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**FILING FOR A NEW PROJECT IN THE
MT. WASHINGTON-GLASSELL PARK SPECIFIC PLAN AREA***

*This checklist supersedes all previously issued application packets, materials, and/or checklists.

Start by reviewing the [Specific Plan \(Ordinance 168,707\)](#), which is available online at <http://planning4LA.org/> (go to Plans & Policies → Plan Overlays → Specific Plans → [Mt. Washington-Glassell Park Specific Plan](#)). You may also contact the LA City Planning Department Project Planning Staff to get a copy.

A pre-filing consultation is required with Project Planning Staff to review the proposal and required submittal package. A Geographic Project Planning Referral Form must be signed off by staff prior to filing a case at any of the Development Services Centers (DSC). When you are ready to file, schedule an appointment online: <http://planning4LA.org/> (go to Development Services → [Appointments](#)).

This checklist and instructions are to be utilized with the Department City Planning (DCP) Application Instructions. The DCP application and instructions are available online at <http://planning4LA.org/> (go to Development Services → Forms → Department City Planning Application/ Department City Planning Application Instructions).

Once filed, the application will not be deemed complete unless and until all the forms have been properly and fully completed, all required information has been provided and the fee has been paid. Once the application case file is received by Project Planning, staff will determine if any additional information or materials are required or will deem the application complete.

Checklist for all projects:

1. DCP Application (refer to [instructions](#) / [application](#))
2. Environmental Assessment Form (refer to [form](#)) or Notice of Exemption (to be issued at DSC when filing)

***NOTE¹:** Project Planner to determine if Notice of Exemption is applicable.

3. Findings
 - a. Two findings are required to be made pursuant to LAMC 11.5.7 C.2 (provide as a narrative on a separate document).

- i. To respond to LAMC 11.5.7 C.2(a), provide a written description of how your proposed project complies with all applicable sections of the Specific Plan.
4. Map showing all existing land uses on the abutting lot/lots along the same right-of-way for a distance of 200 feet on either side of the side lot lines of the Project site.
5. [Construction Traffic Management Plan](#) (CTMP)
 - a. Contact Wes Pringle w/ the Department of Transportation at wes.pringle@lacity.org to determine if applicable.
 - b. Refer to the [CTMP Instructions](#)
6. Department of Public Works Bureau of Engineering (BOE) Hillside Referral Form
 - a. A signed Hillside Referral Form from BOE is required if the project is located in a Hillside area and/or Baseline Hillside Ordinance area as identified in [ZIMAS](http://www.zimas.lacity.org) (www.zimas.lacity.org).
7. Geology and Soils Report Approval Letter and Geotechnical Report
 - a. Geology and Soils Report Approval Letter

***NOTE²:** *Once the soils report is approved and an approval letter has been issued, a copy of the approval letter must be submitted to the Planner for the processing of the Environmental Clearances. Not providing the Project Planner with a copy of the approval letter will result in undue delay of the environmental clearance that will affect the continued processing of the Application.*
 - b. Geotechnical Report

***NOTE³:** *If a Soil and Geology investigation report is required for the proposed project, a copy must be submitted along with the application request. Failure to do so will result in undue delay in the processing of the Environmental Clearance. A Geotechnical Report is not required if there is no grading. A Grading Pre-Inspection (GPI) will determine if a Geotechnical Report is required. If not, please INCLUDE a copy of the GPI report.*
8. [Urban Forestry Referral Form](#)

***NOTE⁴:** *If none of the existing trees are proposed to be removed or affected, a statement must be written by an arborist stating this.*

***NOTE⁵:** *For additions with no expansion of the existing building footprint, no tree report is required. For additions with an expansion of the existing building footprint, a tree report/letter may be required.*

***NOTE⁶:** *If any Native/Protected Trees are existing, the applicant is required to provide a Tree Report. If any Native/Protected Trees are to be removed the applicant is required to submit the tree report to Urban Forestry for approval. If this approval is not submitted with the application, the assigned Project Planner will issue a "Hold Letter". Replacement Plan or replacement notes on landscape plan are required when removing Native/Protected and/or Significant Trees.*

***NOTE⁷:** *Landscape Plans, Tree Surveys, and Tree/Arborist Letter must be consistent. Inconsistent information will result in a "Hold Letter" issued by Project Planning staff.*
9. [Tree Disclosure Statement](#) (for all projects that could potentially remove or affect trees or shrubs)

10. Tree Report/Letter, if applicable (Refer to [Section 8 of the Specific Plan](#))
 - a. See [Tree Report Template Instructions](#)
 - b. See [Protected Tree and Shrub Ordinance No. 186,873](#) and [Informational Flyer](#)
 - c. See Definition of “Native Trees” and “Significant Trees” in [Section 3 of the Specific Plan](#)

11. Biological Assessment (1 of 5 different types may be required – as determined by Planning Staff). 5 Types include:

- a. [Owner’s Declaration of Biological Resources](#)
- b. [Biologist’s Statement of Biological Resources](#)
- c. Biological Resources Letter Report
- d. Biological Resources Full Report ([Template](#), [Standards](#), [Acknowledgement](#))
- e. Species-Specific Biological Resources Report

