

**INSTRUCTIONS:****WARNER CENTER 2035 PLAN  
ADMINISTRATIVE CLEARANCE FORM  
Ordinance No. 182,766; Effective: December 25, 2013**

A Project may qualify for an **Administrative Clearance** process if all of the following are true:

1. The Project is neither a Multiple-Phase Project nor a Master Planned Project.
2. The Project does not involve: (a) the subdivision of a lot that is larger than 217,800 square feet in lot area, (b) a stand-alone parking structure, (c) adding more than 50,000 square-feet of net new floor area, (d) adding 50 or more net new dwelling units, or (e) any Entertainment Uses per the Plan.
3. The Project which falls within at least one of the descriptions set forth below:
  - a. A change of use within an existing Building or Structure (existing as of the effective date of this Plan) to a use permitted by this Plan, up to the Cumulative Square Footage Limit of 50,000 square feet. For Regional Shopping Centers existing as of the effective date of this Plan, there shall be no Cumulative Square Footage Limit or individual square footage limit on changes of use pursuant to this Section, provided that the change of use is consistent with the types of uses described in the definition of Regional Shopping Centers.
  - b. A Project with less than 50 dwelling units (or guest rooms, in the context of a hotel or similar use), provided that such a Project conforms to all provisions of the Plan.
  - c. A Project with 50,000 gross square feet or less of Non-Residential floor area, provided that such Project conforms to all provisions of the Plan.
  - d. Exterior remodeling of any Project.
  - e. Condominium conversions.
  - f. A building addition (including any mechanical additions) that does not exceed the Cumulative Square Footage Limit of 50,000 square feet is eligible if such Project does not change the existing Building Envelope.
  - g. A building addition that does not exceed the Cumulative Square Footage Limit of 50,000 square feet is eligible even if such Project results in change in the existing Building Envelope, subject to the limitations below:
    - i. Any vertical addition to an existing Building or Structure shall not exceed fifty percent (50%) of the total floor area within the existing Building or Structure based upon its floor area.
    - ii. Any horizontal addition to an existing Building or Structure shall not exceed twenty-five percent (25%) of the total floor area within the existing Building or Structure based upon its floor area.

The following are the application requirements for submittal of an Administrative Clearance application in the Warner Center 2035 Plan:

**Read ALL instructions carefully. Missing or incomplete materials can cause delays.**

1. **Before** designing the project, review the Warner Center 2035 Plan, which can be found at: [https://planning.lacity.org/odocument/3eadcb84-d31e-4666-9811-ad55f4f67d93/13-0197\\_ord\\_182766.pdf](https://planning.lacity.org/odocument/3eadcb84-d31e-4666-9811-ad55f4f67d93/13-0197_ord_182766.pdf) or purchased at either one of the Department of City Planning (DCP) Development Services Centers (Public Counters at Metro, Valley or West Los Angeles offices). For locations, access the DCP Website at: <http://planning.lacity.org/>.

Link: [https://planning.lacity.org/odocument/3eadcb84-d31e-4666-9811-ad55f4f67d93/13-0197\\_ord\\_182766.pdf](https://planning.lacity.org/odocument/3eadcb84-d31e-4666-9811-ad55f4f67d93/13-0197_ord_182766.pdf)

You can also download the Warner Center 2035 Plan through ZIMAS at <http://zimas.lacity.org> under the Planning and Zoning dropdown menu after inputting search information. Click the link for 'Specific Plan Area' and select 'Warner Center.' Then select the link 'Continue' to open the link to this document as well as the plan area maps.

2. Contact City Planning Warner Center 2035 Specific Plan staff by phone to schedule an appointment to review your original submittal **before** photocopies of additional sets are made. Planning staff are located at 6262 Van Nuys, Suite 430, Van Nuys, CA 91401. For questions and/or additional information contact Alycia Witzling at (818) 374-5044: [alycia.witzling@lacity.org](mailto:alycia.witzling@lacity.org) or Tim Fargo (818) 374-9911: [tim.fargo@lacity.org](mailto:tim.fargo@lacity.org).
3. All submitted text-based application materials shall be submitted on 8 ½" x 11" paper.
4. All drawings, plans, etc. shall be on two (2) sets of 11"x17" and one (1) set of 16" x 20" paper. **Oversize plans submitted must be folded down to approximately 8 ½" x 14"**
5. ***As soon as possible***, preferably at the beginning of the design process, contact City Planning Warner Center staff by phone or e-mail to schedule a **preliminary review** to go over your project site plan and discuss any points from the Specific Plan that affect your project and,
6. **After your preliminary review**, and once all materials required for filing are completed, schedule a meeting with the City Planning Warner Center 2035 Plan to review your application package in accordance to the Specific Plan and the filing instructions.

