



AMENDMENT TO THE ZONING ORDINANCE, ZONING MAP, GENERAL PLAN OR GENERAL PLAN MAP APPLICATION INSTRUCTIONS

An amendment to the Zoning Ordinance, Zoning Map or General Plan may be initiated by the City Council, the Planning Commission or by a member of the public.

All amendments to these documents require two (2) public hearings, first before the Planning Commission to receive their written recommendation and then before the City Council for their decision, which is final.

For each public hearing, noticing is required to surrounding owners and occupants as well as a notice in a local newspaper.

APPLICATION CHECKLIST

The following materials shall be submitted to the Department of Community Development for the Processing of all zoning map, zoning text, general plan text and map amendments:

- Permit Application, including Owner’s Affidavit, completely filled-out (for property in escrow, submit copy of escrow agreement).
- A written narrative explaining the proposed map or text amendment and the reason for requesting it. In cases in which a text amendment is proposed, include a specific proposal for new language.
- A statement making a coherent argument as to why the proposed map or text changes are consistent with the West Hollywood General Plan. The statement should cite specific references to sections of the General Plan.
- Site Plans as described in Site Plan Instructions Sheet (not necessary for text amendments only):
Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
You must include:
 - o One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - o Two (2) sets of full sized plans
 - o Two (2) reduced sets at 11" x 17"
- Applications for all related appropriate permits.
- Rent Stabilization Information Sheet (for map changes involving residential properties)
- Environmental Assessment Questionnaire (attached)
- Filing Fee: See Permit Fee Sheet



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, 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 of 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.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

PROPERTY OWNER

NAME _____

PHONE NUMBER _____ FAX _____

CITY _____ STATE _____ ZIP _____

ASSESSORS PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? YES NO
If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

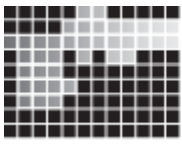
BELOW FOR STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ _____ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: _____

RECORDS MANAGER _____ DATE _____



Planning Division Submittal Requirements

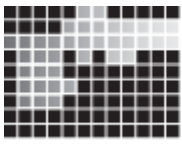
PLAN INSTRUCTIONS

PROJECT DRAWINGS: *The following drawings and information must be included with your application submittal. Note that in the City of West Hollywood, drawings must be prepared and certified by licensed design professionals (Architect and Landscape Architect) and engineering professionals (Surveyor, Civil Engineer, Structural Engineer, Soils/Geotechnical Engineer, Seismic Engineer, etc.) In accordance with State Law, professionals are not permitted to stamp and sign documents or drawings that have not been prepared by them under their direct supervision. Please note that larger projects are subject to the Concurrent Plan Check Process.*

1. **ARCHITECTURAL DRAWING CONVENTIONS**
 - a. Provide north indication arrow, and orient plans with north toward the top (if possible);
 - b. Plan must be drawn to scale, with scale indicated. Use Engineer's or Architect's scale: 1" = 10', 1/4" = 1', etc.;
 - c. Indicate demolished walls with dashed lines, walls to remain as solid lines and new walls filled;
 - d. Provide correct submittal date on all drawing sheets;
 - e. Use line weights properly-(i.e. heaviest for elements that are cut through, lightest for transparent elements, door swings, etc.);
 - f. Show stairs accurately with arrows indicating direction;
 - g. Show all property lines. Do not use edge of paper for property lines.
2. **PROJECT DATA** (should be included on cover sheet or site plan sheet)
 - a. Include Index Sheet with all plan sets;
 - b. Address and legal description of subject property;
 - c. Name, address and phone number of the applicant, owner and architect;
 - d. Existing and proposed land use and number of stories;
 - e. Building square footage ;
 - f. Size and number of units (residential projects only);
 - g. Calculations of common and private open space (residential projects only);
 - h. Calculations of permeable surface and landscape area;
 - i. Indicate the subject property zoning designation and calculations for density, floor area ratio (FAR);
 - j. Parking requirements including required parking and guest parking, bicycle, electric vehicle spaces.

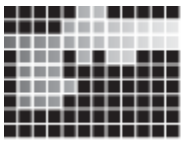
SITE + CONTEXT INFORMATION:

3. **SITE SURVEY**
 - a. All new construction must have a survey prepared by a licensed surveyor. Boundary or ALTA Topographic survey prepared by California State licensed Surveyor;
 - b. The survey shall include the L.A. County Assessor's parcel information, lot area, site dimensions, metes and bounds, the footprints and height of buildings on adjacent properties (sides and rear, if applicable), as well as any easements, dedications or encumbrances (per a current Title Report);
 - c. Locate all existing trees both on the property and any street trees adjacent to the property with trunk diameter and drip line. Identify any native trees, for example S. California species (see Southern California Native Tree List in West Hollywood's Heritage Tree Ordinance.)
4. **NEIGHBORHOOD PLAN/FIGURE GROUND MAP**
 - a. A plan or map of the project site entire block including properties directly across the street;
 - b. Indicate all building footprints, property lines, streets, sidewalks, and zoning designations. Footprints and dimensions can be approximate (per Google maps for example). Mark the project site on the map or plan.



