

CITY OF LOS ANGELES - BOARD OF CULTURAL AFFAIRS COMMISSIONERS
FORM "B" - APPLICATION FOR DESIGN APPROVAL OF MINOR PROJECTS
 (Small Additions, Fences, Canopies, Marquees, Signs, AGF's, Etc.)

PROJECT TITLE _____ ESTIMATED COST _____ DATE RECEIVED _____ HEARING DATE _____ SUBMISSION NO. _____

LOCATION _____ MAJOR CROSS STREET _____ COUNCIL DISTRICT # _____

OWNER AND/OR CITY DEPARTMENT _____ ADDRESS _____ PHONE NUMBER _____ E-MAIL _____

CONTACT PERSON _____ ADDRESS _____ PHONE NUMBER _____ E-MAIL _____

ARCHITECT/ENGINEER/DESIGNER/CONTRACTOR _____ ADDRESS _____ PHONE NUMBER _____ E-MAIL _____

SUBMISSION FEE: _____ RECEIPT NO.: _____

TYPE OF REVIEW REQUESTED:

FEE SCHEDULE FOR ARCHITECTURAL SUBMISSIONS

<u>FROM</u>	<u>TO</u>	<u>FEE</u>
\$ 0.00	\$ 1,500.00	\$ 60.00
1,500.00	10,000.00	80.00
10,000.01	25,000.00	100.00
25,000.01	50,000.00	120.00
50,000.01	150,000.00	140.00
150,000.01	250,000.00	160.00
250,000.01	500,000.00	200.00
500,000.01	1,000,000.00	300.00
1,000,000.01	OVER	400.00

Estimate of cost shall not be less than Valuation. Estimate sheet provided by the Department of Building and Safety, City of Los Angeles, Approved April 15, 1980.

CITY DEPARTMENT FEES OR FEE EXEMPTION REQUIREMENTS: *Submissions presented to the Cultural Affairs Commission from other City departments are only exempted from fee, if they conform to the conditions provided in L.A.M.C. Section 11.08. To be exempted, please submit a letter to this effect. All City department submissions shall pay a fee if reimbursable from a Revolving, Trust, Bond or Capital Improvement Fund. If all or part of the proposed project is being funded in this manner, please state on your fee payment document the fund number, type, and percentage of project which is being paid by these funds. Use that percentage of the total cost to determine the fee from the fee schedule.*

___A. VOLUNTARY EARLY REVIEW (Optional) - This category may be used by applicants seeking Commission guidance in advance of the formal approval process; no fee is required

___B. CONCEPTUAL - To review design as early as possible, thus benefiting both the City and the Architect/Designer. It will be the burden of Architect/Designer to address issues early and comprehensively.

SUBMIT, as early as possible, in the Schematic Design Phase with all required documents of the Submission Materials Checklist.

___C. FINAL - To review the final design to allow the Architect/Designer to continue with succeeding phases of the project. SUBMIT at the end of Schematic Design Phase.

PREVIOUS ACTION AND DATE: _____

REGULATIONS FOR SUBMISSIONS

JURISDICTION OF BOARD OF CULTURAL AFFAIRS COMMISSIONERS – LOS ANGELES ADMINISTRATIVE CODE, SECTION 22.109

THE DESIGN OF NO PUBLIC building, bridge, approach, fence, retaining wall, lamp, lamp post, or other similar structure proposed to be erected by or under the authority of the City upon any land or in any place belonging to or under the control of the City shall be adopted by any board or officer having charge, superintendence or control of the design or construction thereof, unless such design shall have been first submitted to and approved by the Board of Cultural Affairs Commissioners by a majority vote thereof. No arch, bridge, structure or approach belonging to any PRIVATE INDIVIDUAL or corporation shall be permitted to extend over, into or upon any street, avenue, highway, park or other public place belonging to or under the control of the City of Los Angeles, unless the design and location thereof shall have first been approved by said Board as hereinbefore provided.

- I. All materials must be completed and submitted between 10:30 a.m. and 12:00 Noon on the Wednesday two weeks prior to the hearing. Incomplete packages will not be accepted.
- II. A fee, based on the cost of the project, will be required for both conceptual and final levels of review (see fee schedule). Checks shall be made payable to the City of Los Angeles.
- III. Every project will initially be considered at the conceptual level. A presentation by the applicant or a representative is required at the hearing.
- IV. Cultural Affairs Commission meets on the 2nd Wednesday of the month, at 1:30 p.m., at 201 N. Figueroa Street, Suite 1400, Los Angeles 90012.
- V. PCIS Clearance and/or stamp of approval by the Staff Architect will be your official record of Commission action.

SUBMISSION MATERIALS CHECKLIST

A: CONCEPTUAL REVIEW

- ___ 1. COMPLETED APPLICATION FORM and CHECK for fee amount.
- ___ 2. WRITTEN NARRATIVE (maximum one page). All submissions must be accompanied by a written narrative describing the design and how it acknowledges and supports the existing and intended contextual environment and any other pertinent issues (i.e., surrounding building types, massing, materials, signage, lighting, canopies, parking, community involvement, collaboration between artist and designer, etc.)
- ___ 3. Submit INPUT (support of the project) from Community, if available.
- ___ 4. Submit INPUT (support of the project) from Council District office, if available.
- ___ 5. A DIGITAL FILE OF ITEMS 6 THROUGH 13 for presentation emailed or on a USB thumb drive
- ___ 6. SITE PLAN, at an appropriate scale, to clearly represent all features of the site and significant design issues.
- ___ 7. PLANS, at an appropriate scale, of all significant items or floor levels necessary to clearly represent design intent.
- ___ 8. ELEVATIONS, at an appropriate scale, of all necessary sides of the item or building to clearly represent design intent.
- ___ 9. SECTIONS, as deemed necessary by the Architect/Designer, at an appropriate scale.
- ___ 10. LANDSCAPE PLAN, if applicable.
- ___ 11. SIGNAGE, if any, at an appropriate scale to clearly represent design intent and coordination with building design.
- ___ 12. RENDERING or WORKING MODEL to aid in visualizing the project.
- ___ 13. COLOR PHOTOGRAPHS of the site and surrounding area (buildings) to clearly represent the context of the design

B: FINAL REVIEW *

- ___ 1. COMPLETED APPLICATION FORM and CHECK for fee amount.
- ___ 2. RESUBMIT all items from Conceptual Approval requested from Submission Materials Checklist.
- ___ 3. MATERIAL and COLOR SAMPLES for all interior and exterior materials and finishes. Colors must be accurate.
- ___ 4. COLOR RENDERING and/or MODEL to aid in visualizing the project. Colors and details must be accurate. Commission may require a model on certain projects.
- ___ 5. WRITTEN RESPONSE to any conditions or comments made by Commission at the Conceptual Review.

* **Applicants of minor projects are encouraged to request Conceptual & Final Approval on the application and bring color and material samples to the review.**