



Colorado Boulevard Specific Plan

Effective August 9, 1992

Filing for a Specific Plan Project Permit Case

Start by reviewing the appropriate regulations, which are available online at: <http://planning.lacity.org/>

Go to *Plans & Policies* → *Plan Overlays* → *Specific Plans (SP)* (Click on *See Full List*) → Colorado Boulevard Specific Plan

You may also contact to the LA City Planning Department to get a copy; see contact info below. Please read the following instructions carefully so your Specific Plan Project Permit case may be processed without delay. Missing or incomplete materials may cause a case to be continued. 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 (see contact info below). These instructions apply to work that is defined as the following:

Project: The construction, erection, addition to or structural alteration of any building or structure or a change of use on a lot located in whole or in part within the Specific Plan area. A Project does not include interior remodeling of a building which does not increase the floor area. These standards apply to all properties located in Sub Area I, Sub Area II, Sub Area III.

Please submit three (3) collated copies of all plans and one (1) 24"x36" for all Specific Plan Project Permit filing. Design Review Board filings require eleven (11) collated copies of all plans, minimum 11"x17" size. If Project is for new construction, submit one (1) 24"x36" plan in addition to the number of copies above. Plans must be fully dimensioned and drawn to scale, this includes all new and proposed signage submittals

- Photos of existing condition
- Plot Plan/Survey of existing condition
- Plot Plan to show the proposed location of windows, doors, and parking access and relationship of these items to the configuration of the front façade and the property line, as well as the location of trash/recycling. For single family homes, paved areas/hardscape needs also to be shown.
- 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
- Window/door schedule showing graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed
- Color renderings
- Department of City Planning Application Form
- Project Planning Referral Form, signed by Project Planner
- Findings/Justifications. Please provide responses to the two (2) Findings/Justifications required in order to approve an application for a Specific Plan Project Permit which are established by the LAMC Section 11.5.7.
- Mailing labels. Create labels for the owner, applicant, representative (if applicable), Council Office, Neighborhood Council and any interested parties. See the next page for Council District information. Refer to Mailing Procedures Form for instructions on how to prepare labels.
- Neighborhood Council (NC) packet - a copy of all the case file materials in a pre-paid, open envelope addressed to the appropriate NC. See the next page for Neighborhood Council information.
- *More detail may be required for historic buildings to determine any impact on historic features.*

Contacts:

Department of City Planning Development Services Center (Public Counter) 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (213) 978-7077 – option 7	Department of City Planning Central Project Planning Division 200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978-1160 – main number	Project Planner: Linda Lou Linda.Lou@lacity.org (213) 978-1473
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