

HOLLYWOOD SIGNAGE SUPPLEMENTAL USE DISTRICT

APPLICATION INSTRUCTIONS AND REQUIREMENTS FOR PROJECT PERMIT COMPLIANCE

Please provide original and three (3) copies of each required document, unless otherwise noted. In order for the application to be accepted and deemed complete, all the required information shall be submitted. The application shall first be reviewed by the Hollywood Signage SUD Project Planner located at 200 N. Spring St., Room 621, for completeness and then submit the application to the Department of City Planning Public Counter.

- ◇ **Department of City Planning Application Form.** Fill-in the appropriate information, providing a written description of the project, applicant, owner, and representative information, etc. An application will not be accepted without the notarized signature of the property owner. The **Action Requested** is pursuant to Section 11.5.7 of the LAMC and Section 6C of Ordinance 181340. Provide the required signatures of the adjacent property owners and the notarized Perjury Statement.
- ◇ **Geographic Project Permit Referral Form**, signed by Hollywood Signage SUD Planner.
- ◇ **Site/Plot Plan.** Show all property lines and dimensions show all existing structures, locations of all existing signs on the property and their dimensions (1/8" minimum scale, reduced on 11 x 17 paper).
- ◇ **Elevation Plan.** Show building elevation or photo simulation of building and signs with full dimensions of the new signs, height, street frontage and width of the building as they will appear on the elevation (1/8" minimum scale, reduced on 11 x 17 paper).
- ◇ **Color Rendering** of proposed signage with Specification Data Sheet (reduced on 11 x 17 paper). Indicate sign type per SUD.
- ◇ **Photographs.** Include photos of all existing signs on the subject site and photos of adjacent properties.
- ◇ **Mailing Labels** of Adjacent/Abutting Property Owners, list and maps (2 copies) with 2 sets of self-adhesive mailing labels and keyed to a ZIMAS or County Assessor map. Be sure to include the applicants, owners, representative's names on the labels and the following agencies as listed on the application handout:
 - **Department of Building & Safety**
 - **Community Redevelopment Agency**
(if sign is located in the CRA Project Area)
 - **Neighborhood Council**
 - **Council Office**
 - **Additional names** per attached sheet
- ◇ **Perjury Statement** certifying the lists' accuracy to the adjacent property owners list (attached).
- ◇ **Vicinity map** (Example: A ZIMAS map or a Thomas Bros. map with the project area identified).
- ◇ **Historic Documentation** written by a Qualified Architectural Historian if the proposed signage is located on a Historic Building, as defined on page 4 of Ordinance No. 181340.
- ◇ **Fire Department** Approval if the proposed signage uses new or untested materials, as defined by the Department of Building and Safety.
- ◇ **Copies of Permits for All Existing Signage.**
- ◇ **Fees** are set by Section 19.01 Q of the Los Angeles Municipal Code. Checks should be made payable to the City of Los Angeles. A copy of the most recent fee schedule can be obtained at the Planning Public Counter.
- ◇ **Neighborhood Council.** Additional Package for Neighborhood Council
- ◇ **Environmental Clearance**
- ◇ **Sign Inventory** must be included in elevation and table form; and identify all signs viewable from the public right-of-way on the subject lot/building (See sample in this packet)
- ◇ **Electronic** copy of documents on a flash drive or CD



APPLICATIONS:

DEPARTMENT OF CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number _____

Env. Case Number _____

Application Type _____

Case Filed With (Print Name) _____ Date Filed _____

Application includes letter requesting:

☐ Waived hearing

☐ Concurrent hearing

☐ Hearing not be scheduled on a specific date (e.g. vacation hold)

Related Case Number _____

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. PROJECT LOCATION

Street Address¹ _____ Unit/Space Number _____

Legal Description² (Lot, Block, Tract) _____

Assessor Parcel Number _____ Total Lot Area _____

2. PROJECT DESCRIPTION

Present Use _____

Proposed Use _____

Project Name (if applicable) _____

Describe in detail the characteristics, scope and/or operation of the proposed project _____

Additional information attached ☐ YES ☐ NO

Complete and check all that apply:

Existing Site Conditions

☐ Site is undeveloped or unimproved (i.e. vacant)

☐ Site is located within 500 feet of a freeway or railroad

☐ Site has existing buildings (provide copies of building permits)

☐ Site is located within 500 feet of a sensitive use (e.g. school, park)

☐ Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial)

☐ Site has special designation (e.g. National Historic Register, Survey LA)

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)

² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

Proposed Project Information

- | | |
|--|---|
| <input type="checkbox"/> Demolition of existing buildings/structures | <input type="checkbox"/> New construction: _____square feet |
| <input type="checkbox"/> Relocation of existing buildings/structures | <input type="checkbox"/> Accessory use (fence, sign, wireless, carport, etc.) |
| <input type="checkbox"/> Interior tenant improvement | <input type="checkbox"/> Exterior renovation or alteration |
| <input type="checkbox"/> Additions to existing buildings | <input type="checkbox"/> Change of use <u>and/or</u> hours of operation |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Haul Route |
| <input type="checkbox"/> Removal of any on-site tree | <input type="checkbox"/> Uses or structures in public right-of-way |
| <input type="checkbox"/> Removal of any street tree | <input type="checkbox"/> Phased project |

Housing Component Information

Number of Residential Units: Existing _____ - Demolish(ed)³ _____ + Adding _____ = Total _____

Number of Affordable Units⁴ Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Number of Market Rate Units Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Mixed Use Projects, Amount of Non-Residential Floor Area: _____square feet

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36? ☐ YES ☐ NO

Authorizing section _____ Section from which relief is requested (if any): _____

Request: _____

Authorizing section _____ Section from which relief is requested (if any): _____

Request: _____

Authorizing section _____ Section from which relief is requested (if any): _____

Request: _____

Additional Requests Attached ☐ YES ☐ NO

³ Number of units to be demolished and/or which have been demolished within the last five (5) years.

⁴ As determined by the Housing and Community Investment Department

4. RELATED DEPARTMENT OF CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? ☐ YES ☐ NO

If YES, list all case number(s) _____

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

Case No. _____

Ordinance No.: _____

☐ Condition compliance review

☐ Clarification of Q (Qualified) classification

☐ Modification of conditions

☐ Clarification of D (Development Limitations) classification

☐ Revision of approved plans

☐ Amendment to T (Tentative) classification

☐ Renewal of entitlement

☐ Plan Approval subsequent to Master Conditional Use

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project? ☐ YES ☐ NO

Have you filed, or is there intent to file, a Subdivision with this project? ☐ YES ☐ NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

5. OTHER AGENCY REFERRALS/REFERENCE

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please check all that apply and provide reference number if known.

