



INSTRUCTIONS:

**WARNER CENTER 2035 PLAN
PROJECT PERMIT COMPLIANCE
Ordinance No. 182,766; Effective: December 25, 2013**

Filing Requirements for ALL Project Permit Approval Applications, Except Administrative Clearance and Sign Applications

A Project may qualify for a Project Permit Compliance process if any of the following are true:

- 1) The Project is a Multiple-Phased Project.
- 2) The Project is a Master Planned Project.
- 3) The Project is a Basic Development Right Project.
- 4) The Project includes a subdivision of a lot that is larger than 217,800 square feet in lot area
- 5) The Project is a stand-alone parking structure.
- 6) The Project includes the addition of more than 50,000 square feet of net new floor area.
- 7) The Project includes the addition of 50 or more net new dwelling units
- 8) The Project includes any Entertainment Uses pursuant to Section 6.2.9 of the Plan.

Read ALL instructions carefully. Missing or incomplete materials can cause delays.

- 1) **Before** designing the project, review the Warner Center 2035 Plan, which can be found at: https://planning.lacity.org/odocument/3eadcb84-d31e-4666-9811-ad55f4f67d93/13-0197_ord_182766.pdf or purchased at either one of the Department of City Planning (DCP) Development Services Centers (Public Counters at Metro, Valley or West Los Angeles offices). For locations, access the DCP Website at: <http://planning.lacity.org/>.

Link: https://planning.lacity.org/odocument/3eadcb84-d31e-4666-9811-ad55f4f67d93/13-0197_ord_182766.pdf

You can also download the Warner Center 2035 Plan through ZIMAS at <http://zimas.lacity.org> under the Planning and Zoning dropdown menu after inputting search information. Click the link for 'Specific Plan Area' and select 'Warner Center.' Then select the link 'Continue' to open the link to this document as well as the plan area maps.

- 2) Contact City Planning Warner Center 2035 Plan staff by phone to schedule an appointment to review your original submittal **before** photocopies of additional sets are made. Planning staff are located at 6262 Van

Nuys, Suite 430, Van Nuys, CA 91401. For questions and/or additional information contact Alycia Witzling at (818)374-5044: alycia.witzling@lacity.org or Tim Fargo at (818) 3749911: tim.fargo@lacity.org.

- 3) All submitted text-based application materials shall be submitted on 8 ½" x 11" paper.
- 4) All drawings, plans, etc. shall be on 8 ½" x 11", 8 ½" x14", or 11"x17" paper. Oversize plans submitted shall be folded down to approximately 8 ½" x 14".
- 5) ***As soon as possible***, preferably at the beginning of the design process, contact City Planning Warner Center staff by phone or e-mail to schedule a **preliminary review** to go over your project site plan and discuss any points from the Specific Plan that affect your project and,
- 6) **After your preliminary review**, and once all materials required for filing are completed, schedule a meeting with the City Planning Warner Center 2035 Plan to review your application package in accordance to the Specific Plan and the filing instructions.

Please provide two (2) collated copies, plus the original version, of the following:

- 1) The **DEPARTMENT OF CITY PLANNING APPLICATION (CP-7771)** must be completely filled out – typed or printed in black or blue ink – with full answers to every statement and question. The application **MUST** be signed by the lessee (if the entire site is leased by the applicant), property owner(s) or an officer of a corporation authorized to sign official document for the corporation (Note: proof of this authorization/notarization shall be submitted as well). It **MAY NOT** be signed by an agent, owner in escrow or attorney without authorization. The application must be signed before a Notary Public in the space provided and the property owner shall verify the application and submit a title report showing that the applicant is the record owner at the time of submitting a Project Permit Compliance application.

Department of City Planning Application:

<https://planning.lacity.org/odocument/3d913582-d6e7-4375-90e8-3e276b9c28bb/Department%20of%20City%20Planning%20Application.pdf>

Department of City Planning Application (DCP) Filing Instructions:

https://planning.lacity.org/odocument/b3cd2983-ed8d-4ec2-bedc-eb7c3d940c9a/Department_of_City_Planning_Application_Filing_Instructions.pdf

