



Executive Office

City Hall 200 N. Spring Street, Room 525 Los Angeles, CA 90012



March 14, 2006

TO: All Applicants for Case Processing

FROM: Robert H. Sutton, Deputy Director
Daniel Green, Acting Chief Zoning Administrator

SUBJECT: REVISED APPLICATION INSTRUCTIONS

The City Planning Commission wants to have a better understanding in how a project fits into a community. Based upon directions from the City Planning Commission, the Department has revised the following application instructions in order to get more visual information:

1. Master Land Use Instructions – 500' Radius Map
2. Plot Plan Instructions
3. Site Plan Review Instructions and Checklist
4. Elevation Instructions
5. Landscape Plan Instructions

The Commission and Department intent is to have applicants file more complete applications so that staff, the public and the Commission have a clearer understanding of proposed projects. With this information the expectation is that projects approved will be more compatible with the community.

While the Department wants to have a smooth transition with these new instructions, the Commission is anxious to see these changes occur. Thank you for your cooperation in helping to accomplish these changes.

RHS:ss:n/REVISED APPLICATION INST 3.14.06

Master Land Use Instructions – 500' Radius Map

Los Angeles City Planning Department

- 1. The **MASTER LAND USE APPLICATION FORM CP-7771** must be filled out completely, typed or printed in black ink, with full answers to every statement and question. The application must be signed by the property owner or owners, lessee (only if the entire site is leased), authorized agent of the owner with power of attorney, or officers of a corporation (SUBMIT PROOF). A single application can be used for most projects that have multiple requests. A copy of a grant deed is needed if the ownership does not match City Records.
- 2. A copy of the **GRANT DEED** is needed if the ownership does not match City Records. Ownership on the deed must correspond **EXACTLY** with the ownership listed on the application. The owner must provide a Letter of Authorization (LOA) to anyone other than the owner who is the applicant and signs the application. The authorized person on the LOA must correspond **EXACTLY** with the applicant listed on the application.
- 3. Adjacent property owners who approve the request may sign the application or a supplemental sheet.
- 4. The required **RADIUS MAP** accompanying the application must be drawn as explained in the "Radius Map Requirements" pamphlet available from the Department of City Planning Cartography Unit. Fifteen (15) prints plus the original of the 500-foot radius map. Please be aware that radius maps and property owner's lists must not be more than 90 days old. Maps should be folded to no larger than ; ½" x 11". An ; ½" x 11" reduction of the radius map is also required.
- 5. One ; ½" x 11" **VICINITY MAP**; a Thomas Brothers map page with site highlighted is acceptable.
- 6. A list of **PROPERTY OWNERS' AND OCCUPANTS**, corresponding to the radius map. **BTC**, the City's mailing contractor, and the Planning Department each get a set. Please refer to MAILING PROCEDURES handout. Names of the owners shall be secured from the City Clerk's Map and Lot Records. **Be sure to include the applicant's and representative's names on the lists.** A **PERJURY STATEMENT** certifying the list's accuracy is also required.
- 7. **For ZA cases only – ABUTTING PROPERTY OWNERS' LIST**; three sets, two on self-adhesive labels, plus one copy, must be typewritten, (3 across, 11 down, no skipped labels) on a full sheet prepared according to the MAILING PROCEDURE handout. **Be sure to include the owner's, applicant's and representative's names on the labels.** Lists without these labels will not be accepted for filing. Abutting owners include those properties adjacent, across a street or alley and to the rear of the subject property. A **PERJURY STATEMENT** certifying the lists' accuracy is also required.
- 8. **PHOTOGRAPHS AND INDEX MAP**
 - a. Photographs: Color photographs of entire site, surrounding areas, and surrounding buildings shall be displayed on paper not to exceed ; .5"x11" in size, keyed to numbers on an accompanying index map (see ; .b. below).
 - b. Map: Index map indicating with arrows and keyed numbers from where and in what direction the photos were taken.
 - c. Aerial Photograph of the subject property and surrounding area on a ; .5"x11" or 11"x17" size paper. (Search engines such as <http://maps.google.com> and other available sources can be used to obtain aerial photos)
- 9. **PLANS REQUIRED:**
 - a. **Plot Plan** must be submitted for all cases. (see Plot Plan Instructions)
 - b. **Elevation(s)** must be submitted if the request involves: new construction or additions, over height fences/walls, Site Plan Review and Major Development Projects, Commercial Corner/Mini Shopping Center development, Vesting Tentative Map, any small lot subdivision, building height waivers, sign approvals, wireless telecommunications sites, yard cases where the height of the building must be determined to calculate the yard requirement, transitional height cases and projects requiring review for the following – Design Review Boards, Community Design Overlay Zones, Pedestrian Oriented Districts, Historic Preservation Overlay Districts and Sign Districts. (see Elevation Instructions)
 - c. **Floor Plan(s)** should be submitted if the nature of the request involves knowing the interior lay-out of a project. Floor Plan(s) must show proposed arrangement of rooms and location of various activities.