Are there any outstanding Orders to Comply/citations at this property? ☐ YES (provide copy) ☐ NO

Are there any recorded Covenants, affidavits or easements on this property? ☐ YES (provide copy) ☐ NO

☐ Development Services Case Management Number _____

☐ Building and Safety Plan Check Number _____

☐ Bureau of Engineering Planning Referral (PCRF) _____

☐ Bureau of Engineering Hillside Referral _____

☐ Housing and Community Investment Department Application Number _____

☐ Bureau of Engineering Revocable Permit Number _____

☐ Other—specify _____

6. PROJECT TEAM INFORMATION (Complete all applicable fields)

Applicant⁵ name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Are you in escrow to purchase the subject property? ☐ YES ☐ NO

Property Owner of Record ☐ Same as applicant ☐ Different from applicant

Name (if different from applicant) _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Agent/Representative name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip: _____

Telephone _____ E-mail: _____

Other (Specify Architect, Engineer, CEQA Consultant etc.) _____

Name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Primary Contact for Project Information
(select only one)

☐ Owner

☐ Applicant

☐ Agent/Representative

☐ Other _____

To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List, and the Abutting Property Owners List.

⁵ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

PROPERTY OWNER

9. **PROPERTY OWNER AFFIDAVIT.** Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service of process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.

- A. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
- B. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
- C. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
- D. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature _____

Date _____

Print Name _____

Signature _____

Date _____

Print Name _____

Space Below For Notary's Use

California All-Purpose Acknowledgement

Civil Code ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(Insert Name of Notary Public and Title)

personally appeared _____, who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that
by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted,
executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and
correct.

WITNESS my hand and official seal.

Signature (Seal)

10. APPLICANT DECLARATION. A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- A. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
- B. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
- C. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
- D. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- E. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
- F. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- G. I understand that if this application is denied, there is no refund of fees paid.
- H. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
- I. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: _____

Print Name: _____

OPTIONAL
NEIGHBORHOOD CONTACT SHEET

SIGNATURES of adjoining or neighboring property owners in support of the request are not required but are helpful, especially for projects in single-family residential areas. Signatures may be provided below (attach additional sheets if necessary).

NAME (PRINT)	SIGNATURE	ADDRESS	KEY # ON MAP

REVIEW of the project by the applicable Neighborhood Council is not required, but is helpful. If applicable, describe, below or separately, any contact you have had with the Neighborhood Council or other community groups, business associations and/or officials in the area surrounding the project site (attach additional sheets if necessary).

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REFERRAL FORMS:

GEOGRAPHIC PROJECT PLANNING REFERRAL

APPLICABILITY: This form, completed and signed by appropriate Planning Staff, must accompany any application submitted to the Department of City Planning regarding any of the following proposed project types:

- Specific Plan area
- Community Design Overlays (CDO)
- Neighborhood Oriented District (NOD)
- Sign District (SN)
- Small Lot Subdivision
- Zone Change
- Design Review Board (DRB)
- Pedestrian Oriented District (POD)
- Community Plan Implementation Ordinance (CPIO)
- Public Benefit Alternative Compliance
- Zone Variance

PROJECT SUMMARY:

1. **Address of Subject Property:** _____
2. **Name of Community Plan Area:** _____
 - a. **Name of Specific Plan, DRB, CDO, POD, NOD, CPIO, or SN, including subarea if applicable:** (If this is a Density bonus, Small Lot Subdivision or Zone Variance case, please write in the application type).

3. Project Type (check all that apply)

- | | | | |
|---|-----------------------------------|--|--|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Renovation | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Grading | <input type="checkbox"/> Density Bonus | <input type="checkbox"/> Small Lot Subdivision |
| <input type="checkbox"/> Other (describe) _____ | | | |

If Change of Use, what is:

Existing Use? _____ Proposed Use? _____

Description of proposed project: _____

Items 4-7 to be completed by Department of City Planning Staff Only

4. AUTHORIZATION TO FILE: (check all that apply)

Specific Plan/SN

- | | |
|--|---|
| <input type="checkbox"/> Project Permit <ul style="list-style-type: none">○ Minor (3 signs or less OR change of use)○ Standard (Remodel or renovation in which additions are no greater than 200 sq. ft. more than 3 signs, wireless equipment)○ Major (All other projects, e.g. new buildings, remodels that include an addition of more than 200 sq. ft.) | <input type="checkbox"/> Adjustment |
| <input type="checkbox"/> Modification | <input type="checkbox"/> Exception |
| | <input type="checkbox"/> Amendment |
| | <input type="checkbox"/> Interpretation |
| | <input type="checkbox"/> Not a Project |
| | <input type="checkbox"/> Other |

Design Review Board

- ☐ Preliminary Review ☐ Final Review

CDO/POD/NOD

- ☐ Discretionary Action ☐ Sign-off only
- ☐ **Minor** (3 signs or less OR change of use)
- ☐ **Standard** (Remodel or renovation in which additions are no greater than 200 sq. ft. more than 3 signs, wireless equipment) ☐ Not a Project
- ☐ **Major** (All other projects, e.g. new buildings, remodels that include an addition of more than 200 sq. ft.)

Community Plan Implementation Overlay (CPIO)

- ☐ Administrative Clearance (Multiple Approvals) ☐ CPIO Adjustment (CPIOA) ☐ CPIO Exception (CPIOE)
- ☐ *Potentially Historic Resource*

Affordable Housing

- ☐ Density Bonus ☐ Conditional Use >35%
- ☐ Affordable Housing Referral Form ☐ Public Benefit
- ☐ Off-menu incentives requested

Small Lot Subdivision

- ☐ Consultation completed

Streetscape Plan

- ☐ Consultation completed ☐ Not a Project or N/A under Streetscape Plan: _____
- (Insert Streetscape Plan Area)*

5. ENVIRONMENTAL CLEARANCE:

- ☐ Not Determined
- ☐ Categorical Exemption ☐ Environmental Assessment Form (EAF)
- ☐ Class 32 Categorical Exemption ☐ Other Entitlements needed
- ☐ Existing ENV Case Number: _____
- ☐ ENV Addendum Case Number: _____

