



Los Angeles Department of City Planning

Central Project Planning Division

City Hall · 200 N. Spring St, Room 621 · Los Angeles, CA 90012

Central City West Specific Plan Project Permit Application Checklist

The following Application Checklist details the materials required for review by Project Planning staff in order to obtain a **Project Planning Referral Form**. A Project Planning Referral Form is required in order to file an application with the City Planning Department for a project located within the Central City West Specific Plan. This checklist is not intended as a replacement to the *Department of City Planning Application*, the *Master Land Use Application Instructions*, or any other submittal requirement of the Development Services center.

1. Read ALL instructions carefully.
2. Before designing the project:
 - Review the **Central City West Specific Plan**, available at the Planning Department website: <http://planning.lacity.org> (General Plan → Community Plans → Specific Plans → Central City West)
 - As soon as possible, preferably at the beginning of the design process, **contact Project Planning 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 and Design Guidelines that affect your project. You can call the **office number at 213-978-1487** to reach the appropriate planner. *It is highly advised to speak with Project Planning Staff before finalizing the project and gathering all necessary materials.*
 - It is also advisable that you discuss your project with the **Department of Building and Safety**. You can visit them at the Development Services Center, located at 201 North Figueroa Street, 4th Floor or call them at 311 or 866-452-2489.
3. Once plans have been reviewed and all materials required for filing are completed, schedule a meeting with Project Planning staff **at least two weeks prior** to when you want to submit in order to review your complete application package in accordance to the Specific Plan, Design Guidelines, and filing instructions before photocopies of additional sets are made, and to obtain a **Project Planning Referral Form**.
4. You then **submit your complete application** at the Planning Department's Development Services Center, located at 201 North Figueroa Street, 4th Floor (213-482-7077). Counter staff will assign a case file number at the time of filing, however, they will keep the file for their initial case processing. Also at this time either an Environmental Assessment Form (EAF) will be filed or a Categorical Exemption will be issued. Once the processing is completed, the Project Permit (and Environmental, if applicable) case file will be forwarded to Planning staff for compliance determination.

Submit all materials requested. *Missing or incomplete materials cause delays.*



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Procedure for Filing:

A Project Permit Compliance Determination is the method by which a project is determined to conform to the provisions of the Central City West Specific Plan.

- This approval must be obtained prior to the issuance of a Building Permit.
- The Director of Planning, and the Central Area Planning Commission on Appeal, shall make that determination based on the requirements of the Specific Plan.
- Applications **cannot** be filed without first obtaining a **Project Planning Referral Form**

Applicants should carefully review the provisions of the Specific Plan and the design guidelines prior to designing or submitting a design for their projects.

An applicant must submit all completed forms, drawings, exhibits, and other information to the appropriate Planner for the Central City West Specific Plan.

- If all information is deemed satisfactory, the applicant can obtain a Project Planning Referral Form and submit all materials and fees to the Development Services Center, where they will be assigned a Planning Case Number.
- If any information is missing, then the project may be placed on hold until the missing information is submitted.

After proper environmental clearance and the case file being deemed complete, the Director of Planning has 75 days to issue a determination. Upon issuance of the determination there is a 15-day appeal period prior to any permits being issued.

An applicant or any other person aggrieved by a determination of the Director of Planning may appeal to the Central Area Planning Commission. The appeal shall be in writing and shall set forth specifically the reasons why the determination should not be upheld. Appeals must be filed within 15 days of the mailing of the original determination.

Contacts:

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Central Project Planning Division
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Application Materials Checklist

GENERAL INSTRUCTIONS

This is a list of items that the **Central City West Project Planner** requires in order to sign a **Project Planning Referral Form**. This list is not comprehensive of the items needed to file a case at the Development Services Center, and is not a replacement for any materials listed on the *Master Land Use Application Instructions*.

- Each exhibit should contain all information required for that item even if the information is presented on another exhibit in the application materials.
- Label and title each exhibit.
- Include the stamp or identification of the licensed professional(s) who prepared the exhibit on the appropriate exhibit sheet.
- Submit one set of plans at full size. Reduce 4 sets of plans to 11"x17". Reduced plans should indicate the actual represented scale (e.g. "plan at half-size"; graphic scale is sufficient).

FORMS

DEPARTMENT OF CITY PLANNING APPLICATION FORM (submit the original)

- This form can be found online at: <http://planning.lacity.org> (Forms → Department of City Planning Application), or available at the City Planning Department
- Completed and signed by the property owner(s) of record (on ZIMAS printout)
- Notarized

ENVIRONMENTAL ASSESSMENT FORM (submit the original)

- This form can be found online at: <http://planning.lacity.org> (Forms → Environmental Assessment), or available at the City Planning Department
- Completed and signed by the property owner(s) of record (on ZIMAS printout)
- Notarized

PLANS AND EXHIBITS:

- E-1 Cover Sheet
- E-2 Site Context: Photos of Site with Photo Reference Map
- E-3 Topographic Survey
- E-4 Plot / Site Plan
- E-5 Floor Plans
- E-6 Building Elevations
- E-7 Roof Plan
- E-8 Sections
- E-9 Landscape Planting and Irrigation Plan
- E-10 Decision Letter(s) (if applicable)
- E-11 Renderings (optional)

OTHER MATERIALS (AS APPLICABLE)



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- Air Quality Study (Over 80 units, 75,000 sqft. of non-residential, or 20,000 CY of hauling)
- Documentation on existing affordable units (AB 2222 – Density Bonus or for-sale)
- Affordable Housing Referral Form (Density Bonus or for-sale)
- LADOT Referral Form (Over 36 units)
- LADOT Traffic Assessment
- Traffic Study
- Geology and Soils Report Approval Letter (If in Special Grading Area)
- Phase I and Phase II Analysis (if site has contained environmentally sensitive uses)
- Bureau of Engineering Land Development Group Engineering Report
- Planning Case Referral Form (multi-family, mixed-use, and commercial projects)

FEES

Fees are set by section 19.01 Q of the Los Angeles Municipal code, and will be taken at the Public Counter. 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 Center.)