(see Floor Plan Instructions)

- d. **Landscape, Hardscape, and Open Space Areas & Color Building Renderings**
- 1) Depict landscape (planting) and hardscape areas where site is not covered by buildings or structures and provide square footage totals, including any qualifying required Open Space.
 - At minimum, depiction of landscape areas should illustrate a concept of plant materials, location, spacing and size at planting.
 - Significant development projects requiring Commission review, including but not limited to Site Plan Review and Tract/Parcel Map cases shall include at minimum the following: Planting Plan with Landscape certification (Ord. 17097;) with a plant list referencing common and scientific names of plants, quantities of plant materials, and size at time of planting; and Irrigation plan with Water management certification (Ord. 170,97;). (See Landscape Plan Instructions)
 - 2) Open Space table indicating square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
 - 3) Colored building renderings or colored building elevations, showing proposed project in conjunction with proposed landscaping, shall be submitted for all significant development projects requiring Commission review, including but not limited to Site Plan Review cases.
- e. **Section(s)** should be submitted if the project involves multiple levels and/or subterranean/basement floors which can only be shown through a section cut of the property.
- f. In Hillside Areas, profiles of the entire property along the maximum slope. Plans should be folded to no larger than ; ½" x 11". For all cases, submit an ; ½" x 11" copy of all drawings.
- g. **Protected Trees.** Identify and label on the site plan any of the following Southern California native tree species, which measures four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree: a) Oak tree including Valley Oak (*Quercus lobata*) and California Live Oak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus dumosa*); (b) Southern California Black Walnut (*Juglans californica* var. *californica*); (c) Western Sycamore (*Platanus racemosa*); (d) California Bay (*Umbellularia californica*). (Ordinance 177,404, effective 4/23/2006)
10. **Q/D CONDITIONS.**
11. **ORDER TO COMPLY.** If this application is being submitted as a result of an Order to Comply by Building and Safety or the Housing Department, submit a copy of the Order.
12. **BUILDING PERMITS.** If the project has nonconforming rights, such as for use, parking, or setbacks, submit a copy of the building permit that establishes the nonconforming right. Building Permits are available at the Records Center, 201 North Figueroa Street, 1st Floor.
13. The California Environmental Quality Act (CEQA) requires that an **ENVIRONMENTAL CLEARANCE** be obtained for this application. Under CEQA, projects can be found to be either: Categorically Exempt, have a Negative Declaration or Mitigated Negative Declaration, or require a full Environmental Impact Report (EIR). If a project is not Categorically Exempt an Environmental Assessment Form (EAF) may be filed prior to or simultaneously with the application. Filing the EAF determines if the project will be found to have a Negative Declaration or Mitigated Negative Declaration. **SITE PLAN REVIEW** is an additional finding under CEQA that applies to certain projects. Please indicate if your project needs Site Plan Review in the project description of the EAF and in the application.
14. **A FILING FEE** must be paid at the time of filing the application (Section 19.01, Los Angeles Municipal Code). The fee is partially to cover the cost of processing the application.
15. **COPY OF LEASE.** When the applicant is the lessee of the entire site, a copy of the lease agreement between the owner of the property and the lessee must be provided at the time of filing. If the applicant is leasing a portion of the site, the owner of the property must sign the application or, the applicant must provide a signed

statement from the owner consenting to the application.