6. PUBLIC NOTICING:

- ☐ Standard (BTC to mail hearing notice)
- ☐ Special (At time of filing applicant must pay BTC to mail determination letters only)
- ☐ Abutting owners ☐ Abutting occupants

7. NOTES:

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Project Planning Signature:	Phone Number:
Print Name	Date

INSTRUCTIONS: Project Planning Referrals

1. **Appointments:** A pre-filing appointment with the assigned planner is required to complete this referral form. City Planning's current *Assignment List* can be found on our website at <http://planning.lacity.org> under the "About" tab. [After the form is completed an appointment to file your application at the Development Services Centers is also required and must be made via the City Planning website.]
2. **Review Materials:** Review of the application by assigned staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regard to requested actions or the adequacy of application exhibits/materials which could subsequently delay processing.
 - a. Provide the assigned planner with a copy of this form with items in the Project Summary section completed.
 - b. Provide a complete copy of all application materials as specified in the Master Filing Instructions (e.g. completed DCP Application, plot plans, photographs, etc.).
 - c. Provide the Specialized Requirements/Findings or Instructions pertinent to your project (e.g. Specific Plan filing instructions, DRB filing instructions, Tentative Tract filing instructions, etc.).
3. **Other Applicable Approvals:** Applicants are strongly advised to obtain a pre-plan check consultation with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing. The design of the proposed project may require alterations in order to comply with the Los Angeles Municipal Code.

City of Los Angeles Department of City Planning WEBSITE: <http://planning.lacity.org>

<u>DOWNTOWN OFFICES:</u>	Central Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 621 Los Angeles, CA	West/South/Harbor Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 720 Los Angeles, CA	DSC Metro Counter Figueroa Plaza, 4 th Floor 221 N. Figueroa St. Los Angeles, CA
<u>VALLEY OFFICES:</u>	Valley Project Planning Offices Marvin Braude Building 6262 Van Nuys Blvd., Suite 430 Van Nuys, CA		DSC Valley Counter Marvin Braude Building 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA
<u>WEST LA OFFICE:</u>			DSC West Los Angeles Counter 1828 Sawtelle Blvd., 2nd Floor West Los Angeles, CA 90025



INSTRUCTIONS:

MAILING PROCEDURES: Public Noticing, Mailing, Contractor and Label Preparation

1. PUBLIC NOTICING REQUIREMENTS

Most applications will require a public hearing by the Department of City Planning, at which public testimony and evidence will be taken regarding the project. Depending on the type of application, public notification requirements will vary (see Item 3). However all applications for which a public hearing is conducted will require the mailing of a written notice and the posting of the notice on the property in question.

2. BTC

BTC is the Department of City Planning's contractor for the mailing of public hearing notices only. BTC can also post the hearing notice on the site, or you may opt to handle the posting by other means. Applicants must pay BTC for the mailing of the hearing notice prior to case filing. BTC offers two tiers of mailing service: preparing the labels from a list of names and addresses provided by the applicant, or accepting formatted labels prepared by the applicant and ready for mailing. Refer to the examples in Item 6 for the required mailing label format.

a. BTC LOCATIONS

Downtown Los Angeles

201 N. Los Angeles Street, Suite 13A
Los Angeles, CA 90012
Tel: (213) 617-9600
Fax: (213) 617-9643
E-mail: bettertc@aol.com

Van Nuys

14540 Sylvan Street, Suite A
Van Nuys, CA 91411
Tel: (818) 779-8866
Fax: (818) 779-8870
E-mail: bettertc@aol.com

b. BTC FEES AND HOURS

Fees

Labels and mailing \$ 1.77/address
Appeals \$ 1.52/address
Mailing only \$ 1.42/address
Council notification \$12.20/case
Sign posting \$75.00 for 1st sign;
\$60.00 for each additional sign (on the same
project site with the same case number)

Hours

Monday – Friday
8 AM – 12 Noon and 1 PM – 4 PM
Closed on all City holidays

c. BTC REQUIREMENTS

The items listed below must be submitted to BTC prior to case filing.

- i. One set of typed mailing labels of persons to be notified of the public hearing; or names and addresses in the prescribed format for BTC to prepare the labels. Please note that property owner and project team information must be included in each ownership list, marked accordingly, and may not be handwritten.
- ii. One photocopy of the mailing list.
- iii. One photocopy of the Penalty of Perjury Statement.
- iv. For Notifications to Abutting Properties: One photocopy of an 8 ½ x 11 reduced plot plan.

- v. For Notifications to Properties within a Set Radius: One full size print of the Radius Map and one photocopy of an 8 ½ x 11 reduced Radius Map.

Please note that, at a minimum, in addition to BTC's requirements, a copy of the mailing list(s), one set of labels of abutting property owners (for decision letters), and a receipt from BTC must be submitted to City Planning at the time of filing.

3. NOTIFICATION RADIUS

At a minimum, the required notification radius will always include the Abutting Property Owners; depending on the action requested, notifying Abutting Occupants or Property Owners and Occupants within a radius up to 500 feet may also be required. To determine the applicable notification radius, refer to the Zoning Code Section authorizing your application, the Findings/Specialized Requirements form for the specific action(s) being requested, or ask Planning staff for assistance.

a. Applicant Owned Property

If the applicant-owned property consists of more than one contiguous lot, then all the lots must be included and considered to be the subject property even if the request involves only a portion thereof.

b. Abutting Property Owners List

Names and addresses of abutting property owners include the owners of properties across the street or alley or having a common corner with the subject property. There must be a number next to each name on the list corresponding to an Ownership Key Map (see the *Master Filing Instructions* for further directions).

c. Property Owners within a Set Radius and Occupants Lists

If the project requires an action that requires notification beyond the abutting property owners, a list of property owners and a list of occupants (i.e. tenants) of the property within that specified notification distance are required. There must be a number next to each name on the list corresponding to the Radius Map (see the *Radius Map Requirements and Guidelines* for detailed instructions).

4. SOURCE OF PROPERTY OWNERS INFORMATION

Names and addresses of property owners can be obtained from the City Engineer, Mapping and Land Records Division or the County Assessor's Office. Obtaining the information from either source may entail a turnaround time and a fee. Please note that this information must be obtained within 180 days of application submittal, and the applicant may be required to update the data prior to the public hearing.