**Please provide two (2) collated copies, plus the original version, of the following:**

1. The **DEPARTMENT OF CITY PLANNING APPLICATION (CP-7771)** must be completely filled out – typed or printed in black or blue ink – with full answers to every statement and question. The application **MUST** be signed by the lessee (if the entire site is leased by the applicant), property owner(s) or an officer of a corporation authorized to sign official document for the corporation (Note: proof of this authorization/notarization shall be submitted as well). It **MAY NOT** be signed by an agent, owner in escrow or attorney without authorization. The application must be signed before a Notary Public in the space provided and the property owner shall verify the application and submit a title report showing that the applicant is the record owner at the time of submitting a Project Permit Compliance application.

Warner Center Administrative Clearance Application: <http://planning.lacity.org> → Forms

Department of City Planning Application:

<https://planning.lacity.org/odocument/3d913582-d6e7-4375-90e8-3e276b9c28bb/Department%20of%20City%20Planning%20Application.pdf>

Department of City Planning Application (DCP) Filing Instructions:

[https://planning.lacity.org/odocument/b3cd2983-ed8d-4ec2-bedc-eb7c3d940c9a/Department\\_of\\_City\\_Planning\\_Application\\_Filing\\_Instructions.pdf](https://planning.lacity.org/odocument/b3cd2983-ed8d-4ec2-bedc-eb7c3d940c9a/Department_of_City_Planning_Application_Filing_Instructions.pdf)

2.  **A COVER LETTER WITH THE PROJECT DESCRIPTION SHOWING COMPLIANCE WITH THE PLAN** must be provided giving a synopsis of the project and a discussion of design objectives. The applicant must also provide a detailed discussion of the project's compliance with the Plan's provisions. Additionally, a complete listing of entitlement requests must be included.
3.  Provide a copy of the completed proof of **DEPARTMENT OF TRANSPORTATION REVIEW APPLICATION** and accompanying receipt for the payment for the subject project. That application maybe obtained and filed at the Department of Transportation, Valley Development Review, Planning and Land Use Development, 6262 Van Nuys Blvd. Room 320, CA 91401 – (818) 374-4699.
4.  If applicable, **BUREAU OF ENGINEERING PLANNING CASE REFERRAL FORM (PCRf)** (See Bureau of Engineering contacts below):

**Downtown**

Bureau of Engineering  
Land Development Group  
201 N. Figueroa, 2<sup>nd</sup> Floor  
Los Angeles, CA 90012  
(213) 202-3480

**Valley**

Bureau of Engineering  
Valley District  
6262 Van Nuys Blvd., Suite 251  
Van Nuys, CA 91401  
(818) 374-5090

**West Los Angeles**

Bureau of Engineering  
West LA District  
1828 Sawtelle Blvd., 3<sup>rd</sup> Floor  
Los Angeles, CA 90025  
(310) 575-8384

5. **TITLE REPORT.** Submit a copy of a title report to verify current ownership of the subject property.
6. **VICINITY MAP**, with scale and a directional arrow, indication the location of the project site in relation to nearby streets.

7. **DISTRICT/ZIMAS MAP/REPORT**, indicating the project's location, zoning, and related cases.

8. **COLOR PHOTOGRAPHS** (with index map indicating where photos were taken) showing the existing site situation, an aerial, the project site, the surrounding areas and buildings, to clearly represent the context of the proposed project. Photos shall be mounted on 8 ½" x 11" card stock or the equivalent.

9.  **PLANS REQUIRED.** The application shall be accompanied by two (2) sets of plans (one (1) set of 11"x 17" and one (1) set of "16 x 20"). **Oversize plans submitted shall be folded down to approximately 8 ½" x 14"**, plus an original print out and on a CD or Flash Drive, of the following:

a) Project Plans (Demolition Plan, Site Plan, Floor Plan, Elevations, Section, Landscape/Hardscape Plans, Open Space Plans, Sign Plans, and Color Renderings) 3

Plot Plan Instructions: [https://planning.lacity.org/odocument/f7e02c30-3105-4c3b-9149-f3b359f01281/Plot\\_Plan\\_Instructions.pdf](https://planning.lacity.org/odocument/f7e02c30-3105-4c3b-9149-f3b359f01281/Plot_Plan_Instructions.pdf)

Elevation Instructions: [https://planning.lacity.org/odocument/e7b10ed3-6b4d-4929-80f8-769343418774/Elevation\\_Instructions.pdf](https://planning.lacity.org/odocument/e7b10ed3-6b4d-4929-80f8-769343418774/Elevation_Instructions.pdf)

b) Parking Analysis, list all current land uses and their required parking requirements as required per the specific plan and LAMC. If the Project involves a change of use or an addition, the last Certificate of Occupancy is needed to document the required parking for the existing use.