- 2) A **COVER LETTER WITH THE PROJECT DESCRIPTION SHOWING COMPLIANCE WITH THE PLAN** must be provided giving a synopsis of the project and a discussion of design objectives. The applicant must also provide a detailed discussion of the project’s compliance with the Plan’s provisions. Additionally, a complete listing of entitlement requests must be included.
- 3) Provide a copy of the completed proof of **DEPARTMENT OF TRANSPORTATION REVIEW APPLICATION** and accompanying receipt for the payment for the subject project. That application maybe obtained and filed at the Department of Transportation, San Fernando Valley Development Review, Planning and Land Use Development, 6262 Van Nuys Blvd. Room 320, CA 91401 – (818) 374-4697 or LADCP 6262 Van Nuys Blvd. Room 320, CA 91401 – (818) 374-4699.
- 4) **BUREAU OF ENGINEERING PLANNING CASE REFERRAL FORM (PCRF)** (See Bureau of Engineering contacts below):

Downtown

Bureau of Engineering
Land Development Group
201 N. Figueroa, Suite 200
Los Angeles, CA 90012
(818) 374-5090

Valley

Bureau of Engineering
Valley District
6262 Van Nuys Blvd., Suite 251
Van Nuys, CA 91401
(310) 575-8384

West Los Angeles

Bureau of Engineering
West LA District
1828 Sawtelle Blvd., 3rd Floor
Los Angeles, CA 90025
(213) 977-8945

- ❑ 5) **B-PERMIT.** Submit a copy of B-Permit Case Management form(s).
- ❑ 6) **Sanitation Case Referral Form.** Submit a copy of the form signed by a Sanitation Plan Checker.
- ❑ 7) **TITLE REPORT.** Submit a copy of a title report to verify current ownership of the subject property.
- ❑ 8) **VICINITY MAP,** with scale and a directional arrow, indication the location of the project site in relation to nearby streets.
- ❑ 9) **DISTRICT/ZIMAS MAP/REPORT,** indicating the project's location, zoning, and related cases.
- ❑ 10) **COLOR PHOTOGRAPHS** (with index map indicating where photos were taken) showing the existing site situation, an aerial, the project site, the surrounding areas and buildings, to clearly represent the context

of the proposed project. Photos shall be mounted on 8 ½" x 11" card stock or the equivalent.

- 11) **COMMUNITY PLANNING AUTHORIZATION FORM:** Complete the first page of the form and Planning staff will complete the second page. Prior to submitting this application, the City Planner MUST sign this form.
- 12) **PLANS REQUIRED.** The application shall be accompanied by two (2) sets of plans (one (1) set of 11"x 17" and one (1) set of "16 x 20"). **Oversize plans submitted shall be folded down to approximately 8 ½" x 14"**, plus an original print out and on a CD or Flash Drive, of the following:
- a. **COLORED RENDERINGS OR DRAWINGS** of the proposed project, including finish details. The plans shall call out specific products and materials proposed and state the manufacturer's name and color for the materials.
 - b. **A PLOT PLAN** drawn to 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 (2) Site Plans; one (1) showing the existing site situation, and the second showing the proposed changes. The Plot Plan shall include at a minimum:
 - i. Existing and proposed dimensions of improvements
 - ii. Lot Lines
 - iii. Scale
 - iv. North Arrow
 - vi. Abutting v. Buildings, structures, walls, fences and significant trees
sidewalks and streets
- See Plot Plan Instructions (CP-7752):**
https://planning.lacity.org/odocument/f7e02c30-3105-4c3b-9149-f3b359f01281/Plot_Plan_Instructions.pdf
- c. **ELEVATION PLANS**, including building height and architectural forms and detailing.

See Elevation Instructions (CP-7817):
https://planning.lacity.org/odocument/e7b10ed3-6b4d-4929-80f8-769343418774/Elevation_Instructions.pdf
 - d. Where there is new construction, addition or change of use of any land, **FLOOR PLANS** shall be submitted showing the proposed arrangement of rooms and location of various activities.

See Floor Plan Instructions (CP-7751):
[https://planning.lacity.org/odocument/97bd7bf3-3d90-4fbc-87d5-4928247d09cc/Floor_Plan_Instructions_\[Interior_Floor_Plan\].pdf](https://planning.lacity.org/odocument/97bd7bf3-3d90-4fbc-87d5-4928247d09cc/Floor_Plan_Instructions_[Interior_Floor_Plan].pdf)
 - e. **LANDSCAPE AND IRRIGATION PLAN**, prepared by a licensed landscape architect.