PLAN INSTRUCTIONS

5. **AERIAL PHOTO**
 - a. An aerial photo of the project site's entire block, and the block directly across the street from the project site. (Note: Aerial photos may be per Google Maps.) Mark the project site on the photo.
6. **PHOTO MONTAGE**
 - a. A composite photograph of existing building/property frontages along the proposed project's block, with an image of the proposed façade inserted at the same scale.
Include a composite photo of existing frontage across the street from the project site; if the site is on a corner, include existing frontages from all blocks opposite.
7. **EXISTING SITE PLAN 1/16"=1'-0" minimum**
 - a. Existing site plan including topography contour lines, and dimensioned setbacks of adjacent properties. (Required for all new construction);
 - b. Existing building footprint(s), square footage(s), number of stories, and land use;
 - c. Dimensions from all structures to front, side and rear property lines;
 - d. Existing parking areas, parking stalls, driveways, and turning areas;
 - e. Dimensions for existing buildings, driveways, and parking spaces;
 - f. Fences and walls;
 - g. Labeled landscaped and paved areas;
 - h. Location and species of trees on property and the diameter of tree trunks;
 - i. Sidewalks, streets (with names), and curb cuts adjacent to the property.
8. **PROPOSED SITE PLAN 1/16"=1'-0" minimum**
 - a. Street level plan showing ground floor building footprint with dimensions to property lines;
 - b. Vehicular entrance and exit locations;
 - c. Footprints of all adjacent buildings including at sides, rear and across the street. (Existing development to be demolished should be shown on a separate drawing.)
 - d. Show streets and alleys (with names), curb parkway and sidewalks on both sides of the street;
 - e. Show location and width of any public or private easements, such as driveways or utility company Right-of-Ways. If none note this on the site plan;
 - f. Indicate and label any obstructions such as telephone poles, street signs, bus stops, etc. in the Public Right-of-Ways. If none, note this on the site plan;
 - g. Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. Identify proposed location of curb cuts and driveway;
 - h. Show location, height, and materials for all proposed fences and walls;
 - i. All landscaped and paved areas, including stoops and paths, and existing trees to remain, to be removed, and new trees. Identify all common open space areas;
 - j. Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190.D;
 - k. Show trash/ recycling area, open air mailboxes, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes, pad-mounted transformers, backflow preventers, security gates, and perimeter fencing;
 - l. For swimming pools, spas or hot tubs, dimension setbacks from property lines and indicate the location and screening of all related equipment per WHMC 19.20.140;
 - m. Show site drainage including permeable surfaces (in accordance with City's SWPP program), catch basins, trench drains, sumps, etc. Include water features and pools;
 - n. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.

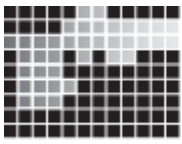


PLAN INSTRUCTIONS

9. **LANDSCAPE PLAN** 1/16"=1'-0" minimum
- Location of planted areas, hydrozones, permeable surfaces;
 - Location, identification, and size of all plant types;
 - Plant palette including list with species, common names and photos of all plant types;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060;
 - Location and size of all existing trees on the subject property, indicating proposed to be removed or to remain;
 - Hardscape, color and material finishes;
 - Site amenities, special features, water features, pools;
 - Show permanent affixed furniture, fences, gates, pergolas or other structures on plan with note indicating height.

BUILDING PLANS, ELEVATIONS AND DETAILS:

10. **PARKING PLAN(S)** 1/16"=1'-0" minimum
- Dimensions of driveway and vehicle back-up;
 - Visibility window at vehicle ingress/egress;
 - Driveway ramp slopes and transition slopes, overhead clearances, gates or overhead doors;
 - Drainage (i.e. trench drains, basins and sump pumps), mechanical rooms, main electrical switchgear, trash enclosures, and subterranean meter and transformers;
 - Pedestrian access paths, exit stairs, elevator and machine rooms;
 - Parking stall dimensions and striping in accordance w/ Title 24 Disability Access provisions, end stalls, vehicular mobility and turning radii (especially where tandem parking is proposed).
11. **FLOOR PLANS** 1/8"=1'-0" minimum
- All levels including parking plans and rooftop plans;
 - Building footprint and property lines;
 - Windows and doors (proposed and existing to remain);
 - Interior layout with labels for proposed use, units and rooms, private outdoor spaces, exterior storage components, etc.;
 - Locations and dimensions of utility meters (water, gas, electric, etc.), main fire department connection valves, pad-mounted transformers and all other equipment;
 - Locations and dimensions of trash enclosures, mailboxes;
 - Location, dimensions and height of security gates and/or perimeter enclosures;
 - Show urban art on the ground floor plan (or where occurs);
 - For roof plans, locations and dimensions of mechanical equipment, location and dimensions and details of mechanical screening;
 - For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit;
 - For multi-family residential projects, indicate area and dimensions of each private and common open-space area. Provide a summary table including required and proposed open space areas.
12. **BUILDING ELEVATIONS** 1/8"=1'-0" minimum
- Provide colored and rendered elevations of the proposed structure(s) including front, sides, rear and courtyard elevations (where occurs);
 - Indicate overall height, floor-to-floor heights and other important dimensions;