Plot Plan Instructions: [https://planning.lacity.org/odocument/f7e02c30-3105-4c3b-9149-f3b359f01281/Plot\\_Plan\\_Instructions.pdf](https://planning.lacity.org/odocument/f7e02c30-3105-4c3b-9149-f3b359f01281/Plot_Plan_Instructions.pdf)

c) Landscape and Irrigation Plan, for additions, new construction, re-striping and change of use projects. Note: If the Project is within the LA-RIO District Plan, the Plans need to show compliance with the LARIO Specific Plan listed below.

Landscape Plan Instructions:  
[https://planning.lacity.org/odocument/0ec5781c-e9c2-446f-9a68-ffc6ec9b2d8b/Landscape\\_Plan\\_Instructions.pdf](https://planning.lacity.org/odocument/0ec5781c-e9c2-446f-9a68-ffc6ec9b2d8b/Landscape_Plan_Instructions.pdf)

Landscape Guidelines [City of Los Angeles Landscape Ordinance Guidelines]:  
[https://planning.lacity.org/odocument/3de931fb-5553-4db1-8d0b-a1b4fcfaf0d5/Landscape\\_Guidelines\\_\[City\\_of\\_Los\\_Angeles\\_Landscape\\_Ordinance\\_Guidelines\].pdf](https://planning.lacity.org/odocument/3de931fb-5553-4db1-8d0b-a1b4fcfaf0d5/Landscape_Guidelines_[City_of_Los_Angeles_Landscape_Ordinance_Guidelines].pdf)

Los Angeles RIO District:  
[http://planning.lacity.org/Code\\_Studies/RIOproject/LARIO\\_183144\\_8.20.14.pdf](http://planning.lacity.org/Code_Studies/RIOproject/LARIO_183144_8.20.14.pdf)

Overlay (RIO) District:  
[http://planning.lacity.org/Code\\_Studies/RIOproject/RIO\\_183145\\_8.20.14.pdf](http://planning.lacity.org/Code_Studies/RIOproject/RIO_183145_8.20.14.pdf)

10. **Transportation Demand Management Plan** if over 30,000 sq. ft.

11. **LEED Checklist** if needed. **A Checklist and narrative shall be provided documenting how each point was obtained and which plan sheet documents the obtained points.**

## LEED v4 Project Checklist for New Construction

<https://www.usgbc.org/resources/leed-v4-building-design-and-construction-checklist>

**LEED for Homes Mid-rise Project Checklist for California** <https://www.usgbc.org/resources/leed-homes-v2008-midrise-checklist-california-title-24-2013version>

- 12. **Solar Reflective Study** if needed
- 13. **Administrative Clearance Checklist Form**
- 14. **Mitigation Monitoring Program** on Plans and recorded Covenant and Agreement
  - Possible additional Environmental Studies may include:
    - Air Quality Study ○ Shade/Shadow Analysis ○ Noise Study ○ Historical Analysis
    - Drainage Report

4

15.  **ELECTRONIC COPY OF APPLICATION DOCUMENTS.** Provide an electronic copy of your application on a flash drive (DSC planners will upload materials during filing and return the flash drive to you) or a CD (which will remain in the file). The following items must be saved as individual PDFs and labeled accordingly (e.g. "Floor Plan.pdf", "Photos.pdf", or "Findings.pdf" etc.). No file should exceed 9.8 MB in size.
- Department of City Planning Application ○ Findings/Justification ○ Vicinity Map
  - Radius Map (if applicable)
  - Each required plan separately (e.g. plot plan.pdf, floor plan.pdf. etc.) ○ All photographs of the project site and surrounding properties ○ Any additional application specific materials (alcohol list. pdf., FAA\_application.pdf etc.) ○ Any additional documents that could be helpful in the review of the project.

### **What to bring to the filing appointment at the Public Counter:**

- Your signed **Geographic Project Planning Referral Form.**
- The original notarized **Department of City Planning Application.** Copies should be in the plan sets, but the original notarized document needs to be kept separate for the file.