Landscape Plan instructions:

https://planning.lacity.org/odocument/0ec5781c-e9c2-446f-9a68-ffc6ec9b2d8b/Landscape_Plan_Instructions.pdf

Landscape Guidelines [City of Los Angeles Landscape Ordinance Guidelines]:

[https://planning.lacity.org/odocument/3de931fb-5553-4db1-8d0b-a1b4fcfaf0d5/Landscape_Guidelines_\[City_of_Los_Angeles_Landscape_Ordinance_Guidelines\].pdf](https://planning.lacity.org/odocument/3de931fb-5553-4db1-8d0b-a1b4fcfaf0d5/Landscape_Guidelines_[City_of_Los_Angeles_Landscape_Ordinance_Guidelines].pdf)

Los Angeles RIO District:

http://planning.lacity.org/Code_Studies/RIOproject/LA-RIO_183144_8.20.14.pdf

Overlay (RIO) District:

http://planning.lacity.org/Code_Studies/RIOproject/RIO_183145_8.20.14.pdf

- f. **PARKING PLAN.** A Plan shall be submitted showing the location of the required automobile and bike parking spaces. The Plan shall list all the current land uses and their required parking requirements as required per the Specific Plan and LAMC. If the Project involves an addition or change of use, the last Certificate of Occupancy is needed to document the required parking for the existing use.
 - g. **SIGN PLAN.** If applicable, a sign plan shall be submitted indicating the proposed sign(s), fully dimensioned, in addition to any existing signs on the property. The Sign Plan shall include a matrix describing general characteristics of each sign (type, sign name or number, illumination, dimensions, quality).
- 13) **PERMITS.** Provide all building permits, use of land permits, sign permits, associated plot plans and certificates of occupancy for all existing buildings and structures on-site. If project plans have been submitted into plan check, provide a copy of both sides of the current building permit application(s) with the structure inventory section filled out by your plan checker.
- 14) **SOLAR REFLECTIVE STUDY** (Appendix G).
- a. Option One
 - b. Option Two
 - c. Option Three
- 15) **LEED CHECKLIST.** A Checklist and narrative shall be provided documenting how each point was obtained and which plan sheet documents the obtained points.

LEED v4 Project Checklist for New Construction

<https://www.usgbc.org/resources/leed-v4-building-design-and-construction-checklist>

LEED for Homes Mid-rise Project Checklist for California <https://www.usgbc.org/resources/leed-homes-v2008-midrise-checklist-california-title-24-2013version>

a. Silver

b. Gold

16) **PUBLIC ACCESSIBLE OPEN SPACE STUDY.** Document location and dimensions of PAOS as well as where the required focal point, seating, covered areas etc. are located.

17) **SUPPLEMENTAL PROJECT INFORMATION – MULTIPLE-PHASED PROJECTS:** Any applicant filing for a Multiple-Phased Project shall provide a Supplement to this Application Form providing the information detailed in Sections 5.3.3.1.1 and 5.3.3.1.2 of the Plan.

a. Phasing Plan with timeline for each phase and what will be included in each phase.

18) **SUPPLEMENTAL PROJECT INFORMATION – MASTER PLANNED PROJECTS:** Any applicant filing on a Project site over 217,800 square feet (5 acres) shall provide a Supplement to this Application Form providing the information detailed in Sections 5.3.3.3.3 of the Plan. The Plans will need to show the following at a minimum:

a. New Streets

b. Pedestrian-Adapted Pathways

c. Publicly Accessible Open Space

d. Walkways

e. Sidewalks

f. Landscaping

g. Lighting Fire Lanes

h. Parking

i. Urban Design Features

19) If applicable, **SUPPLEMENTAL PROJECT INFORMATION – ACTIVITY NODES AND ACTIVE STREET FRONTAGE STUDY (Section 6.2.4).**

20) If applicable, **SUPPLEMENTAL PROJECT INFORMATION – NEW STREETS AND PEDESTRIAN ADAPTED PATHWAY STUDY (Section 6.2.5).**

21) **PROJECT PERMIT COMPLIANCE FINDINGS** Provide written documentation of compliance with LAMC Section 11.5.7.C.2 and all applicable WC2035 Regulations (include both District Specific and General Plan Regulations) and Urban Design Guidelines in Appendix F.

- 22) **Transportation Demand Management Plan** if Project is over 30,000 sq. ft.
- 23) **Mitigation Monitoring Program** on Plans and recorded as a Covenant and Agreement.