5. OFF-SITE SIGNS

If an off-site sign (i.e. billboard) is located on the project site, the person(s), organization or company that has a legal interest in, owns or leases the sign must be notified of the impending hearing; a mailing label is required to be included in the notification list for that entity.

6. MAILING LABELS

Mailing labels must be approximately 1" x 2-5/8" in size and on 8-1/2" x 11" sheets of self-adhesive (peel and stick) paper. Labels which require cutting, moistening, etc. or large, oversized labels are not acceptable. All labels must be typed. Each member of the project team (as identified on the *Master Land Use Permit Application*) must be included as an individual label in both the Property Owners List, as well as the Abutting Property Owners List.

Sample Format for Property Owners Mailing Labels:
(Abutting Owners and Owners within a specific radius)

2 Joseph L. Pittario 123 S. Main Street Los Angeles, CA 90012	3 Jane Doe 21421 Minnehaha Street Chatsworth, CA 91311	4 Charles Kloss 21423 San Jose Street Chatsworth, CA 91311
5 Everett Little Trust 12410 San Jose Street Chatsworth, CA 91311	6 Perpetual S & L Associates 9720 Wilshire Blvd., Suite 200 Los Angeles, CA 90012-3618	7 Alfred C. Lopez 10241 Jordan Street Chatsworth, CA 91331
1 Applicant/Owner Mark K. Avery 21428 San Jose Street Chatsworth, CA 91311-1234	Representative Robert Westmont Westmont Planning Group 28130 Western Ave., Suite 9 San Pedro, CA 90732	Architect Nancy McCubbin 9907 Gullo Avenue Glendale, CA 91206

NOTE: Numbers on ownership labels refer to ownership numbers on the radius map or the ownership key map. Each individual owner, whether they own one lot or a number of lots, will have one individually assigned number. Where lots or parcels adjoin each other and share a common ownership, they are to be joined by a hook line and be assigned one ownership number.

Sample Format for Occupants Mailing Labels:

10 Occupant 901 N Kodak Drive #1 Los Angeles, CA 90026	10 Occupant 901 N Kodak Drive #2 Los Angeles, CA 90026	11 Occupant 846 N Maltman Avenue Los Angeles CA 90026
12 Occupant 831 N Kodak Drive Los Angeles, CA 90026	12 Occupant 831 ½ N Kodak Drive Los Angeles, CA 90026	14 Occupant 852 N Lucile Avenue Los Angeles, CA 90026
14 Occupant 854 N Lucile Avenue Los Angeles CA 90026	14 Occupant 856 N Lucile Avenue Los Angeles, CA 90026	14 Occupant 858 N Lucile Avenue Los Angeles, CA 90026

NOTE: Use the same occupant number for all labels on the same property

7. PROCEDURES FOR PREPARATION OF PENALTY OF PERJURY STATEMENT

The following sworn declaration is to be typed, signed and attached to the list of ownerships and list of occupants (as applicable) for all cases: (see next page)

PENALTY OF PERJURY STATEMENT

I hereby certify that to the best of my knowledge the attached radius map correctly depicts the required data obtained from the records of the City Engineer, City Clerk, and/or the Los Angeles Department of City Planning and, where appropriate, the State Division of Highways.

I further hereby certify that to the best of my knowledge, and under the penalty of perjury, the attached ownership list correctly shows the latest names and addresses on the City Engineer's land records as of the following date: _____. In certain circumstances, such as in annexation proceedings, where there may be no City Engineer records, the records of the County Assessor's Office may be accepted by the City Planning Commission.

(Print or type)

(Signature)

I hereby certify that to the best of my knowledge and under the penalty of perjury, the attached occupants list correctly indicates addresses of the required occupants that fall within the radius as of the following date: _____.

(Print or type)

(Signature)

In certain instances I may have been unable to verify all occupants, therefore the following indicates which occupants I was not able to identify. I understand that the Department of City Planning will determine if reasonable attempts were made to secure these addresses from the information provided below.

Ownership #	Reason unable to verify *	Attempts made to verify **	Additional Information

- * (1) Secured Building
- (2) Gated Yard
- (3) Refused Access
- (4) Other: Specify

- ** (1) Returned to building on three separate occasions
- (2) Efforts to contact owner or manager without success
- (3) Contact made with owner or manager, who refused to provide the information
- (4) Other: Specify

REMINDER TO APPLICANT AND PROJECT TEAM: The Department of City Planning will not accept the application maps and ownership list which bear a date of more than 180 days prior to the date the application is accepted for process. Furthermore, the applicant may be required to update the radius map and/or ownership list before the Department will schedule the public hearing for any discretionary application.

Additional Names and Addresses to be included in Hollywood Sign District Mailing Lists

- Appropriate Council District (CD's 4, 5 or 13)
- Appropriate neighborhood council
- Dean Staron
Code Enforcement I Signs
Department of Building and Safety
3550 Wilshire Boulevard. Ste 1800
Los Angeles, CA 90010
- Brad Neighbors
Code Enforcement I Signs
Department of Building and Safety
3550 Wilshire Boulevard. Ste 1800
Los Angeles, CA 90010

ELEVATION INSTRUCTIONS

City of Los Angeles – City Planning Department

Elevations submitted to City Planning Department shall comply with the following specifications. Additional materials or information may be required according to each type of application. Application forms are available under the Forms & Processes section at www.planning.lacity.org and at the Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

NOTE: An illegible or inadequate Plot Plan cannot be accepted. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size (see “Size and Number of Copies” in the Master Land Use Instructions). Include only information necessary to depict the project and its setting (do not include mechanical or structural drawings).

When Exterior Elevations are required:

Exterior elevations can be required by City Planning Department staff as needed to *illustrate and communicate the details of any case*. Elevations must accompany the following applications:

- New construction projects, including additions;
- Over height fences - show all dimensions including lighting fixtures, pillars, and gates - indicate materials used;
- Commercial Corner and Mini Shopping Centers - show doors, windows, facade mounted signs and building height; include walls, fences and pole signs - demonstrate the project will meet the transparent window requirement of Sec. 12.22.A.23(a)(8);
- Building height waivers;
- Site Plan Review (any project which creates or results in an increase of 50,000 gross square feet or more of nonresidential floor area, or creates or results in an increase of 50 or more dwelling units or guest rooms, or combination thereof)
- Projects requiring review for the following: Design Review Boards, Community Design Overlay Zones, Pedestrian Oriented Districts, Historic Preservation Overlay Districts and Sign Districts;
- Billboards, roof/off-site/pole signs (include height, size, materials, colors, lighting plan and both sides of two-sided signs);
- Transitional height cases where the distance from certain residential zones determines the code permitted height.

