan. (Not necessary for sign-only projects.)
- Vicinity Map, with scale and directional arrow, indicating the location of the project site in relation to nearby streets.
- District/ZIMAS Map indicating the project's location, zoning, and related cases.
- Color photographs (with index map indicating where photos were taken) showing the existing site situation; the project site, surrounding areas and buildings, to clearly represent the context of the proposed project.
- Colored renderings or drawings of the proposed project, include finish details. Call out specific products and materials proposed, and state the manufacturer's name, and color number, for colors proposed.
- Site Plan (s) of appropriate scale that clearly represents all the features of the site and significant design issues. If the scope of work is significant, or the project is complex, it may be necessary to provide two Site Plans; one showing the existing site situation, and the second showing proposed changes. To include:
 - Existing and proposed dimensions of improvements
 - Lot lines
 - Scale
 - North arrow
 - Buildings, structures, walls, fences, significant trees
 - Abutting sidewalks and streets
- Floor Plans of appropriate scale, including all significant items or floor levels necessary to clearly represent design intent. Show dimensions for all stories and levels.
- Elevation Drawings of appropriate scale, including all sides of the item(s) or building(s) to clearly represent design intent. Show fully dimensioned height and width of item(s) or building(s).
- Section Drawings, of appropriate scale, show fully dimensioned height and width of item(s) or building(s), and lot contour and elevation lines.
- Sign plan, (if applicable) indicating proposed sign(s), fully dimensioned, and all existing signs on the property.
- Landscape Plans (if applicable) showing:
 - Planting locations
 - Names of plant materials, common and scientific. *(continued on next page)*
 - Quantity of each plant material.

- Approximate size of plant materials at time of planting and at maturity.
- Time of plant materials to reach maturity.
- Proposed irrigation plan.