



Filing for a New Design Overlay Plan Approval Case in the Broadway Community Design Overlay (CDO) District

Start by reviewing the Broadway CDO Design Guidelines, which are available online at: <http://planning.lacity.org/>
Go to *General Plan* → *Community Plans* → *Other Plans and Guidelines* → *Broadway*

You may also contact the Los Angeles Department of City Planning to get a copy (see contact info below).

If a **consultation** is needed regarding design criteria and required submittal package, or **when you are ready to file**, contact City Planning staff to schedule an appointment.

These instructions apply to projects as defined in Section 2, page 10 of the Design Guidelines, that do not qualify under the Permit Clearance, as defined by the Design Guidelines in Section 2, page 11. The process is called a Design Overlay Plan Approval.

Please submit **three (3) copies of all plan sheets, maximum 11"x 17" size* and one (1) full size set at 24" x 36" or larger**, fully dimensioned and drawn to scale.

Basic Checklist for all projects, such as storefronts and building renovations:

- Photos of existing conditions
- Plot Plan of existing conditions
- Plot Plan to show the proposed location of storefront windows and doors and their relationship to the configuration of the storefront and the property line
- Elevation drawing showing dimensions
- Photo rendering (Planning requirement; elevation drawing above may be sufficient)
- Material specifications (manufacturer's spec sheet)
- Exterior surface wall treatments if being affected by the proposed project
- Floor Plan showing disabled access elements: path of travel from public way, path of travel within tenant space to nearest restrooms and dimensioned floor plan and elevations of restrooms for disabled access compliance (primarily for Building and Safety use)
- Window/door schedule showing graphic depiction of architectural design elements including proposed location, dimensions, and materials to be installed. Include manufacturer specifications sheets for all windows, glass, and doors. Glass specs must include percent visible light transmittance and percent visible light reflectance.
- Master Land Use Application
- Mailing labels
 - Create labels for the owner, applicant, representative, Council Office, and any interested parties
 - The Council Office information is: Council District 14, Attn: Bringing Back Broadway, 200 N. Spring Street, Room 465, Los Angeles, CA 90012
- Neighborhood Council packet, a 4th copy of the case file in a pre-paid, open envelope addressed to: Downtown Los Angeles Neighborhood Council, P.O. Box 13096, Los Angeles, CA 90013
- *More detail may be required for historic buildings to determine any impact on historic features.*

Potential Additional Submittal Requirements for Department of Building & Safety*:

- Structural plans, including structural framing and installation details
- A complete set of Structural Calculations (for vertical and lateral loads) signed by responsible professional
- Mechanical plans (including relevant information from architectural plans for new components)
- Electrical plans (including relevant information from architectural plans for new components)
- An electrical permit, potentially requiring additional documentation, may be required by Building & Safety for signs that may have exposed wiring or other related citations

Contacts:

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| Department of Building & Safety – Permit Counter 201 N. Figueroa Street, 4 th Floor Los Angeles, CA 90012 (866) 452-2489 | Department of City Planning Project Planning Bureau Division Central Project Planning Section 200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978-1160 – main number | Michael Sin michael.sin@lacity.org (213) 978-1345 |
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**Building & Safety may require all plans to be 24"x36" minimum size*