16. **HEARING NOTICE.** If you anticipate being out of town or absent during a certain period of time, please notify the decision makers in writing at the time of filing. Once the hearing date has been established, it will not be rescheduled. Alternatively, you may have someone represent you at the hearing.
17. **FILING APPLICATION.** When all the above requirements are met, please make sure the following procedures and materials are provided for before submitting an application:
- a. **BTC receipt.** **BTC** must be visited first, their fee paid, and a receipt obtained from them. Check their hours of operation and allow time for this visit.
 - b. As part of the application intake process, radius maps, plot plans, and legal descriptions on applications are reviewed by Planners to ensure accuracy and consistency of information about the subject property. If these are not clear it may be necessary to refer your application to the Department's Cartography section in order to clarify materials. Please be prepared for this by checking your information and materials as this can delay filing your application.
 - c. The ENVIRONMENTAL CLEARANCE is adequate.
 - d. The proper signatures on the application have been obtained (item 1).
 - e. Any additional exhibits, special instructions, copies of relevant cases, etc., should be included. Nothing in the file should be larger than ; ½" x 11"; otherwise fold it. Any information relevant or helpful to your case may also be included.
 - f. Please allow sufficient time to complete all filing procedures. The Counter is closed on Wednesday mornings from 7:30 - 9 a.m. Applicants are advised that if filing cases after 3 p.m., it may be necessary to return the following business day to complete the process. If you are filing multiple cases (different addresses), please call 1-213-4; 2-7077 and make an appointment for a Tuesday, Wednesday or Thursday filing.
 - g. **Projects located in certain areas of the City require that one or more duplicate files be created. THIS NECESSITATES PROVIDING ADDITIONAL COPIES OF ALL DOCUMENTS AND A CASE CANNOT BE FILED WITHOUT THEM. Please call for the number of copies required in the project area.**
 - h. **Additional documents.** If there are circumstances which may further a more complete understanding of the project, do not hesitate to submit additional information. The documents submitted with the application and the public hearing constitute the **primary opportunity** to clarify and define the project.
 - i. The processing of this application is regulated by policy and statutory requirements that include time limits, notification, and quasi-judicial authorities. If these requirements are not met counter staff will not accept the application. Applications accepted and subsequently found to be deficient **WILL NOT BE** considered officially on file nor will they be **PROCESSED** until the deficiencies are rectified.

The application may be filed at the Planning Counter, Construction Services Center, 201 North Figueroa Street or Valley Office, 6262 Van Nuys Blvd., Van Nuys.

Plot Plan Instructions

Los Angeles City Planning Department

Plot Plans submitted to City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the City's web site (go to www.lacity.org/PLN and choose Forms/Procedures) and at the Planning Department 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: Counter staff will not accept an application if it determines that the Plot Plan is not legible or is otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size. Include only information necessary to depict the project and its setting (do not include mechanical drawings). **A Plot Plan that does not substantially conform with these instructions, or is unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.**

1. Boundaries

Plot Plan shall include all property in the project site or ownership (whichever is larger) unless written 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.

2. Size and Number of Copies

- a. Full size Plot Plans, folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies
- b. Reduced Plot Plans on 11"x17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies for distribution to the applicable decision maker and support staff, as follows:
 - City Planning Commission (CPC) -- Fifteen (15) copies
 - Area Planning Commission (APC) -- Nine (9) copies
 - Zoning Administrator (ZA) -- Four (4) copies
 - Deputy Advisory Agency (DAA) -- Four (4) copies
 - Director's Determination (DIR) -- Two (2) copies
- c. Reduced Plot Plans on 8.5"x11" standard paper. Include graphic scale.
 - Two (2) copies

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 0.1"
 - 3) Full size plans shall be at a scale of 1/16"=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 1/16"=1' scale.
 - 5) Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale but do not need to be reduced to scale.
- b. **Orientation:** North shall be shown and oriented towards the top of the page. True north shall be indicated.
- c. **Location:** the site address(es) and legal description(s) - including Arb number(s).
- d. **Boundary Line:** Property Boundary of Plot Plan shall be shown by a heavy-broken line and clearly labeled.

