



INSTRUCTIONS:

MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN DESIGN REVIEW Filing Instructions for New Project Permit Compliance Cases

1. **Read all instructions carefully.**
2. Submit all materials requested. *Missing or incomplete materials will result in the case placed on hold.*
3. Before designing the project:
 - Review the Mulholland Scenic Parkway Specific Plan and Mulholland Design Guidelines.
<http://cityplanning.lacity.org/complan/specplan/pdf/MULHOL.PDF>
<http://cityplanning.lacity.org/complan/specplan/pdf/mulholguidelines.pdf>
You can also download these documents through ZIMAS at <http://zimas.lacity.org> under the Planning and Zoning dropdown. 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 tree(s)**, a protected tree removal permit will be required from the Board of Public Works once the project is approved by the Planning Department. Because of this, *before* a DRB hearing date is set, a Protected Tree Report, which takes into consideration the site plan of the proposed project, *must be prepared by a Tree Expert* (defined in LAMC Section 12.21.A.12). Contact Urban Forestry to submit the Protected Tree Reports, 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** or if it is within the **Girard Tract**. There are building regulations which will affect your design if either (or both) is applicable.
http://clkrep.lacity.org/online/docs/2016/16-1460_ORD_184802_3-13-17.pdf
<http://cityplanning.lacity.org/complan/specplan/pdf/GIRARD.PDF>
You can also download these documents through ZIMAS at <http://zimas.lacity.org> under the Planning and Zoning dropdown.
4. Once all application materials are completed, contact City Planning Mulholland staff to schedule an appointment to review application materials. Appointments can be made online here: <https://goo.gl/rviq4L>. Staff are located at 6262 Van Nuys Boulevard Room 430, Van Nuys, CA 91401
 - Upon their signature, the application must then be submitted to the City Planning Development Services Center. Case Filing Appointments can be made online.
<https://planning.lacity.org/publiccounter.html>
 - Incomplete applications will be placed on hold until all materials are provided.

Questions & Mulholland Staff Appointments

Please contact Mulholland Planning Staff if you have any questions during the process or if you would like to schedule an appointment to review application materials. Prior to filing a case, application materials must be reviewed by Mulholland Staff by appointment only (online scheduling here: <https://goo.gl/rviq4L>).

Appropriate Planning Staff Member Contact Information Available at the following link:

<http://planning.lacity.org/phonelist/assignmentlist.pdf>

Application Materials Checklist

Note: Plans are to be prepared by licensed professionals, as indicated. All oversized plans are to be reduced to 11" X 17" at a 1/8" minimum scale and folded in half. The application shall be reviewed by the Mulholland Scenic Parkway staff for completeness prior to submitting it to the City Planning Public Counter, located at 6262 Van Nuys Blvd., Suite 251. A digital copy of the plans must also be submitted.

1. **Department of City Planning Application Form (CP-7771.1).** Fill-in the appropriate information and provide the required signatures of the property owners and signatures notarized. 2 copies. Download the form at: http://www.planning.lacity.org/Forms_Procedures/7771.1.pdf and instructions at http://www.planning.lacity.org/Forms_Procedures/7810.pdf.
 - Download at: http://planning.lacity.org/Forms_Procedures/7771.1.pdf
 - Note that the code section from which relief is requested is Ordinance 167,943 (Mulholland Specific Plan Ordinance)
 - The code section which authorizes relief are Section 11.5.7 for Project Permit Compliance
 - Should be completed and signed by the property owner and applicant of record.
 - An applicant is a person with a lasting interest in the completed project such as the property owner. An applicant is not someone filing the case on behalf of a client. An architect is considered the agent/representative for a project.
 - If the property is held by a trust, LLC, or corporation, proof of authorization to sign on behalf of the organization will be required at the time of filing.
 - Notarize the form, ensuring the owner is aware of these entitlements
2. **Environmental Documentation** confirm with staff the type of environmental clearance needed for the project. Most likely the project will be Categorically Exempt.
3. **Mulholland Scenic Parkway Specific Plan Application Form.** Complete the application below.
4. **Vicinity Map**, with scale and directional arrow, indicating the location of the Project Site in relation to nearby streets. (Thomas Guide map is acceptable).
5. **Topographic Survey**
 - ☐ A survey from NavigateLA that shows contour lines and the structure may be acceptable: <http://navigate.lacity.org/navigate/>
 - ☐ Show **all existing structures and trees**, labeled with their species and diameter.
6. **Site/Plot Plans (2 sets)** Follow instructions available online at http://cityplanning.lacity.org/Forms_Procedures/7752.pdf.

