

Filing for a Project Permit Compliance Review Case in the Mt. Washington–Glassell Park Specific Plan

Start by reviewing the appropriate Specific Plan Guidelines, which are available online at: <http://planning.lacity.org/>
Go to General Plan → Community Plans → Specific Plans → NAME OF SPECIFIC PLAN
You may also contact to the LA City Planning Department to get a copy; see contact info below.

A **pre-filing consultation** is required with Project Planning Staff to review the proposal and required submittal package, and a **Geographic Project Planning Referral Form** must be signed off prior to filing at any of the Development Services Centers. **When you are ready to file**, schedule an appointment online: <http://planning.lacity.org/>
Go to Development Services Centers → To schedule an appointment → Select Location → PROVIDE INFORMATION

These instructions apply to one-family projects and multi-family projects, as defined in the Mt Washington-Glassell Park Specific Plan, that do not qualify under Exceptions, also defined by the Specific Plan. The process is called a Project Permit Compliance Review. These instructions are in conjunction with the DCP Application Instructions (attached in this package).

Please submit **one (1) full size set of plans, 24"x36" in size** and **four (4) reduced sets of plans, 11"x17" in size**, fully dimensioned and drawn to scale. You will also need **one (1) additional set of both sizes** for the Neighborhood Council packet referenced below.

Basic Checklist for all one-family and multi-family projects:

- Department of City Planning Application
- Environmental Assessment Form
- Geographical Project Planning Referral Form signed by Project Planning Staff
- Plans
 - Mt. Washington Cover Sheet including:
 - Proposed total (gross) floor area
 - Dedication and Improvements (if not applicable, include "NONE")
NOTE: your front yard setback is measured **AFTER** dedication.
 - Prevailing Setback Calculation
 - Plot/Site plan
 - Elevations plan
 - Including 6-foot and 12-foot stepback dimension envelopes
 - Topographic Survey map
- Existing Tree and Landscaping Survey including all existing trees and any significant/mature vegetation including:
 - Quantity
 - Type
 - Diameter
 - Height
 - Location
 - Trees proposed to be removed; if for construction purposes, note so on the survey
 - **NOTE:** if no trees are proposed to be removed, a statement to that effect by an arborist is required.
 - **NOTE:** if there are no trees on the site, a letter from an arborist is required stating that there are no trees on the site.
 - **NOTE:** 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”.

- For additions with **no expansion** of the existing building footprint, no tree report and landscaping survey is required. For additions **with an expansion** of the existing building footprint, a tree report/letter and landscape survey may be required.

- Color Renderings for **all new construction projects**.
- Land Use 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. In addition, 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 (pages 3-6) for instructions on how to prepare labels.
- Signed Penalty of Perjury Statement.
- Floor Area Ratio (FAR) Determination Worksheet and Questionnaire.
- Department of Public Works Bureau of Engineering Hillside Referral Form.
- Department of Building and Safety, Grading Division Soils Report Determination Approval Letter.
- Architectural Design Elements Matrix on Exterior (Finishing Schedule).
- Photographs, including pictures of every lot for a distance of 200 feet, with an index map indicating where the photographs have been taken.
- Findings/Justifications. Please provide responses to the two (2) Findings/Justifications required in order to approve an application for a Specific Plan Project Permit Compliance Review, which are established by the LAMC Section 11.5.7 C.2.
- Neighborhood Council (NC) packet - a copy of all the case file materials in a pre-paid, open envelope addressed to the appropriate NC. See below for Neighborhood Council information.
- Proof of Posting. Applicants are required to post a Notice of Intent for each Project Permit application submitted **within 5 days** of the application being filed. Please submit a minimum of two (2) photographs, including one with the front page of newspaper with a clearly legible date, along with a completed and signed Certificate of Posting. Return these items to the Department of City Planning, addressed to the Specific Plan Project Planners listed below.

Contacts:

<p>Department of Building & Safety – Permit Counter 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (866) 452-2489</p>	<p>Department of City Planning Central Project Planning Division 200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978-1160 – main number</p>	<p>Project Planners: John Dacey john.dacey@lacity.org (213) 978-1301 Santos Sanchez santos.sanchez@lacity.org (213) 978-1361</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