- **Your plan sets, with each page numbered as 1, 2, 3...** You should have at least two (2) of these sets for the case file.
  - Department of City Planning Application
  - Photos of the site and surrounding properties
  - Vicinity Map
  - Set of plans: Site Plan, Elevations
  - The environmental document, which will be added to the packet at the time of filing at the Public Counter
- The **money/check** to pay the filing fee for the case.

**Items completed at time of filing:**

**Environmental Documentation** Confirm with Warner Center 2035 Plan Staff the type of environmental clearance needed for the project.

**Fees** are set by section 19.01 Q of the Los Angeles Municipal code. Checks should be made payable to the City of Los Angeles. (A copy of the most recent fee schedule can be obtained at the Development Service Center (DSC) (Planning Public Counter)).

The application may be filed at either one of the Development Services Centers at:

- DSC Valley, 6262 Van Nuys Boulevard, 2<sup>nd</sup> Floor, Van Nuys;
- DSC Metro, 201 North Figueroa, 4th Floor, Los Angeles, or
- DSC West Los Angeles, 1828 Sawtelle Boulevard, 2<sup>nd</sup> Floor, Los Angeles.

The application will not be considered officially on file until it is deemed complete and required plans and information are found to fulfill the requirements of the Project Planning Bureau.

<b>Administrative (Section to be completed by project staff)</b>	
Case No.	
Environmental Clearance No.	
Permit Application No.	
Date Submitted:	
Project Address:	
Assessor Parcel Number(s):	
Other Related Cases:	
Fee:	
Receipt#:	
Date of Receipt:	
Project Planner:	

<b>Applicant Information (Section to be completed by applicant)</b>	
<p><b>Applicant Name:</b> Terasaki Institute for Biomedical Innovation            Company:            Contact: Stewart Han, President            Address: 1018 Westwood Boulevard, Los Angeles, CA 90024            Phone Nos.: 310.479.6101            E-Mail: shan@terasaki.org</p>	
<p><b>Property Owner's Name (if different from Applicant):</b>            Company: 21100 Erwin Street, LLC            Contact: Keith Terasaki            Address: 10866 Wilshire Boulevard, Suite 1500, Los Angeles, CA 90024            Phone Nos.:            E-Mail:</p>	
<p><b>Project Contact:</b> C.J. Laffer, Esq.                      Company: Harding, Larmore, Kutcher &amp; Kozal, LLP            Contact:            Address: 1250 Sixth Street, Suite 200, Santa Monica, CA 90401            Phone Nos.: 310.656.4330            E-Mail: laffer@hlkklaw.com</p>	

<b>Project Description</b> <b>(Section to be completed by applicant)</b>	
Project Type: Check all that are applicable	
<input checked="" type="checkbox"/> Change of Use	<input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Grading
<input checked="" type="checkbox"/> Interior Alteration	<input type="checkbox"/> Demolition <input type="checkbox"/> Temporary Permit
<input type="checkbox"/> Use of Land	<input type="checkbox"/> Addition
<input type="checkbox"/> New Construction	<input type="checkbox"/> Pool/Spa
District:	CD 3
Neighborhood Council:	Woodland Hills - Warner Center
Community Plan:	Canoga Park – Winnetka – Woodland Hills – West Hills
Gross Lot Area (before any dedications):	43,562 sf (approx.)
Existing Square Feet:	46,880 sf
Demolished Square Feet:	0
Existing Maximum Height:	27' - 8"
Proposed Maximum Height:	27' - 8"
Project Total Size in Non-Residential Square Feet:	46,880 sf
Project Total Size in Residential Square Feet:	0
Project Total Size in Square Feet:	46,880 sf
Project Total FAR Devoted to Non-Residential:	46,880 sf
Project Total FAR Devoted to Residential:	0
Current Use(s):	Office
Proposed Use(s): <b>See Appendix A of the Plan for Permitted Uses</b>	Medical Research Laboratory - Hybrid Industrial
Number of residential units: (if applicable) Removed: <u>0</u> New: <u>0</u> Remaining: <u>0</u> Work/Live <u>0</u>	
Number of hotel rooms: (if applicable) N/A	
Number of vehicle parking spaces: Required: <u>47</u> Proposed: <u>47</u>	
Number of bicycle parking spaces: Required: <u>0</u> Proposed: <u>0</u>	
Active Frontage Street: YES <input type="radio"/> NO <input checked="" type="radio"/> Activity Node YES <input type="radio"/> NO <input checked="" type="radio"/>	
Number of LEED Points proposed:	N/A
Green Roof Option:	N/A