The site plan must show:

 - ☐ Footprint of existing structures and proposed project
 - ☐ All existing trees, labeled with their species and diameter
 - ☐ Location of required parking spaces (not including the garage)
 - ☐ All site plans/plot plans need to graphically show the proximity of surrounding, neighboring properties i.e. the distances in all directions from the property line of the project out to any adjacent properties—to a distance not to exceed 100 feet.
 - ☐ A **Project Profile** that contains the following information:

Lot Size	_____sq. ft.	_____	Floor Area Ratio (Floor Area / Lot Size)
Floor Area	_____sq. ft.	_____	% of Lot Coverage (Building Footprint / Lot Size)
Building Footprint	_____sq. ft.	_____	% of Total Lot Coverage (Hardscape + Building Footprint / Lot Size)
Hardscape	_____sq. ft.		
Number of Parking Spaces	_____		

Note: *Hardscape is defined as elements within the landscape which are impermeable. These elements would include solid concrete paving (or tile, brick, wood, or stonework), decomposed granite or gravel beds (with binding agent) or any constructed water features, including pools and fountains*

7. **Floor Plans (2 sets).** Follow instructions available online at http://planning.lacity.org/Forms_Procedures/7751.pdf

For each floor or level, show:

- ☐ Dimensions
- ☐ Square-footage calculations

Note: *Square footage calculations must use the definition for Residential Floor Area (Sec. 12.03)*

8. **Elevations (2 sets)** (all facades) Elevation instructions can be downloaded here: http://planning.lacity.org/Forms_Procedures/7817.pdf. For all facades, show:

- ☐ Dimensions
- ☐ Building envelope heights as defined by Section 12.21 C.10 (d) (or height limits identified in Section 12.21 A.17 (c) if in an A1, A2 or RD Zone)
- ☐ Indicate the lowest elevation within 5 feet of the perimeter of the building
- ☐ Indicate the highest elevation at the peak of the roof ridge
- ☐ Indicate that any outdoor lighting shall be shielded and downfacing

For each **material or different color**, show:

- ☐ Material(s) - Indicate that glass shall be anti-reflective
- ☐ Manufacturer's name(s)
- ☐ Color name(s) and number(s)

9. **Window/Door Schedule.** This schedule should show the graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed.

10. **Color Photographs.** Show the subject site, surrounding areas, and any surrounding buildings with an index map indicating where photos were taken.

11. **Landscape Survey or Plan, and Irrigation Plan (As Applicable)**

Note: *Please refer to the guidelines in the Landscape section of the Mulholland Specific Plan Design Guidelines and the preferred planting list when developing your project. Landscape plans in applications will be incomplete unless the Planting Legend, below, is complete.*

- **Include any existing planting scheme to remain. At minimum, if no landscaping is changing, an existing landscape survey is necessary.**
- Show proposed planting scheme indexed to the Planting Legend
- **If oak trees or other native trees are to be removed or impacted**, show and label the location and size of replacement trees of the same species and submit **3 copies** of a **Protected Tree report** prepared by a Tree Expert, as defined in Section 12.21.A.12 of the LAMC.
- **If planter boxes for LID Compliance are used**, show and label the plants for those boxes
- Include a proposed **irrigation plan** which shows, at a minimum, the zones and types of devices used. A more complete irrigation plan should show zone, type of device, water flow, spacing, etc.
- Show all exterior or outdoor lighting in a **lighting plan** (if applicable). This plan should include location and type of light fixture/devices, illumination information, etc.
- Show fencing, gates, pool, and other mechanical equipment enclosures, stairs, patios and exterior structure
- As the Plan promotes plantings with low water usage, the Water Use Classification of Landscape Species (WUCOLS) should also be included in the landscape plan. Information on this can be found at the California Department of Water Resources website. See online at: <http://www.water.ca.gov/wateruseefficiency/landscape/> and A pdf document on with the listings of regions, species, and water consumption is online at: <http://www.water.ca.gov/wateruseefficiency/docs/wucols00.pdf>
- Include a **Planting Legend**, which should read as follows:

