

DOCUMENT SUBMITTAL REQUIREMENTS FOR ZONING PLAN REVIEW FOR A NEW MULTI-FAMILY DWELLING

This Information Bulletin contains the minimum document submittal requirements, for zoning plan review of a **“NEW MULTI-FAMILY DWELLING”**.

For additional information regarding specific document submittal requirements, please contact:

Metro Office
201 N. Figueroa St.
4th Floor

Van Nuys Office
6262 Van Nuys Blvd.
Room 251

West Los Angeles Office
1828 Sawtelle Blvd.
2nd Floor

For telephone inquiries, call 311, or 213-473-3231 for calls originating from outside the City of Los Angeles

I. SUBMITTAL REQUIREMENTS:

A. General Information

1. Plans prepared with ink or indelible pencil or by a reproduction process, drawn to scale, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, rules, regulations, and orders.
2. Signature and stamp on all documents by a California licensed architect or engineer (only the final set of plans is required to be signed and sealed).
3. Name, title, registration (if applicable), address, and telephone number of the architect or engineer on cover sheet of the plans
4. Project name and address, as well as the project owner's name, address, and telephone number
5. Cover sheet information:
 - a. Applicable codes and editions
 - b. Description detailing scope of all work
 - c. Gross area per floor and building height
 - d. Index of all sheets of plans and attachments

B. Architectural Plans

1. Plot plan including:
 - a. Vicinity Map and North Arrow
 - b. Lot dimensions, property lines, street, and alley locations
 - c. Building footprint showing all projections and dimensions to property lines and adjacent structures
 - d. Fully dimensioned parking lot layout, driveway locations, and sidewalks
 - e. Easements and visible utilities on site
 - f. Locations of existing fire hydrants within 500 feet of the project
2. Fully dimensioned floor plans, including room sizes and uses
3. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, and gables
4. Exterior elevations detailing all exterior walls and cross sections in each direction
5. Door and window locations and door and window schedules

C. Landscaping Plans

1. Show all structures, including accessory structures, swimming pools, walkways, etc.

II. MISCELLANEOUS PLANS AND PERMITS

- A. Proposed accessory structures, including pools and spas
- B. Demolition of structures on site

NOTE:

- (1) Additional information may be required after plan review.
- (2) Review and approval from other departments and agencies, such as City Planning and Housing Department, may be required.