****NOTE⁸**: A CEQA analysis is required for every discretionary Project review in the Mount Washington-Glassell Park Specific Plan area. In addition, the Department has had ongoing conversations with the California Department of Fish and Wildlife regarding biological resources in this area. We are therefore requesting and use a biological resources statement/report in order to complete the CEQA analysis and ultimately, issue a Determination for every Project review.*

12. Architectural Plans

- a. Cover/Title Sheet including:
 - i. Total (gross) Floor Area (including covered parking area) based on definition (refer to [Specific Plan Section 6.A](#)) in Specific Plan, for maximum allowed and proposed.
 1. For additions, also include the total existing permitted, total existing unpermitted, and new addition.
 - ii. Proposed Height (refer to [Specific Plan Section 6.B](#)) and how it is being measured.
 - iii. Dedication (if not applicable, include “NONE”)
 - iv. Street Access (Improvements) Requirement (If seeking waiver or relief add a note stating so)
 - v. Prevailing Front Yard Setback Calculation (pursuant to the [Specific Plan Section 6.C](#), and not Los Angeles Department of Building and Safety [LADBS] calculation)

****NOTE⁹**: If prevailing calculation per the Mount Washington- Glassell Park Specific Plan cannot be determined, use LADBS prevailing setback calculator and show on plans. If prevailing per LADBS cannot be determined refer to LAMC.*

***NOTE¹⁰:** If prevailing per the Mount Washington- Glassell Park Specific Plan is not required (second paragraph under [Section 6.C of Specific Plan](#)); provide calculations for front yard setback per LADBS calculator and confirmation from LADBS.

***NOTE¹¹:** Your prevailing front yard setback per the Specific Plan is measured BEFORE dedication. If it's undetermined and you are using LAMC, check with LADBS plan checker.

***NOTE¹²:** If your site is on a through lot, calculate prevailing front yard setback for both street frontages.

- vi. Grading Quantities (Earthwork Breakdown) of total import and export.
- vii. Number of Parking Spaces

- b. Plot/Site plan (refer to [instructions](#))
- c. Floor Plan (refer to [instructions](#))
- d. Elevations (refer to [instructions](#))

- i. Including 6-foot and 12-foot stepback dimension envelopes (refer to [Specific Plan Section 6.B](#)).
- ii. Matrix of Architectural Design Elements for all facades/elevations (refer to [Section 8.C of Specific Plan](#))
 - 1. Shape, type, and detail of windows, balconies, columns and doors
 - 2. Architectural offsets
 - 3. Exterior or finishing building materials
 - 4. Roof treatments, including roof type, shape, and pitch
 - 5. Exterior wall surface treatments
 - 6. Decorative elements
 - 7. Color

***NOTE¹³:** For all façades, include a finish schedule to show compliance with [Section 8.C of the Specific Plan](#).

- e. Land/Topographic Survey Map
 - i. Signed/stamped by licensed Surveyor or Civil Engineer.
 - ii. Includes the name and address of the person(s) preparing the plans.
 - iii. Includes the lot area in square feet.
- f. Landscape Plans (refer to [instructions](#))

***NOTE¹⁴:** If replacement of trees is necessary, include replacement information with landscape plans.

- 13. Signed Geographic Project Planning Referral Form (refer to [form](#))

***NOTE¹⁵:** must be signed by the assigned Project Planner prior to filing a case and to get a signature, all items on this checklist need to be submitted (unless instructed otherwise) and accurate.

14. For all discretionary cases, applicant will need to post Specific Plan's Notice of Intent within five days after filing a case and mail in the signed Certificate of Posting (see [instructions](#)).

**NOTE¹⁶: Notice of Intent posters can be found at the Downtown DSC (public counter).*

15. Duplicate copy of case file materials for Neighborhood Council (refer to [DCP Application Instructions](#) for further instructions).
16. [Refer to Mailing Procedures](#), when prompted by Project Planning staff (approximately 6-8 weeks prior to a scheduled public hearing and/or the mailing of a Letter of Determination).
 - a. To determine notification radius, refer to applicable LAMC Section or verify with Project Planner.

Contacts:

<p>Department of City Planning Development Services Center (Public Counter) 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (213) 978-7077 – option 7 planning.figcounter@lacity.org</p>	<p>Department of City Planning – Central Project Planning Division 200 N. Spring Street, Room 621 Los Angeles, CA 90012</p>	<p>Project Planners – Pablo Estrada pablo.estrada@lacity.org (818)374-5050</p> <p>Andrea Magaña Withers andrea.maganawithers@lacity.org (213) 978-1285</p>
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Council District information

CD 1: 200 N. Spring Street Room 460, Los Angeles, CA 90012

Neighborhood Council Information

Greater Cypress Park NC, 1150 Cypress Ave, Los Angeles, CA 90065

Glassell Park NC, 3756 W. Avenue 40, Suite K #545, Los Angeles, CA 90065

Arroyo Seco NC, P.O. Box 42254, Los Angeles, CA 90042

Historic Highland Park NC, P.O. Box 50791, Los Angeles, CA 90050