Reference Number (to Correspond with Plan)	Common Plant Name	Botanical Plant Name	Container Size (i.e., 15 gal., or 36" box, etc.)	Number to be Planted	Height and Width (at Time of Planting)	Height and Width (at Full Maturity)	Years to Reach Maturity	Water Use Classification of Landscape Species (WUCOLS)
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12. **Protected Tree Report** by a Tree Expert, as defined in Section 12.21.A.12 of the LAMC (required for projects affecting protected native trees. See <http://asca-consultants.org/find/index.cfma> for a directory of **registered** experts near you)—**3 copies**

13. **Urban Forestry's Recommendation for Protected Tree Mitigation** for projects moving or removing protected tree(s) (Oak, California Black Walnut, Western Sycamore or California Bay)
14. **Referral Form for Hillside Ordinance**, Dept. of Public Works
Filled-in by the Department of Public Works, 6262 Van Nuys Boulevard, Suite 251, "B" Permit Counter, (818) 374-5090. If a street dedication is required, show it on the plot/site plan, and show the building setback from this dedication line.
15. **For any addition of over 500 square feet, a Slope Analysis Form**, Department of Building and Safety/Planning Department
- Filled-in by Applicant, signed or stamped by Surveyor or Engineer, and submitted along with analysis map to Planning Department Public Counter, 6262 Van Nuys Boulevard, Suite 251, (818) 374-5050, for approval.
 - Download at https://planning.lacity.org/Forms_Procedures/JointReferralForm.pdf
 - Alternatively, if the project builds under the guaranteed minimum of floor area, include the calculations of the lot area and the guaranteed minimum amount of area.
16. **Written Narrative: Proposed Project Description & Findings**
- Provide a description of the project (addition to home, removing an oak tree, etc)
 - **Explain how your project is consistent with the Specific Plan by providing the appropriate findings**
 - Provide the appropriate Findings pursuant to
17. **ZIMAS Map and ZIMAS Parcel Profile Report:** (not the parcel profile from LADBS)
Available on the Planning Department website: <http://zimas.lacity.org/>
Type in the address or parcel number (APN) ☐ click Reports ☐ click Parcel Profile Report
18. **Required Project Notification Materials:**
Provide **2 gum label copies** of the following material to City Planning and **1 gum label copy** to BTC.
Full mailing instructions, including the perjury statement, can be downloaded here:
http://planning.lacity.org/Forms_Procedures/2074.pdf
- **Mailing labels** of names and addresses of the following:
 - Applicant(s) / project's property owner(s)
 - Project representative(s)
 - Owners of adjoining and abutting properties*
 - **Index Map** showing locations of abutting properties, and keyed to the Mailing Labels
 - **Perjury Statement**, signed and dated
 - **BTC Receipt****, showing payment for mailing and posting (dated within 180 days of the submission date for the application or continued application).
- *Occupant and owner names and addresses can be procured from the City Clerk located at 201 N Figueroa Street, on the 7th Floor.
- **BTC is located at 14540 Sylvan Street, Van Nuys, CA 91411, 818-779-8870 or 201 N Los Angeles St, Ste 13A, Los Angeles, CA 90012, 213-617-9600.

Other Materials as required per staff meeting:

19. Colored Rendering or Colored Elevations and Materials (If Applicable)

On a colored rendering or colored elevation of the proposed project, list and identify:

- Material(s)
- Manufacturer's name(s)
- Color name(s) and number(s)
- The directional perspective (i.e.) compass orientation) from which each originates

20. Biologist's Stream/Riparian Report (for properties with streams located on them or grading 100 cubic yards or more within 100 feet of an identified stream, or on virgin hillside property)

- A copy of the summary from the stream/riparian report prepared by a biologist for properties that have an identified blue water stream on them, or grading more than 100 cubic yards of earth within 100 feet of a designated stream. See the Maps on ZIMAS or consult with staff with further questions.

21. Grading Plan (If Applicable-if grading is proposed)

- Grading Pre-Inspection if footprint of home/structures are changing
- The grading plan must show:

- All existing retaining walls (identifying the top and bottom of all walls)
- All proposed retaining walls (identifying the top and bottom of all walls)
- Cubic yards of cut, fill, export and/or import (as applicable)
- Proposed drainage system. Many projects require approval for the **Low Impact Development** with the Bureau of Sanitation; including the measures of compliance with this program should be included and may fit in this section.
- Geology and Soils Report/Soils Approval Letter from Building and Safety
- Associated Archeological / Palaeontological reports as applicable

Note: *Verify the permitted number and size of each retaining wall with the Department of Building & Safety.*