Technical Requirements:

Technical issues regarding how the City measures height and all other dimensions are determined by the Department of Building & Safety. Conduct a Preliminary Plan Check by contacting the Case Managers Unit of the DBS at (213) 482-6864 to determine if the dimensions on the project Elevations will meet City standards for measurement. The additional following requirements also apply:

- ☐ **Scale:** the scale shall be no less than 1/8" = 1' or a scale that produces a readable illustration. The Elevation shall be consistent with the accompanying Plot Plan and Photo Simulations.
- ☐ **Location:** the site address(s) and legal description(s) - including Arb number(s).
- ☐ **Labeling:** Elevations for all sides of the buildings must be provided and all views and major features must be labeled, including which side of the project is being illustrated (North, South, East and/or East elevations).
- ☐ **Dimensions:** Elevations shall be dimensioned so that all relevant measurements can be read. Accessory structures shall have the same dimension requirements as the main structure. Include number of stories and dimensions for all heights. Required dimensions must include the height and width of the following items:
 - ☐ The lowest elevation within 5 feet of the perimeter of the building;
 - ☐ The highest elevation for purposes of determining maximum building height as measured per Department of Building and Safety requirements and as defined by LAMC Section 12.03;
 - ☐ Height to the highest point of the roof and all roof structures and width of the yards;
 - ☐ Wireless facilities at ground or roof levels;
 - ☐ Additions proposed to be attached to a building facade;
 - ☐ Each floor or mezzanine;
 - ☐ Poles or signs including those attached to the facade or roof. Roof signs, pole signs and billboards must show both sides;
 - ☐ Facade texture, color or material changes to determine compliance with building articulation and design standards;
 - ☐ Fences, walls, beams, barriers, including lighting fixtures, pillars, and gates on all sides; and
 - ☐ Height and width of porches, decks or other additions attached to or projecting from a structure.
- ☐ **Building Materials:** Elevations shall indicate all building material types and colors including any sustainable features of the project.

PLOT PLAN INSTRUCTIONS

City of Los Angeles – City Planning Department

Plot Plans submitted to City Planning Department shall comply with the following specifications. Additional materials or information may be required according to each type of application. Application forms are available under the [Forms & Processes](http://www.planning.lacity.org) section at www.planning.lacity.org and at the Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012 (phone: 213-482-7077) and at 6262 Van Nuys Boulevard, Room 251, Van Nuys, CA 91401 (phone: 818-374-5050).

NOTE: An illegible or inadequate Plot Plan cannot be accepted. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size (see “Size and Number of Copies” in the Master Land Use Instructions). Include only information necessary to depict the project and its setting (do not include mechanical or structural drawings).

☐ 1. Summary Table:

The Plot Plan shall include a Summary Table that identifies relevant information to the proposed project. Depending on the application, categories should include:

- *square footage*
- *parking spaces required and provided*
- *number of seats indoor and outdoor*
- *heights of buildings*
- *open space required and provided*
- *landscaping required and provided*
- *existing and proposed number of units*
- *other relevant data...*

See exhibits for examples.

☐ 2. Boundaries:

The Plot Plan shall include all property in the project site or ownership, whichever is larger, unless permission has been obtained from a Public Counter staff supervisor to include an area less than the entire site or ownership. If the project is located on only a portion of a larger site, indicate those portions of the site that are not a part of the project.

☐ 3. Technical Requirements:

☐ a. Scale:

- 1) All plans shall indicate a scale and display a graphic scale.
- 2) Plot Plan shall be accurate to within 1/16".
- 3) Full size plans shall be at a scale of 1/8"=1' or larger (if not possible, see 3. a. 4 below).
- 4) Full size plans for large sites (over 2 acres) may be provided at a scale smaller than 1/16"=1', provided, additional plans of key areas are provided at 1/8"=1' scale.
- 5) Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale and legible.

☐ b. **North Arrow:** North shall be shown and oriented towards the top of the page. True north shall be indicated.

☐ c. **Location:** The site address(es), legal description(s) including Arb number(s) and names of abutting streets.

☐ d. **Boundary Line:** The boundaries of the property shall be shown by a heavy-broken line and clearly labeled.

☐ e. **Dimensions:** Dimensions shall be provided for all important measurements, including:

- 1) Property lines, yards, setbacks, building or structure height, building footprints, other key features (as applicable to the request).
- 2) If there is more than one zone classification on the subject property, the zone boundary and dimensions shall be indicated.

☐ g. **Area Calculations:** Square-footage calculations for all notable areas (e.g., main and accessory structures, landscape area, common and private open space, lot coverage, etc...).

☐ h. **Floor Area Ratio (FAR)** calculations.

☐ 4. Plot Plan must clearly and completely show the intent of the project and its uses and their locations on the site. Clearly label, identify and differentiate the following features (and include dimensions for important distances):

☐ a. Location and uses of all buildings and structures (including walls and fences):

- 1) Existing structures to be demolished and existing structures to remain.
- 2) Existing structures or walls that will be demolished to be shown with dashed or shadowed lines.
- 3) Proposed structures to be constructed or added.

☐ b. **Parking / Loading:**

- 1) Parking areas (including stalls), on-site circulation, and access to the site.
- 2) Parking table (number of existing stalls, number required by Zoning Code, Specific Plan or pursuant to Advisory Agency parking policy, and proposed number of parking stalls to be provided -- indicate any applicable parking ratio formulas).
- 3) Location of residential guest parking stalls.
- 4) Loading areas -- dimensions and access driveways.
- 5) Mixed use projects -- location of residential and non-residential parking areas, loading area(s).

☐ c. **Alleys, and other public rights-of-way or easements.**

☐ d. **Topography :**

Where there is more than 5-foot elevation difference in slope, a Plot Plan shall be superimposed on a contour map showing site topography.

☐ e. **Signs:**

Show the location(s), dimensions, and whether or not sign(s) exist, are to be retained, moved, changed or removed.