- e. Names of abutting streets
 - f. **Dimensions:** Dimensions shall be provided for all important measurements, including:
 - 1) 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) 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. Open Space, Landscape and Hardscape Areas & Color Building Renderings
 - 1) Depict landscape (planting) and hardscape areas where site is not covered by buildings or structures and provide square footage totals, including any qualifying required Open Space.
 - At minimum, depiction of landscape areas should illustrate a concept of plant materials, location, spacing and size at planting.
 - Significant development projects requiring Commission review, including but not limited to Site Plan Review and Tract/Parcel Map cases shall include at minimum the following: Planting Plan with Landscape certification (Ord. 170978) with a plant list referencing common and scientific names of plants, quantities of plant materials, and size at time of planting; and Irrigation plan with Water management certification (Ord. 170,978). (See Landscape Plan Instructions)
 - 2) Open Space table indicating square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
 - 3) Colored building renderings or colored building elevations, showing proposed project in conjunction with proposed landscaping, shall be submitted for all significant development projects requiring Commission review, including but not limited to Site Plan Review cases.
 - d. Alleys and other public rights-of-way and easements
 - e. Topography of site (where more than 5-foot elevation difference in slope). Plot Plan shall be superimposed on a contour map showing site topography. If the proposed project includes Site Plan Review findings or is a big development project then a certified topographic map shall also be provided.
 - f. Off-site signs location(s), dimensions, and whether or not sign(s) exists, is to be retained, moved, changed or removed. **(Please be aware of additional notice requirements on sites with off-site signs. See "Mailing Procedures" instructions.)**
 - g. **Protected Trees.** Identify and label on the site plan any of the following Southern California native tree species, which measures four inches or more in cumulative diameter, four and one-

half feet above the ground level at the base of the tree: a) Oak tree including Valley Oak (*Quercus lobata*) and California LiveOak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus dumosa*); (b) Southern California BlackWalnut (*Juglans californica* var. *californica*); (c) Western Sycamore (*Platanus racemosa*); (d) California Bay (*Umbellularia californica*). (Ordinance 177,404, effective 4/23/2006)

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.)

6. **Other Drawings to accompany Plot Plan**
 - a. Elevations of all buildings, structures, walls and fences - **if** new construction or exterior change
 - b. Cross-Sections - **if** the project involves multiple levels and/or subterranean/basement floors which can only be shown through a section cut of the property.
 - c. Floor Plans - **if** the nature of the request involves knowing the interior lay-out of a project. Floor Plan(s) must show proposed arrangement of rooms and location of various activities. Restaurant, bar, night club or similar establishments require floor plans.
 - d. Color building renderings / landscape plans - **if** required. (See 4.c.3 above)
 - e. Certified Topographic Map - **if** there is more than 5-foot elevation difference in slope **and** project requires a Site Plan Review or is a big development project. (See 4.e above)

Site Plan Review

Instructions & Checklist

(Los Angeles Municipal Code Section 16.05)

The materials requested in this form must be provided by the applicant as part of the Site Plan Review Application. Site Plan Review staff reviews and checks for completeness before an application is filed at the Planning Department's Public Counters, located at 201 N. Figueroa Street, 4th Floor, Los Angeles, (213) 482-7077 or at 6262 Van Nuys Boulevard, Van Nuys, (818) 374-5050. All forms are available at the Counters and the Site Plan Review Unit, City Hall Room 601, (213) 978-1219.

