

**VERMONT/WESTERN TRANSIT ORIENTED DISTRICT SPECIFIC PLAN  
STATION NEIGHBORHOOD AREA PLAN (SNAP)  
APPLICATION CHECKLIST FOR CHANGE OF USE PROJECTS**

\*See Department of City Planning Application Filing Instructions for Additional Information  
(Form CP13-7810 on Planning Website)

- 1. Vermont/Western Transit Oriented District Specific Plan Application Checklist
- 2. Department of City Planning Application (Form CP13-7771.1 on Planning Website)\*
- 3. Proof of Ownership\*
- 4. Findings/Justifications\* Written narrative describing compliance with the following:
  - Vermont/Western SNAP
  - Vermont/Western SNAP Development Standards and Design Guidelines (if new construction or extensive remodel)
  - Additional findings/justification for each entitlement other than a Project Compliance (SPPC) *if applicable*
- 5. Geographic Project Planning Referral Form (*to be provided by the SNAP planner at the end of the pre-application review process*)
- 6. Plans required (one 24"x36" set and three 11"x17" sets) *The SNAP planner may require additional sheets not listed below*
  - Demolition plan (if demolition is occurring within the existing space)
  - Cover page including the following details:
    - Legal description
    - Note stating the property's applicable SNAP Subarea
    - Lot Area
    - Existing and Proposed Building Square Footage
    - Existing and Proposed Floor Area Ratio (FAR)
    - Existing and Proposed Height
    - Existing and Proposed On-Site Parking Spaces (*In SNAP Subareas A, B, and C: Existing number of on-site parking spaces must be maintained for any change of use project, so long as the main building or structure remains, and shall not be reduced. Provide the most recent Certificate of Occupancy and/or Building Permit to confirm the existing number of parking spaces at the subject property.*)
  - Plot plan (See Plot Plan Instructions Form CP-7752 on Planning Website)
  - Floor plans (See Floor Plan Instructions Form CP-7751 on Planning Website)
  - Elevations (See Elevations Instructions Form CP-7817 if the proposed project includes exterior remodeling)
- 7. Zoning Information and Map Access System (ZIMAS) Parcel Profile Report and Map.
- 8. Vicinity Map\*
- 9. Photographs\*
  - Front side and rear views of all existing buildings and structures on site
  - North, south, east and west facing views of the subject property if no structures exist
  - A view of the subject property from adjacent properties

- A view from the subject property of all adjacent lots showing existing fencing or walls dividing each lot from the subject property
  - All abutting lots, across the street or alley from or having a common corner with the project site
  - Index map with arrows and numbers keyed to the photographs indicating from where and in what direction each photo was taken.
10. Public Noticing\* (See Forms CP13-2074 and CP-2074T on Planning Website. *Mailing materials may be provided after case filing and closer to the issuance of the Letter of Determination or public hearing notice*)
- Mailing Labels
    - Owners of all properties abutting, across the street or alley from, or having a common corner with the subject property
    - Owners, applicants, and project representatives of the proposed project
    - Department of Building and Safety (see address on page 3)
    - Department of Transportation (see address on page 3)
    - Department of Neighborhood Empowerment (see address on page 3)
    - Los Angeles Unified School Board (see address on page 3)
    - City Administrative Officer (see address on page 3)
    - Bureau of Engineering (see address on page 3)
    - Certified Neighborhood Council (see address on page 3)
    - City Councilmember's Office (see address on page 3)
- Note: If you are requesting entitlements other than a Project Compliance (SPPC), provide the required mailing labels in addition to the above list per Multiple Approvals Ordinance (MAO).***
- Penalty of Perjury Statement
  - BTC Receipt (BTC is not required if the application is only requesting an SPPC entitlement. MAO applications require BTC process)
  - Key map indicating which property belongs to which owner/occupant
  - Radius Map (if requesting entitlements other than an SPPC)
11. Electronic copy of all documents on a flash drive
12. Duplicate Case Files to the Certified Neighborhood Council \*
13. Building Permits and Certificates of Occupancy
14. Additional requirements depending on entitlements, property and project\*
- Preliminary Zoning Assessment (Form CP-4064)
  - LAHD SB 8 Replacement Unit Determination Letter
  - Housing Crisis Act Vesting Preliminary Application Referral Form (Form CP13-4062) [optional]
  - Redevelopment Project Area Referral Form (if applicable)
  - Existing/Related Entitlements (if applicable)
  - Order to Comply (if applicable)
  - Q/D Condition Ordinance (if applicable)

**In addition to the abutting owner list (or appropriate radius list per Entitlement Requests and the Multiple Approvals Ordinance), THE FOLLOWING LABELS ARE REQUIRED**

**Required Mailing Labels**

Department of Building & Safety  
ATTN: Building & Safety Zoning Engineer  
Mail Stop 115  
201 N. Figueroa Street, Suite 1030  
Los Angeles, CA 90012

Los Angeles Unified School District  
333 S. Beaudry Avenue  
Los Angeles, CA 90017

Department of Neighborhood Empowerment  
200 N. Spring Street, Suite 2005  
Los Angeles, CA 90012

City Administrative Officer  
Mail Stop 130  
ATTN: Maria Ramos  
200 N Main Street, 15<sup>th</sup> Floor  
Los Angeles, CA 90012

Department of Transportation  
100 S Main Street  
Los Angeles, CA 90012

Bureau of Engineering  
1149 S. Broadway, Suite 7  
Los Angeles, CA 90015

**Choose the Appropriate Council Member**

Councilmember Hernandez, CD1  
ATTN: Helen Campbell  
Mail Stop 201  
200 N Spring Street  
Los Angeles, CA 90012

Councilmember Hutt, CD10  
ATTN: Hakeem Parke-Davis  
Mail Stop 217  
200 N Spring Street  
Los Angeles, CA 90012

Councilmember Raman, CD 4  
ATTN: Mashaal Majid and Armida Reyes  
Mail Stop 206  
200 N Spring Street  
Los Angeles, CA 90012

Councilmember Soto-Martinez, CD13  
ATTN: Emma Howard and Ted Walker  
Mail Stop 222  
200 N Spring Street  
Los Angeles, CA 90012

**Choose the Appropriate Neighborhood Council**

Los Feliz Neighborhood Council  
PO Box 27003  
Los Angeles, CA 90027

Wilshire Center Koreatown Neighborhood Council  
4001 Wilshire Blvd, F400  
Los Angeles, CA 90010

Hollywood Studio District Neighborhood Council  
5500 Hollywood Boulevard, Suite 313  
Los Angeles, CA 90028

Silver Lake Neighborhood Council  
1850 W. Silver Lake Drive  
Los Angeles, CA 90026

East Hollywood Neighborhood Council  
PO Box 292359  
Los Angeles, CA 90029

Hollywood United Neighborhood Council  
PO Box 3272  
Los Angeles, CA 90078

Rampart Village Neighborhood Council  
155 N. Occidental Blvd. 2nd Fl, Room 236  
Los Angeles, CA 90026