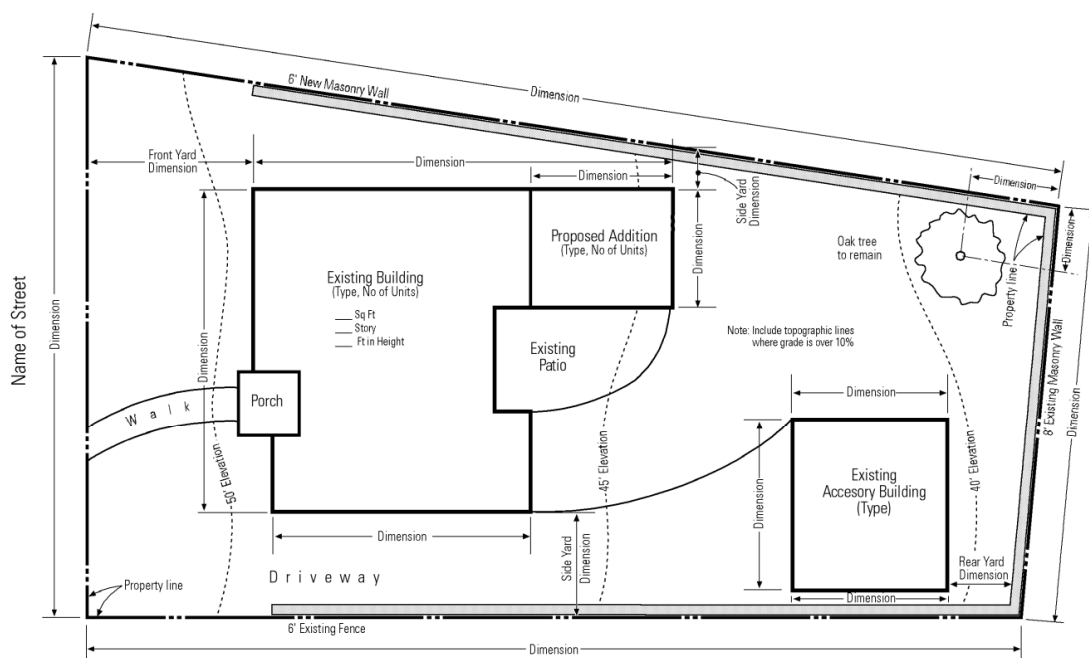
☐ f. **Trees:**

Indicate the location, size, type and general condition of the following tree on the site and within the public right(s)-of-way:

- a) Oak tree including Valley Oak and California Live Oak, or any other tree of the oak genus indigenous to California but excluding the Scrub Oak,
- b) Southern California Black Walnut,
- c) Western Sycamore,
- d) California Bay,
- e) All significant trees (8" or greater trunk diameter, or cumulative trunk diameter if multi-trunked, as measured 54" above the ground)

☐ 5. **Adjoining Land Uses**

Show the location, uses, yards/setbacks, height and footprint of buildings and structures on adjoining properties that may be affected by the requested action (e.g., involving a change or variation from existing regulations on use, density, land use intensity, height, yards, open space, landscaping or building setbacks).



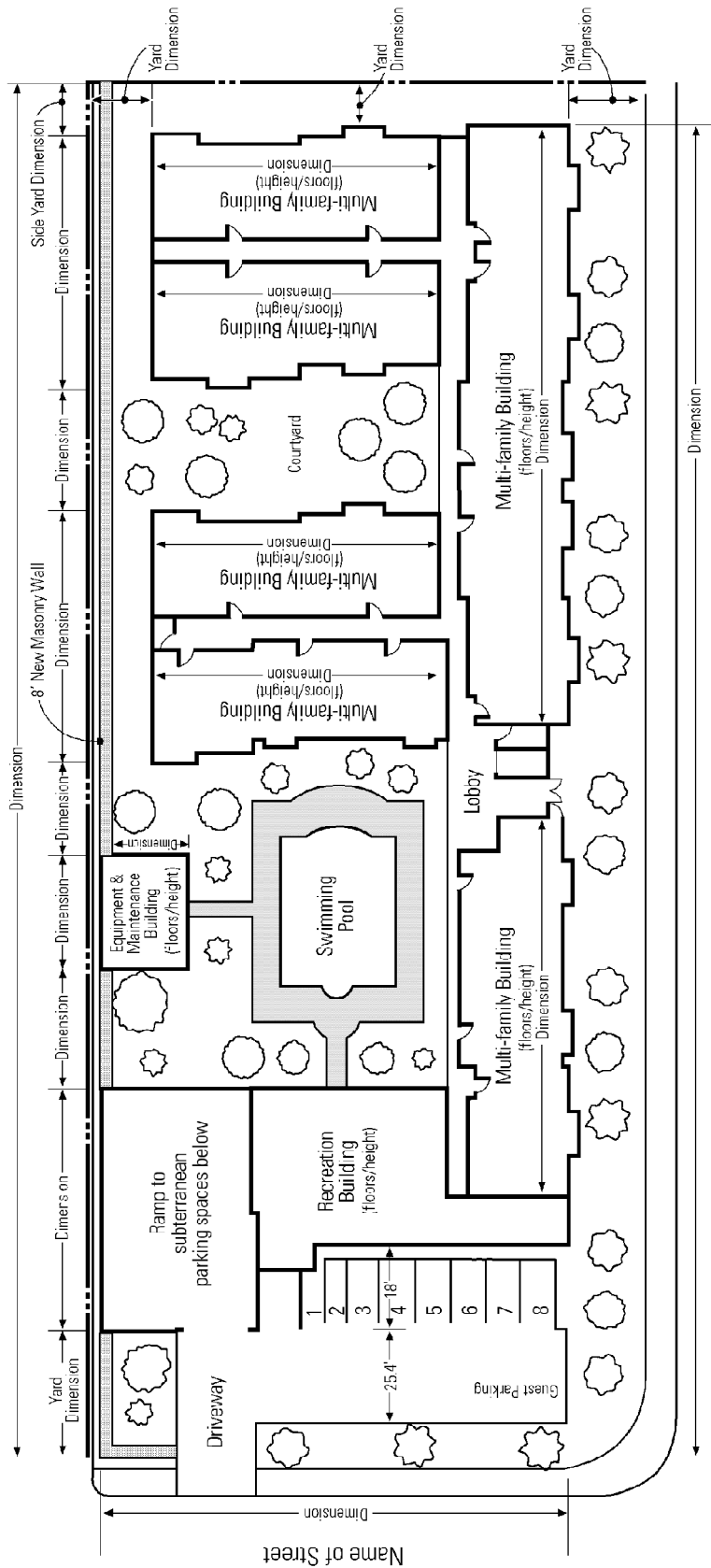
Legal Description:

Lot _____ Block _____
Tract _____

Note: Metes and bounds description of existing parcel or lot splits must be attached to the application.