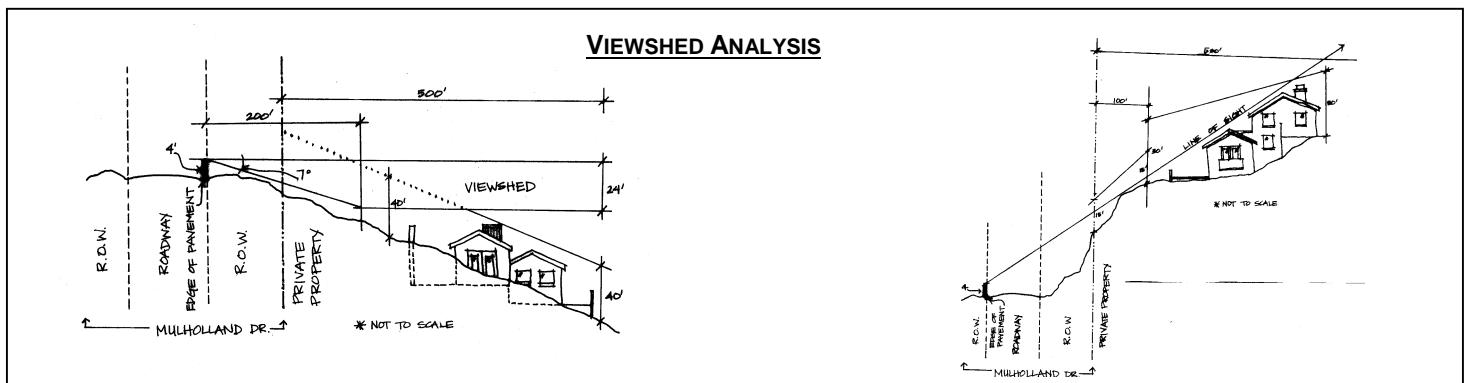
22. Fence / Wall / Gate Specifications and Elevations (if applicable). Elevation instructions can be downloaded here: http://planning.lacity.org/Forms_Procedures/7817.pdf.

- Height
- Materials
- Manufacturer color name and number

23. Viewshed Analysis (if applicable).

A viewshed analysis shall be prepared for any project located in the Inner Corridor and is visible from Mulholland. The viewshed analysis aids in determining the maximum building height which would not negatively impact the view. A project that is as far beneath the viewshed limit as possible is preferred. The viewshed analysis for downslope lots should be done at a point beginning at a point four feet above the closest edge of the paved roadway. For upslope lots, the viewshed analysis should be done from a point four feet above the furthest edge of the paved roadway. **(see Figure 2 for how to conduct viewshed analysis. Page 12 of the Design Guidelines provides further details/larger pictures:**

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



24. Decision letter(s) or previous approval letters on related discretionary cases (e.g., zone variances; **Figure 2** applicable, the completed bond application if street improvements are required and no variance has been obtained. Home Owners Association (HOA) documentation may also fit in this section.

Additional Notes

DUPLICATE COPY OF CASE PACKET FOR NEIGHBORHOOD COUNCIL—1 SET

- ☐ A full set of the case packet needs to be provided in order to accept all applications
- ☐ One set of plans called out above for the case filing should go into this packet
- ☐ This packet must include the following (if applicable):
 - Full Mulholland Packet
 - The environmental document, which will be added to the packet at the time of filing at the Counter
- ☐ The copy of materials needs to be in its own separate unsealed envelope
- ☐ The envelope needs to be addressed to the Neighborhood Council for which the project is located in, unsealed, postage affixed, and the address, 6262 Van Nuys Blvd. Room 251, as the return address.
- ☐ Council address can be found in ZIMAS under the Jurisdictional drop down, on the line Neighborhood Council, then clicking the link for that Neighborhood Council's name.

There will be no acceptance of a case file without the Neighborhood Council copy!

**APPLICATIONS:****MULHOLLAND SCENIC PARKWAY SPECIFIC PLAN DESIGN REVIEW SUPPLEMENTAL APPLICATION***THIS BOX FOR CITY PLANNING STAFF USE ONLY*

Application OK for filing on _____ by _____

Size (total existing) _____ sq. ft. (total proposed) _____ sq. ft.

Demolition _____ sq. ft. Addition _____ sq. ft.