- Possible additional Environmental Studies required **may** include:

- 1) Air Quality Study
- 2) Shade/Shadow Analysis
- 3) Noise Study
- 4) Historical Analysis
- 5) Drainage Report
- 6) Tree Survey
- 7) Phase 1 Study
- 8) Phase 2 Study

24) **ELECTRONIC COPY OF APPLICATION DOCUMENTS.** Provide an electronic copy of your application on a flash drive (DSC planners will upload materials during filing and return the flash drive to you) or a CD (which will remain in the file). The following items must be saved as individual PDFs and labeled accordingly (e.g. "Floor Plan.pdf", "Photos.pdf", or "Findings.pdf" etc.). No file should exceed 9.8 MB in size.

- Department of City Planning Application
- Findings/Justification
- Vicinity Map
- Radius Map (if applicable)
- Each required plan separately (e.g. plot plan.pdf, floor plan.pdf. etc.)
- All photographs of the project site and surrounding properties
- Any additional application specific materials (alcohol list. pdf., FAA_application.pdf etc.)
- Any additional documents that could be helpful in the review of the project.

What to bring to the filing appointment at the Public Counter:

- Your signed **Geographic Project Planning Referral Form.**
- The original notarized **Department of City Planning Application.** Copies should be in the plan sets, but the original notarized document needs to be kept separate for the file.
- Your plan sets, with each page numbered as 1, 2, 3...** You should have at least two (2) of these sets for the case file.

- Your **Duplicate Neighborhood Council packet** in an envelope, with the address on it and postage paid, but not sealed. One of the two (2) sets called out for the case filing is intended for this packet. This packet must include (and should be culled to only include):
 - Department of City Planning Application
 - Photos of the site and surrounding properties
 - Vicinity Map
 - Set of plans: Site Plan, Elevations
 - The environmental document, which will be added to the packet at the time of filing at the Public Counter
- There will be no acceptance of a case file without the Neighborhood Council copy!***
- The **mailing gum (sticky) labels**. Copies of these should be in the plan sets but the two (2) of the originals should be in the case file.
 - The **money/check** to pay the filing fee for the case.

Items completed at time of filing:

Environmental Documentation Confirm with Warner Center 2035 Plan Staff the type of environmental clearance needed for the project.

Fees are set by section 19.01 Q of the Los Angeles Municipal code. Checks should be made payable to the City of Los Angeles. (A copy of the most recent fee schedule can be obtained at the Development Services Centers (DSC) (Public Counters).

The application may be filed at either one of the Department of City Planning, Development Services Centers at:

- DSC Valley, 6262 Van Nuys Boulevard, 2nd Floor, Van Nuys;
- DSC Metro, 201 North Figueroa, 4th Floor, Los Angeles, or
- DSC West Los Angeles, 1828 Sawtelle Boulevard, 2nd Floor, Los Angeles.

The application will not be considered officially on file until it is deemed complete and required plans and information are found to fulfill the requirements of the Project Planning Bureau.

Administrative
(Section to be completed by project staff)

Case No.	
Environmental Clearance No	
Permit Application No.	
Date Submitted:	
Project Address:	
Assessor Parcel Number(s):	
Other Related Cases:	
Fee:	
Receipt#:	
Date of Receipt:	
Project Planner:	

Information
(Section to be completed by applicant)

<p>Applicant Name: Company: Contact: Address: Phone Nos.: E-Mail:</p>	
<p>Property Owner's Name (if different from Applicant): Company: Contact: Address: Phone Nos.: E-Mail:</p>	
<p>Project Contact: Contact: Address: Phone Nos.: E-Mail:</p>	<p>Company:</p>