Project address: _____





Multiple-Family Example

Site Description

Dwelling Units	=	Units
Parking Required		
Less than 4 Rooms	=	Units x 1 Space = Spaces
4 Rooms	=	Units x 1.5 Space = Spaces
More than 4 Rooms	=	Units x 2 Space = Spaces
Total Spaces Required	=	Spaces
Parking Provided		
Resident Spaces	=	Spaces
Guest Spaces	=	Spaces
Handicapped Spaces	=	Spaces
Total Spaces Provided	=	Spaces
Open Space		
Required	=	Soft
Provided	=	Soft

Plot Plan

Scale: (Not less than 1/16"=1')

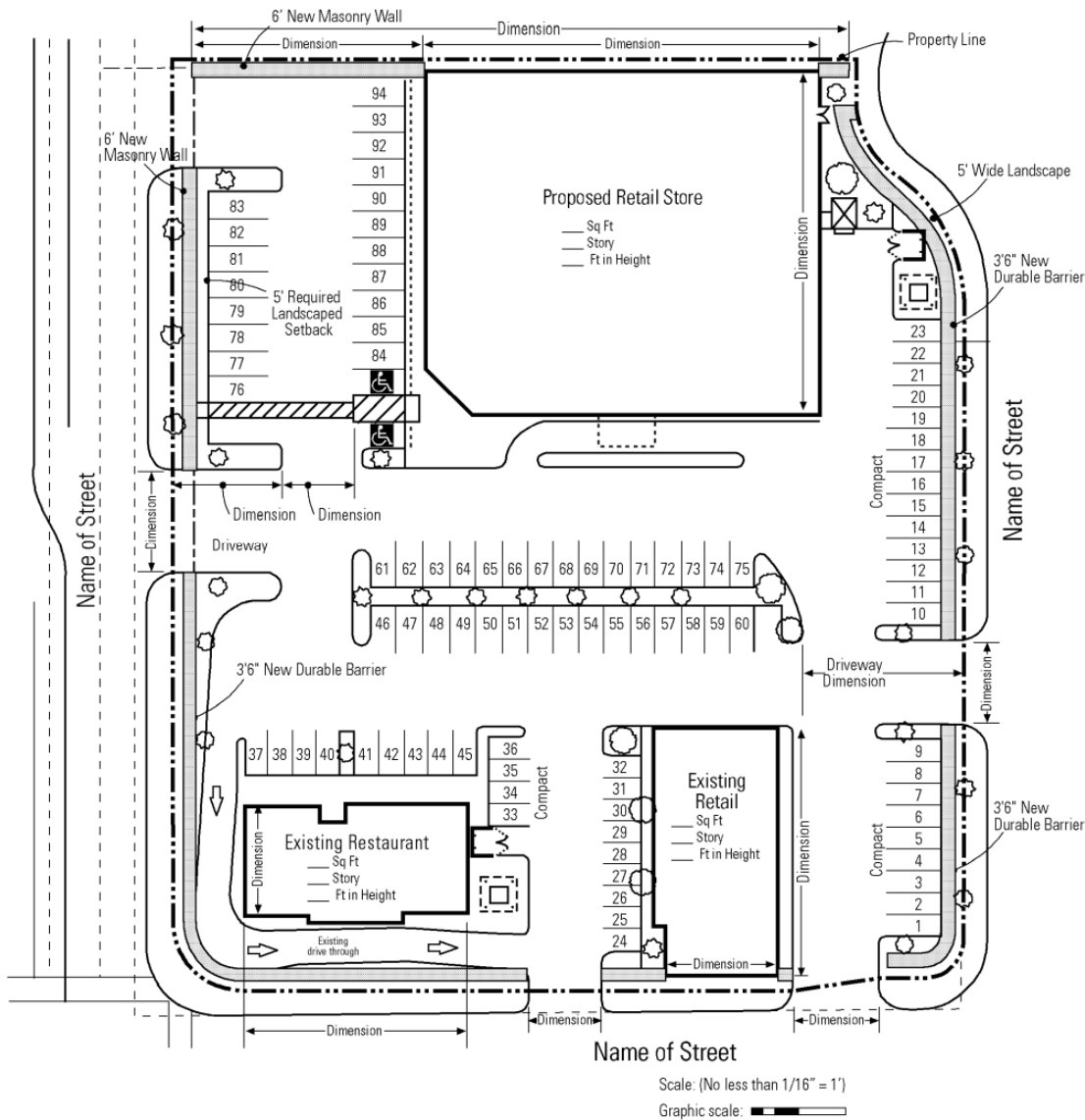
Legal Description	
Lot	Elock
Tract	

Note: Metes and bounds description of existing parcel or lot splits must be attached to the application

Project Address	



Commercial/Industrial Plot Plan Example



Project Address

Legal Description

Tract _____ Block _____
Lot _____ Arb _____

Note: Metes and bounds description of existing parcel or lot splits must be attached to the application

Site Information

Project

Parking Calculations

Parking Required

Proposed Retail _____ SqFt (1 per _____ SqFt) = _____ Spaces
Existing Restaurant _____ SqFt (1 per _____ SqFt) = _____ Spaces
Existing Retail _____ SqFt (1 per _____ SqFt) = _____ Spaces

Total Spaces Required = _____ Spaces

Parking Provided

Standard Spaces = _____ Spaces
Compact Spaces = _____ Spaces
Handicapped Spaces = _____ Spaces
Total Spaces Provided = _____ Spaces

Total Site Area = _____ Acres or SqFt
Total Floor Area = _____ SqFt
FAR = _____

Landscaping (% of site) = _____ %

Open Space Calculation

Open Space Required

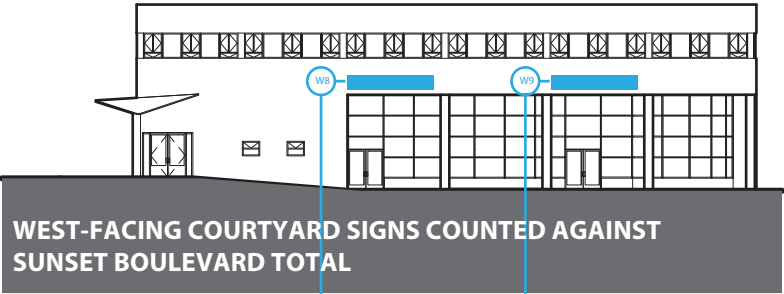
Open Space Provided

SIGN INVENTORY SAMPLE (1 OF 2)