1. **Master Land Use Application** [CP - 7771]
2. **Site Plan Review Supplemental Application** [CP - 2150]
3. **Environmental Assessment Form (E.A.F.)** [CP - 1204] - Attach a copy of the EAF application only with the Site Plan Review Application (EAF application and materials are prepared as a separate package).
4. **Transportation Analysis (D.O.T.)** - Submit the completed form, along with the required materials, to the Department of Transportation, CalTrans Building 100 N Main St. 9th Floor, for their review *prior* to submitting the application for Site Plan Review. Unless a traffic study is required, this procedure should take a maximum of two weeks. This should also expedite the Planning Department's environmental review. Include the *signed* form by Department of Transportation with the Site Plan Review Application.
5. **Plans:** The plot plan, floor plan(s), elevations, and sections must clearly and completely illustrate the intent of the project and address the issues involved. "Plot Plan Instructions", "Floor Plan Instructions" and "Elevation Instructions" are available at the Planning Counters.
 - a. **Plot Plan:** In addition to all the requirements listed on the "Plot Plan Instructions" handout, the site plan shall include the following additional items: easements and public rights-of-ways, access, parking and on-site circulation, arrangement/form, use of buildings or portions of buildings/rooms, certified topographic map (if applicable), proposed grading/drainage, lighting, signs, accessory buildings/structures, trash area, and walls. (See Plot Plan Instructions)
 - b. **Floor Plan(s)** - Must be submitted if the project is more than one story in height and if the nature of the request involves knowing the interior lay-out of a project. Floor Plan(s) must show proposed arrangement of rooms and location of various activities. . (See Floor Plan Instructions)
 - c. **Roof Plan** - Show all roof-top structures and equipment.
 - d. **Elevations** - All building materials and colors shall be indicated, including any sustainable features of the project. (See Elevation Instructions)
 - e. **Section(s)** should be submitted if the project involves multiple levels and/or subterranean/basement floors which can only be shown through a section cut of the property.
 - f. **Open Space, Landscape and Hardscape Areas & Color Building Renderings**
 1. Depict landscape(planting) and hardscape areas where site is not covered by buildings or structures and provide square footage totals, including any qualifying required Open Space.
 - At minimum, depiction of landscape areas should illustrate a concept of plant materials, location, spacing and size at planting.
 - Significant development projects requiring Commission review, including but not limited to Site Plan Review and Tract/Parcel Map cases shall include at minimum the following: Planting Plan with Landscape certification (Ord. 170978) with a plant list referencing common and scientific names of plants, quantities of plant materials, and size at time of planting; and Irrigation plan with Water management certification (Ord. 170,978). (See Landscape Plan Instructions)
 2. Open Space table indicating square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
 3. Colored building renderings or colored building elevations, showing proposed project in conjunction with

proposed landscaping, shall be submitted for all significant development projects requiring Commission review, including but not limited to Site Plan Review cases.

?B. Size and Number of Copies

- a. Full size site plan, floor plan(s), elevations and sections folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies.
- b. Reduced size site plan, floor plan(s), elevations, and sections on 11" x 17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies based on application to one of the following decision makers.
 - City Planning Commission (CPC)--Fifteen (15) copies
 - Area Planning Commission (APC)-- Nine (9) copies
 - Zoning Administrator (ZA)-- Four (4) copies
 - Deputy Advisory Agency (DAA)-- Four (4) copies
 - Director's Determination (DIR)-- Two (2) copies
- c. Reduced size site plan, floor plan(s), elevations, and sections on 8½" x 11" standard paper. Include graphic scale.
 - Two (2) copies

?B. Radius Maps

- a. One (1) original full size radius map, showing 300-foot radius for land use information and 100-foot radius for ownership information, as explained in the "Radius Map Requirements" pamphlet, available at Planning Counters. (A list of mapping consultants is available at the Planning Counters.)
- b. Two (2) reduced radius maps - 8½" x 11" or 11" x 17"

?B. Mailing List

- a. Two (2) sets of typed gum mailing labels from BTC and a copy of the names and addresses of all property owners and tenants within the 100-foot radius, as explained in the "Radius Map Requirements" pamphlet. Names of the owners can be obtained from the City Clerk's Land Records section at 201 N. Figueroa Street, 7th Floor. Include the *applicant's* and all *representatives'* names/addresses on the mailing list.
- b. Provide the BTC receipt for mailing (instructions available at the Planning Counters).

?B. ZIMAS Printout.

?B0. Color Photographs and Index Map

- a. Photographs: Color photographs of entire site, surrounding areas, and surrounding buildings shall be displayed on paper not to exceed 8.5"x11" in size, keyed to numbers on an accompanying index map (see 8.b. below).
- b. Map: Index map indicating with arrows and keyed numbers from where and in what direction the photos were taken.
- c. Aerial Photograph of the subject property and surrounding area on a 8.5"x11" or 11"x17" size paper. (Search engines such as <http://maps.google.com> and other available sources can be used to obtain aerial photos)

?B1. Other Related Documents

- a. Copy of Building Permit Application, if in Plan Check.
- b. Copy of lease, if applicant is not the owner of the subject property.
- c. Copies of prior discretionary actions (Planning, CRA, Public Works, etc.)
- d. Copies of existing Building Permits, Affidavits, and Certificate of Occupancy
- e. Copies of Recorded Easements
- f. Copy of grading pre-inspection approval from Building & Safety Grading Division for properties in Hillside areas

For Site Plan Review Staff Only

Site Plan Review Staff: _____

Date Reviewed: _____

OK to File: **YES** **NO**

Comments: _____

Elevation Instructions

Los Angeles City Planning Department

Elevations submitted to the City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the Los Angeles City Planning Department's web site (go to www.lacity.org/PLN and choose Forms/Procedures) and at the City Planning Department 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: Counter staff will not accept an application if the Elevations are not legible or are otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size. Elevations that do not substantially conform with these instructions, or that are unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.

