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(213) 978-1300

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200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801  
(213) 978-1271

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

\*This checklist supersedes all previously issued application packets or materials.

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).

*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 Project Permit Compliance 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:**

- DCP Application (refer to [instructions](#) / [application](#))
- Environmental Assessment Form (refer to [form](#)) or Notice of Exemption (to be issued at DSC when filing)
- Signed Geographic Project Planning Referral Form (refer to [form](#))
- 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](#))
  - iii. Dedication (if not applicable, include “NONE”)
  - iv. Street Access (Improvements) Requirement (If seeking waiver or relief, through the ZAD process add a note)
  - 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).

**\*NOTE<sup>1</sup>:** If prevailing 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.

**\*NOTE<sup>2</sup>:** 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 (use LDBS calculator).

**\*NOTE<sup>3</sup>:** 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.
  - 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

**\*NOTE<sup>4</sup>:** For both the street-facing façade and rear-facing façade, 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.
  - f. Landscape Plans (refer to [instructions](#))
    - \*NOTE<sup>5</sup>:** If replacement of trees is necessary, include a replacement plan with landscape plans (refer to below for replacement plan requirements).
- Tree Report/Letter and Replacement Plan, if applicable (Refer to [Section 8 of the Specific Plan](#))
- a. Must be prepared by a Tree Expert (See Protect Tree Ordinance [[Ordinance No. 177,404](#)]).
  - b. Contents of Report/Letter
    - i. Subject site description/setting
    - ii. Proposed scope of work
    - iii. Identify and label:
      - 1. All existing trees/plants
        - a. Type, size (diameter and height), quantity, location, health
      - 2. Existing Native Plant(s) (as defined by [Specific Plan Section 3](#))
        - a. Type, size (diameter and height), quantity, location, health
      - 3. Existing Native/Protected Tree(s) (as defined by [Specific Plan Section 3](#))
        - a. Type, size (diameter and height), quantity, location, health
      - 4. Existing Significant Tree(s) (as defined by [Specific Plan Section 3](#))
        - a. Type, size (diameter and height), quantity, location, health
    - 5. Field Observation
      - a. Measure the driplines (canopy spreads) of the inventoried trees.
      - b. Identify any potential dripline interference on a tree that is on an adjoining lot.
      - c. Indicate if the trees were tagged with rectangular metal tags, with their number written in black.
    - 6. Recommendations
      - a. Identify trees/plants to be saved/protected and how
      - b. For proposed/suggested tree removals:
        - i. Identify subject tree
        - ii. Provide reason for removal
        - iii. Replacement requirements if Native/Protected or Significant
          - 1. Proposed tree replacement plan to include:
            - a. Proposed location, size, type, quantity
        - iv. Reasons why tree must be removed (See [Section 8.B. 1 and 2 of the Specific Plan](#)).

**\*NOTE<sup>6</sup>:** If none of the existing trees are proposed to be removed, a statement must be written by an arborist stating this.

**\*NOTE<sup>7</sup>:** 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.

**\*NOTE<sup>8</sup>:** 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.

**\*NOTE<sup>9</sup>:** Landscape Plans, Tree Surveys, and Tree/Arborist Letter must be consistent. Inconsistent information will result in a “Hold Letter” issued by Project Planning staff.

- 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.
- Two sets of mailing labels listing property owners of all lots abutting, across the street or alley from or having a common corner with the Project (Refer to LAMC 11.5.7)
  - a. For mailing labels format/ preparation refer to [Mailing Procedures](#).
- 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.
- 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 \(www.zimas.lacity.org\)](http://www.zimas.lacity.org).
- Geology and Soils Report Approval Letter and Geotechnical Report
  - a. Geology and Soils Report Approval Letter
    - \*NOTE<sup>10</sup>:** 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 Project Permit Compliance Application.

b. Geotechnical Report

**\*NOTE<sup>11</sup>:** If a Soil and Geology investigation report is required for the proposed project, a copy must be submitted along with the Project Permit Compliance application request. Failure to do so will cause a 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.

- For ZA cases, if BTC (city contractor for mailing) is not used, applicant will need to post notice and provide proof of posting and perjury statement (see [instructions](#)).
- For both DIR and ZA 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](#)).
- Duplicate copy of case file materials for Neighborhood Council
  - a. Copy needs to be in its own separate envelope.
  - b. Envelope needs to be addressed to the Certified Neighborhood Council (CNC) for the area in which the project is located, postage affixed, and your own address as the return address. CNC names and addresses can be obtained from ZIMAS

**\*NOTE<sup>12</sup>:** Projects in an area served by more than one Certified Neighborhood Council must provide a file for each CNC.

c. Contents of Duplicate Copy:

- i. DCP Application
- ii. Vicinity Map
- iii. Set of plans (must be legible and no larger than 11x17)
- iv. Photos of the site and surrounding properties
- v. Environmental Assessment Form or Notice of Exemption

**Contacts:**

<p><b>Department of City Planning</b>                  Development Services Center                  (Public Counter)                  201 N. Figueroa Street, 4<sup>th</sup> Floor                  Los Angeles, CA 90012                  (213) 978-7077 – option 7</p>	<p><b>Department of City Planning –                  Central Project Planning Division</b>                  200 N. Spring Street, Room 621                  Los Angeles, CA 90012</p>	<p><b>Project Planners –                  Nashya Sadono-Jensen</b>  <a href="mailto:nashya.sadono-jensen@lacity.org">nashya.sadono-jensen@lacity.org</a>                  (213) 978-1363</p> <p>Dylan Lawrence  <a href="mailto:dylan.lawrence@lacity.org">dylan.lawrence@lacity.org</a>                  (213) 978-1182</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