Garage _____ sq. ft. ___ Car(s) Attached/Detached

Lot size _____ sq. ft. FAR _____ Height _____ Council District _____

Zone: _____ Baseline Hillside Applies Y/N _____ Girard Tract _____

Inner / Outer / Institutional _____ Upslope / Downslope _____ Visible / Non-Visible _____

Application Type:

- ☐ Preliminary Design Review
- ☐ Design Review / Project Permit Compliance
- ☐ Continued Design Review
- ☐ Design Review / Project Permit Compliance Modification
- ☐ Project Permit Adjustment

Project Type:

- ☐ New Construction
- ☐ Addition
- ☐ Remodel
- ☐ Other: _____

Project Address: _____

Assessor Parcel Number: _____

Proposed Project Description: (describe in detail, including ALL proposed work, dimensions, and calculated Residential Floor Area [RFA] number)

Representative(s)

Name: _____
Address: _____

Telephone: _____
Email: _____

Applicant(s) / Property Owner(s)

Name: _____
Address: _____

Telephone: _____
Email: _____

1. **Property Description:** # of Existing lots: _____ # of Proposed lots: _____ Total Lot Area: _____ sq. ft.
2. **Property Location:** Is the project in the following? (check all that apply)

<input type="checkbox"/> Inner Corridor	<input type="checkbox"/> Outer Corridor
<input type="checkbox"/> Within 100 feet of Mulholland	<input type="checkbox"/> Girard Tract
<input type="checkbox"/> Institutional Corridor	<input type="checkbox"/> Hillside Ordinance
3. **Property Orientation:**

Building Pad Relative to Street	Upslope _____ Downslope _____
Building Pad Relative to elevation of Mulholland Drive	Upslope _____ Downslope _____
4. **Project Visibility:** Is the project visible from Mulholland Drive? Yes _____ No _____
5. **Viewshed Penetration:** Does the project penetrate the viewshed? Yes _____ No _____
6. **Access:** Does the project alter access onto the Mulholland Right-of-way? Yes _____ No _____
7. **Improved Street Width:** Improvement required: Yes _____ No _____ Dedication required: _____ ft.
8. **Environmental Protection Measures:** Is the project...

<input type="checkbox"/> On a prominent ridge	<input type="checkbox"/> Within 200 feet of a public parkland
<input type="checkbox"/> Within 50 vertical feet of a prominent ridge	<input type="checkbox"/> Within 100 feet of a stream bank
9. **Project Size:**

a. Existing Structure(s) Residential Floor Area	_____ sq. ft.
b. Existing Garage/Covered Carport:	_____ sq. ft.
c. Existing Covered Porch/Patio/Breezeway/Balcony area:	_____ sq. ft.
d. Existing Basement Area:	_____ sq. ft.
e. Demolition:	_____ sq. ft.
f. Proposed New Construction Residential Floor Area:	_____ sq. ft.
g. Proposed Garage/Covered Carport:	_____ sq. ft.
h. Proposed Covered Porch/Patio/Breezeway/Balcony area:	_____ sq. ft.
i. Proposed Basement Area:	_____ sq. ft.
j. Proposed Floor Area, All Structures (per 12.03):	_____ sq. ft.
k. Proposed Residential Floor Area, All Structures (per 12.03):	_____ sq. ft.
l. Lot Coverage (building footprint of all structures divided by lot sq. ft.):	_____ %
m. Floor Area Ratio (FAR) (total Residential Floor Area divided by lot sq. ft.):	_____ %
n. Total Hardscape (impermeable surfaces):	_____ sq. ft.
o. Total Lot Coverage (building footprint and hardscape divided by lot sq. ft.):	_____ %
10. **Project Building Height:** Existing structure: _____ ft. Proposed structure: _____ ft.
11. **Average Natural Slope** (per 17.02): Existing site: _____ % Proposed site: _____ %
12. **Grading:**

Cut: _____ cubic yards	Export: _____ cubic yards	Require Haul Route: Yes _____ No _____
Fill: _____ cubic yards	Import: _____ cubic yards	
13. **Sustainability:** Do plans reflect the sustainable building measures being used for the project? Yes _____ No _____
14. **Existing Trees:** Does the project propose moving or cutting down any Protected Trees (Oak, California Black Walnut, Western Sycamore or California Bay trees) or other Native Trees? Yes _____ No _____

Number of Oak trees to be cut down?	_____	To be moved?	_____
Number of other protected trees to be cut down?	_____	To be moved?	_____
Number of any other (including street trees) trees to be cut down?	_____	To be moved?	_____