1. When Elevations are required. 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:

- a. New construction projects, including additions;
- b. Over height fences - show all dimensions including lighting fixtures, pillars, and gates – indicate materials used;
- c. 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);
- d. Building height waivers;
- e. 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)
- f. Projects requiring review for the following: Design Review Boards, Community Design Overlay Zones, Pedestrian Oriented Districts, Historic Preservation Overlay Districts and Sign Districts;
- g. Billboards, roof signs, off-site signs or pole signs (include height, size, materials, colors, lighting plan and both sides of two-sided signs);
- h. Wireless sites (including Plan Approvals) showing building, roof and pole mounted antennas, microwave or satellite dishes, as well as at-grade or roof mounted cables, equipment cabinets, power generators, air conditioners, underground vaults, etc.;
- i. Yard cases where the height of the building must be determined to calculate the yard requirement; and
- j. Transitional height cases where the distance from certain residential zones determines the code permitted height.

2. Size and Number of Copies

- a. Full size elevations folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies
- b. Reduced elevations on 11" x 17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies based on application to one of the following decision makers.
 - City Planning Commission (CPC)--Fifteen (15) copies
 - Area Planning Commission (APC)-- Nine (9) copies
 - Zoning Administrator (ZA)-- Four (4) copies
 - Deputy Advisory Agency (DAA)-- Four (4) copies
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- c. Reduced elevations on 8½" x 11" standard paper. Include graphic scale.
 - Two (2) copies

3. Technical Requirements.

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

- a. **Scale:** the scale shall be 1/16" = 1' or whatever scale produces a readable illustration. The Elevation shall be consistent with the accompanying Plot Plan and Photo Simulations.
- b. **Location:** the site address(s) and legal description(s) - including Arb number(s).
- c. **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 west elevations, etc.).
- d. **Dimensions:** Elevations shall be fully dimensioned so that all relevant measurements can be read even if an Elevation is reproduced at a different scale from the original. Accessory structures shall have the same dimension requirements as the main structure. Include number of stories and dimensions for all heights. Required dimensions include 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;
 - Any screening treatment including existing or proposed landscaping that will be used to screen wireless equipment or comply with other code requirements;
 - 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;
 - Windows and doors for purposes of calculating the percentage of transparent windows or other design requirements related to fenestration;
 - Facade texture, color or material changes for purposes of determining compliance with building articulation and design standards (for all projects requiring Site Plan Review determinations or findings, or where required by Code or Ordinance);
 - Fences, walls, berms, barriers, including lighting fixtures, pillars, and gates. Fences including gates need only show the side viewed from the street or public right of way; and
 - Height and width of porches, decks or other additions attached to or projecting from a structure.
- e. **Building Materials:** Elevations shall indicate all building material types and colors including any sustainable features of the project. (for all projects requiring Site Plan Review determinations or findings, or where required by Code or Ordinance).

Landscape Plan Instructions

Los Angeles City Planning Department

Landscape Plans submitted to City Planning Department must comply with the following specifications. **Additional materials or information may be required according to each type of application.** Application forms are available on the City's web site (go to www.lacity.org/PLN and choose Forms/Procedures) and at the Planning Department 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: Counter staff will not accept an application if it determines that the Landscape Plan is not legible or is otherwise inadequate. When reducing full-sized plans, font sizes and dimensions shall be made large enough so they can be read at the reduced size. Include only information necessary to depict the project and its setting (do not include mechanical drawings). **A Landscape Plan that does not substantially conform with these instructions, or is unclear or unreadable, will result in an application being deemed incomplete and suspend its processing.**

1. Boundaries

Landscape Plan shall include all property in the project site or ownership (whichever is larger) unless written 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.