SOUTH ELEVATION
Hollywood Blvd

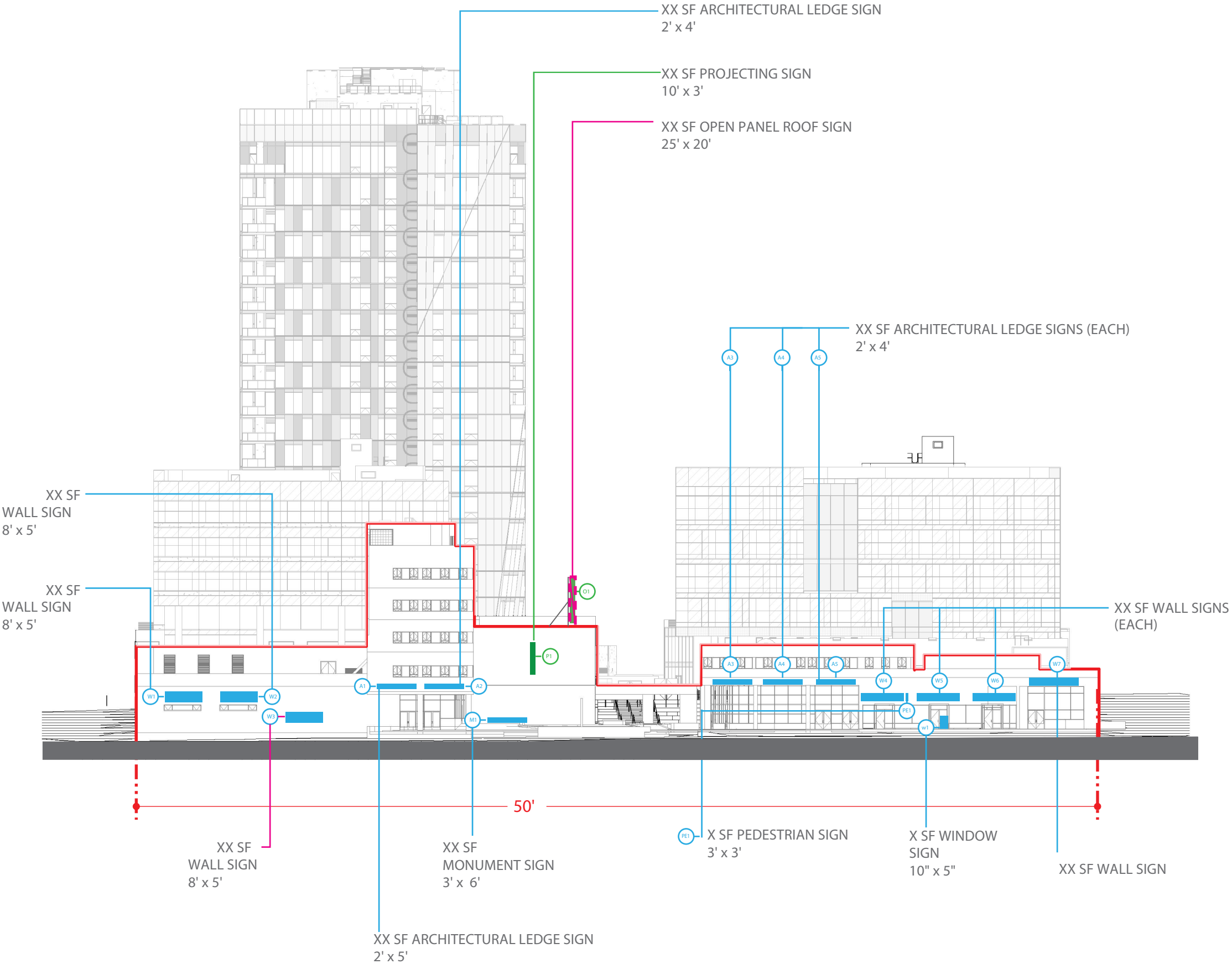
STREET FRONTAGE (HOLLYWOOD):	50 FEET
ALLOWABLE SIGNAGE AREA:	100 SF
SIGNAGE AREA ILLUSTRATED: (HOLLYWOOD BLVD)	XX SF

- DO NOT COUNT TOWARDS MAX COMBIMNED SIGN AREA TOTAL PER HOLLYWOOD SIGN DISTRICT
- COUNTS TOWARDS MAX COMBINED SIGN AREA



XX SF WALL SIGN
10' x 5'

XX SF WALL SIGN
10' x 5'



SIGN INVENTORY SAMPLE (2 OF 2)

Street Frontage	Property Address	Tenant Space #	Sign Type	Sign # (see elevation)	Display Name	Sign Dimensions	Sign Area Ft) (Sq	Permit Number	Date of Permit	Applied Towards Maximum allowed Sq Ft?
Hollywood Blvd	200 Hollywood Blvd	105	Wall	W1	Sign Shop	10' x 5'	50	17048-10000-XXXXX	3/12/2015	Yes
Hollywood Blvd	200 Hollywood Blvd	107	Hanging	H1	Best Signs	6" x 24"	1	17048-10000-XXXXX	11/12/2017	Yes
Gower St	201 Gower St		Projecting	P1	Gower Apartments	10' x 3'	30	17048-10000-XXXXX	1/1/2017	No

examples

Notes:
Sign inventory must identify all signs viewable from the public right-of-way on the subject lot (window signs and pole signs must be included)
Sign Types shall only be identified as those found on Pg 10, Section 7. Standards for Specific Types of Signs, or Definitions on Pg 3, Section 4, of the Hollywood Sign District Ordinance No. 181.340.
If the building (entire development) in which the tenant space is located encompasses multiple lots, all signs on the entire building shall be included in
Unpermitted Signs on the building must be included in this inventory and counted towards the maximum combined sign area. They should be noted as "Unpermitted" in the Permin Number Box

Street Frontage	Linear Lot Street Frontage	Allowable Maximum Combined Sq Ft (2 x linear lot street frontage)	Total Sign Area Currently on Subject Lot
Hollywood Blvd	50'	100	51
Gower St	75'	150	30

examples