Project Description	
Project Type: Check all that are applicable	
<input checked="" type="checkbox"/> Change of Use	<input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Grading
<input checked="" type="checkbox"/> Interior Alteration	<input type="checkbox"/> Demolition <input type="checkbox"/> Temporary Permit
<input checked="" type="checkbox"/> Use of Land	<input type="checkbox"/> Addition
<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Pool/Spa
District:	
Neighborhood Council:	
Community Plan	Canoga Park – Winnetka – Woodland Hills – West Hills
Gross Lot Area (before any dedications):	
Existing Square Feet:	
Demolished Square Feet:	
Existing Maximum Height:	
Proposed Maximum Height:	
Project Total Size in Non-Residential Square Feet:	
Project Total Size in Residential Square Feet:	
Project Total Size in Square Feet:	
Project Total FAR Devoted to Non-Residential:	
Project Total FAR Devoted to Residential:	
Current Use(s):	
Proposed Use(s): See Appendix A of the Plan for Permitted Uses	
Amount of Publicly Accessible Open Space:	
Number of residential units: (if applicable) Removed: _____ New: _____ Remaining: _____ Work/Live _____	
Number of hotel rooms: (if applicable)	
Number of vehicle parking spaces: Required: _____ (min) _____ (max) Proposed: _____	
Number of bicycle parking spaces: Required: _____ Proposed: _____	
Active Frontage Street: YES <input type="radio"/> NO <input type="radio"/> Activity Node YES <input type="radio"/> NO <input type="radio"/>	
Number of LEED Points proposed:	
Green Roof Option:	

Other Considerations		
	Yes	No
Is the Project a Multi-Phased Project?		
Is the Project a Master Planned Project		
Is the Project a Basic Development Right Project		
Does the Project include a subdivision of a lot that is larger than 217,800 square feet (5 acres) in lot area?		

Is the Project a standalone parking structure?		
Does the Project include an addition of more than 50,000 square feet of net new floor area?		
Does the Project include the addition of 50 or more net dwelling units?		
Does the Project include any Entertainment Uses pursuant to Section 6.2.9 of the Plan?		
Does the Project include any Automobile use?		
Does the Project include any Hybrid Industrial use?		
Is the Project's uses permitted pursuant to Appendix A of the Plan? If "No", those uses must be removed from the Project.		
Is the Project subject to the Graduated Table limitations? If "Yes", Project is subject to Appendix B of the Plan.		
Is the Project located within ½ mile of a Los Angeles Unified School District school? If "Yes", Project is subject to Conditions AQ10-AQ14 of the Appendix C of the Plan.		
Is the Project providing Incentivized Uses per Section 6.2.1.1 of the Plan?		
Does the Project need additional environmental review beyond what was analyzed in the Master EIR? If "Yes", please submit a detailed list of additional environmental review necessary including reports.		
Does the Project involve an existing building of 30,000 square feet or more of floor area, an addition to an existing building where the total square of the building of 30,000 square feet or more of floor area, or any new building containing 30,000 square feet or more of floor area? If "Yes", please submit proof of compliance with Section 7.8 (Transportation Demand Management) of the Plan.		

Project Permit Checklist Form

(Except Sign Applications)

Warner Center 2035 Plan

[Ordinance No. 182,766; Effective: December 25, 2013]

New Construction			
(Section to be completed by applicant)			
	WC2035 Plan Standard (fill in requirement or "N/A")	Plan Sheet / Document which Demonstrates Compliance	Staff Approval
Plan District			
Land Use			
FAR	Allowed: _____ Proposed: _____		
Buildable Area	Lot Area _____ (Before Dedication) Lot Area (net) _____ (After Dedication)		
Residential Floor Area & Non-Residential Floor Area			
Ground Floor Limitation			
Building Height / Street Wall			
Setbacks			
Parking			

Activity Node			
Active Street Frontage			
PAOS/PAP			
Consultation with Urban Design Studio / Neighborhood Council			
Landscape Plan			
LEED Silver Compliant			
Solar Reflectance			
DOT Mobility Fee			
TDM Program if over 30,000 sq. ft.			
Street Dedication and Improvement			
Street Trees			
List MMP on Plans and Execute Covenant			
Additional Mitigations if 500-feet or ½ mile from school			
Cultural Amenities Fee if permit valuation is \$500,000 or more			
Supplemental Materials if Multiple-Phase or Master Plan			

*This checklist is for reference only, in order to provide supplemental information for a Director's Determination for the project

The Project described above is:

- APPROVED

○ DISAPPROVED

REVIEWED BY:	APPROVED BY:
_____	_____
PRINT NAME:	PRINT NAME:
DATE:	DATE:

*For any proposed Project, if Disapproved, there is no appeal process associated with an Administrative Clearance. The Planning Department's decision is final. The applicant can either: 1) Refile a new application for an Administrative Clearance with a new filing and application fee OR 2) File the Disapproved proposed Project as a new Project Permit Compliance application and fee payment pursuant to the provisions of LAMC Section 11.5.7-C and Section 6 of the Warner Center 2035 Plan.