2. Size and Number of Copies

- a. Full size Landscape Plans, folded to 8½" x 11" size. Must be scaled and include graphic scale.
 - Two (2) copies
- b. Reduced Landscape Plans on 11"x17" standard paper, folded to 8½" x 11" size. Include graphic scale and be readable. Please provide appropriate number of copies for distribution to the applicable decision maker and support staff, as follows:
 - City Planning Commission (CPC) -- Fifteen (15) copies
 - Area Planning Commission (APC) -- Nine (9) copies
 - Zoning Administrator (ZA) -- Four (4) copies
 - Deputy Advisory Agency (DAA) -- Four (4) copies
 - Director's Determination (DIR) -- Two (2) copies
- c. Reduced Landscape Plans on 8.5"x11" standard paper. Include graphic scale.
 - Two (2) copies

3. Technical Requirements

- a. **Scale:**
 - 1) All plans shall indicate a scale and display a graphic scale
 - 2) Full size plans shall be at a scale of 1/16"=1' or larger (if not possible, see 3.a.4. below)
 - 3) 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 1/16"=1' scale.
 - 4) Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale but do not need to be reduced to scale.
- b. **Orientation:** North shall be shown and oriented towards the top of the page. True north shall be indicated.
- c. **Location:** the site address(es) and legal description(s) - including Arb number(s).
- d. **Boundary Line:** Property Boundary of Plot Plan shall be shown by a heavy-broken line and clearly labeled.
- e. Names of abutting streets
- f. **Landscape, Hardscape, and Open Space Areas:** Depict landscape(planting) and hardscape areas where site is not covered by buildings or structures and any qualifying required Open Space.
 - 1) At minimum, depiction of landscape areas should illustrate a concept of plant materials, location, spacing and size at planting.
 - 2) Significant development projects requiring Commission review, including but not limited to Site Plan Review and Tract/Parcel Map cases shall include at minimum the following:
 - plant list referencing common and scientific names of plants,
 - quantities of plant materials, and
 - size at time of planting.

- g. **Dimensions:** Dimensions shall be provided for all important measurements, including: yards, setbacks, building or structure height, building footprints, open space areas, landscape (planting) areas, hardscape areas, and other key features (as applicable to the request)
- h. **Area Calculations:** Square-footage shall be calculated and noted for:
 - 1) Landscaped area (entire site, minus all structures)
 - 2) Open space area, including: private open space, common open space, landscaping of common open space, recreation rooms (if required)
- i. **Identify** the location, size and name of trees that are:
 - 1) Existing trees to be retained
 - 2) Replacement trees to be added
- j. Parking areas, loading areas, driveways, walkways, horsekeeping areas/trails.
- k. Location and uses of all buildings and structures (including walls and fences):
 - 1) Existing structures to be demolished and existing structures to remain
 - 2) Proposed structures to be constructed or added
- l. Alleys and other public rights-of-way and easements
- m. **Topography** of site (where more than 5-foot elevation difference in slope). Plot Plan shall be superimposed on a contour map showing site topography. If the proposed project includes Site Plan Review findings or is a big development project then a certified topographic map shall also be provided.
- n. **Protected Trees.** Identify and label on the site plan any of the following Southern California native tree species, which measures four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree: a) Oak tree including Valley Oak (*Quercus lobata*) and California LiveOak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus dumosa*); (b) Southern California Black Walnut (*Juglans californica* var. *californica*); (c) Western Sycamore (*Platanus racemosa*); (d) California Bay (*Umbellularia californica*). (Ordinance 177,404, effective 4/23/2006)

4. Other Drawings to accompany Landscape Plan

- a. **Irrigation Plan**
- b. **Open Space Plan** (can often be included as part of Landscape Planting Plan; may need to address the affordable housing incentives/density bonuses ordinance, Ord. 170,764)
- c. **Open Space Table** indicating square feet for required and proposed Open Space including private open space, common open space, landscaping of common open space, and recreation rooms (if provided), shall be provided when project includes 6 or more residential units or as required by Site Plan Review, Tract/Parcel Maps, Code/Ordinance provisions, or other significant development projects requiring Commission review.
- c. **Tree Report and Grading Plan** - if required
- d. **Colored building renderings** or colored building elevations, showing proposed project in conjunction with proposed landscaping, shall be submitted for all significant development projects requiring Commission review, including but not limited to Site Plan Review cases.