PLAN INSTRUCTIONS

- c. Indicate finish materials, roof slopes if pitched, roof drainage (scuppers, downspouts, gutters, etc.) unless integrated and concealed, shading devices, and significant architectural elements or features;
- d. Existing adjacent structures on either side of the proposed structure, including overall height, windows, doors and other key elevation information;
- e. Indicate all proposed vents, gutters, downspouts;
- f. Indicate proposed utility meters, transformers, utility boxes, and other equipment;
- g. Location of exterior lighting;
- h. Existing and proposed materials and colors;
- i. For building additions and renovations, clearly indicate proposed work and existing to remain.

13. **BUILDING SECTIONS** 1/8"=1'-0" minimum

- a. Provide a cross-section drawing through the proposed building and the entire site, extending beyond property lines to fronting street(s), and/or existing buildings on adjacent property;
- b. Indicate section locations on floor plan(s);
- c. For sloped sites, a site section is required including section through street, property and adjacent property or street;
- d. Cross sections shall be at the same scale as the building elevations;
- e. Indicate overall heights and ceiling heights;
- f. Additional sections may be requested as needed.

14. **CUSTOM DETAILS**

Detail drawings of significant architectural features and components including but not limited to: windows, doors, railings, fencing, graphic screens or shading devices, creative signage, lighting, moveable building elements, and custom landscape features (i.e. vertical garden walls).

APPLICATION SUPPORT EXHIBITS: Please prepare the following exhibits for discussion with the Planning Staff, neighborhood outreach, and public hearing process. Projects of 10 units or less may choose between providing either a 3-D drawing/rendering or a scale model.

15. **THREE-DIMENSIONAL REPRESENTATIONS (2)**

At least two (2) illustrative three-dimensional sketches, illustrations, drawings, digital models, or renderings or combinations thereof showing the proposed project at eye-level. At least one view must show the front façade.

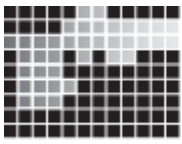
16. **ARCHITECTURAL SCALE MODEL**

Physical massing model, including indications of window and door openings can be provided in lieu of 3-dimensional renderings.

- Models must be to scale and include buildings adjacent to the subject site.
- Any major commercial project, residential project of three units or more, or any project to be presented at a neighborhood meeting requires a massing model.
- For permits to be reviewed by the Planning Commission, provide a massing model and if requested, detailed model to scale.

17. **MASSING/ORGANIZATION DIAGRAMS**

Illustrative two-and three-dimensional diagram (axonometric, 3D virtual model, exploded drawings etc.) showing the project massing and building organization concepts such as circulation, exiting, private and common open space, exterior storage, etc.



PLAN INSTRUCTIONS

18. **MATERIALS BOARD**
- A materials board with samples of all exterior finishes and colors, including but not limited to walls, door & window frames, railings, paving, roofing, and fencing. All samples shall be clearly labeled with specified finish and color, and keyed to building elevation drawings.
 - Catalog "cut sheets" for doors and windows, noting the dimensions of (a) the reveal depth (distance from wall face back to door face/glass face) and (b) the trim projection (distance from wall face out to face of projecting frames and/or trim).

APPLICATION SUPPLEMENTAL ITEMS

19. **GREEN BUILDING CHECKLIST**
20. **SUPPLEMENTAL NARRATIVE FOR COURTYARD HOUSING PROJECTS**
For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
21. **SUPPLEMENTAL NARRATIVE FOR EXEMPLARY DESIGN**
For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

- Show the building area (total and per story), occupancy group(s), use(s), type of construction(s), number of stories, height, type of fire sprinklers provided, and the number of parking space(s) on the first sheet or title sheet of the construction documents.
- Include justification and analysis for increase in area, height and/or story. For mixed occupancies, provide corresponding allowance area calculations for each floor.
- Show all required accessible entrances & exits, accessible path of travel to each space & floor and accessible parking requirements. Identify routes on plans and provide all required dimensions.
- Provide the minimum plumbing fixture requirements (restrooms) for each occupancy and floor.