

Filing for a New Supplemental Use District Approval Case in a the Atwater Village Pedestrian Oriented District (POD)

Start by reviewing the appropriate regulations, which are available online at: <http://planning.lacity.org/>
Go to *Plans & Policies* → *Pedestrian/Neighborhood Oriented Districts (Click on See Full List)* → *Atwater POD*

You may also contact to the LA City Planning Department to get a copy; see contact info below.

If a **consultation** is needed regarding design criteria and required submittal package, or **when you are ready to file**, contact City Planning staff to schedule an appointment.

These instructions apply to projects that meet the definition of a Project as defined in the Atwater Village POD. The process is called a Supplemental Use District Approval.

Please submit **four (4) copies of all plan sheets, minimum 11"x17" size***, fully dimensioned and drawn to scale.

Basic Checklist for all projects, such as storefronts and building renovations:

- Photos of existing condition
- Plot Plan/Survey of existing condition
- Plot Plan to show the proposed location of windows and doors and their relationship to the configuration of the front façade and the property line, as well as the location of trash/recycling.
- Elevation drawing showing dimensions
- Material specifications (manufacturer’s spec sheet) or samples
- Exterior surface wall treatments, and/or roofing materials if being affected by the proposed project
- Floor Plans
- Landscape Plans
- Window/door schedule showing graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed
- Master Land Use Application
- Mailing labels. Create labels for the owner, applicant, representative, Council Office, and And all owners and occupants within a 500 foot radius.
The appropriate Council Office is: Council District 13, 200 N. Spring Street Room 470, Los Angeles, CA
- Neighborhood Council packet, a 5th copy of the case file in a pre-paid, open envelope addressed to the Atwater Village NC, 3371 Glendale Blvd, Unit 105, Los Angeles, CA 90039
- *More detail may be required for historic buildings to determine any impact on historic features.*

Potential Additional Submittal Requirements for Department of Building & Safety*:

- Structural plans, including structural framing and installation details
- A complete set of Structural Calculations (for vertical and lateral loads) signed by responsible professional
- Mechanical plans (including relevant information from architectural plans for new components)
- Electrical plans (including relevant information from architectural plans for new components)
- An electrical permit, potentially requiring additional documentation, may be required by Building & Safety for signs that may have exposed wiring or other related citations

Contacts:

<p>Department of Building & Safety – Permit Counter 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012</p>	<p>Department of City Planning Project Planning Division Central Section 200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978-1160 – main number</p>	<p>Nicole Sanchez planning.nela@lacity.org (213) 978-3034</p>
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**Building & Safety may require all plans to be 24"x36" minimum size*