<b>Other Considerations</b> <b>(Section to be completed by applicant)</b>		
	<b>Yes</b>	<b>No</b>
Is the Project's uses permitted pursuant to Appendix A of the Plan. <b>If "No," those uses must be removed from the Project.</b>	X	
Is the Project subject to the Graduated Table limitations? <b>If "Yes," Project is subject to Appendix B of the Plan.</b>	X	
Is the Project located within ½ mile of a Los Angeles Unified School District school? <b>If "Yes," Project is subject to Conditions AQ10-AQ14 of the Appendix C of the Plan.</b>		X
Does the Project need additional environmental review beyond what was analyzed in the Master EIR? <b>If "Yes," please submit a detailed list of additional environmental review necessary including reports.</b>		X
Does the Project involve an existing building of 30,000 square feet or more of floor area, an addition to an existing building where the total square of the building of 30,000 square feet or more of floor area, or any new building containing 30,000 square feet or more of floor area? <b>If "Yes", please submit proof of compliance with Section 7.8 (Transportation Demand Management) of the Plan.</b>	X	

**Administrative Clearance Checklist**  
**for Building Additions**  
**Warner Center 2035 Plan [Ordinance**  
**No. 182,766; Effective: December 25, 2013]**

<b>Building Addition</b> (Section to be completed by applicant)			
	<b>WC2035 Plan Standard</b> (fill in requirement or N/A”)	<b>Plan Sheet / Document</b> which Demonstrates Compliance	<b>Staff Approval</b>
Plan District			
Land Use			
FAR	Allowed: _____  Proposed: _____		
Buildable Area	Lot Area _____ (Before Dedication)  Lot Area (net) _____ (After Dedication)		
Residential Floor Area & Non-Residential Floor Area			
Building Height / Street Wall			
Parking			
LEED Silver Compliant	Section 6.2.10.1 Number of Points: _____		

Green Roof Option	Section 6.2.10.2 Option _____		
-------------------	----------------------------------	--	--

CHECKLIST

DOT Mobility Fee	Section 7 Amount: _____		
TDM Program if over 30,000 sq. ft.			
Street Trees			
List MMP on Plans and Execute Covenant			
Additional Mitigations if 500-feet or ½ mile from school			

The Project described above is:

- APPROVED      
 DISAPPROVED

REVIEWED: BY  _____  PRINT NAME:  DATE:	APPROVED: BY  _____  PRINT NAME:  DATE:
---	---

\*For any proposed Project, if Disapproved, there is no appeal process associated with an Administrative Clearance. The Planning Department's decision is final. The applicant can either: 1) Refile a new application for an Administrative Clearance with a new filing and application fee OR 2) File the Disapproved proposed Project as a new Project Permit Compliance application and fee payment pursuant to the provisions of LAMC Section 11.5.7 C and Section 6 of the Warner Center 2035 Plan.

# Administrative Clearance Checklist

Change of Use

## Warner Center 2035 Plan

**[Ordinance No. 182,766; Effective: December 25, 2013]**

### Change of Use

(Section to be completed by applicant)

	WC2035 Plan Standard (fill in requirement or	Plan Sheet / Document which Demonstrates	Staff Approval
Plan District & Land Use	College District Hybrid Industrial: Medical Research Lab and Vivarium	<b>Compliance</b> WCSP Appendix A WCSP Section 6.2.7.1	
FAR	N/A No change in floor area	No Change in FAR, per Site Plan	
Buildable Area	Before Dedication: <u>41,702 sf</u> (approx.)	No Change in Building Envelope, per Site Plan	
Residential Floor Area & Non-Res Floor Area	After Dedication: 46,880 sf	No Change in Floor Area, per Site Plan	
DOT Mobility Fee	Need DOT to review for fees		
TDM Program if over 30,000 sq. ft.	Yes	Warner Center TMO	
List MMP on Plans and Execute	Yes, MMP as attached		

**Covenant**

The Project described above is:

- APPROVED**      
**DISAPPROVED**

REVIEWED:    <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> PRINT NAME:	APPROVED:    <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> PRINT NAME:
---	---

\*For any proposed Project, if Disapproved, there is no appeal process associated with an Administrative Clearance. The Planning Department's decision is final. The applicant can either: 1) Refile a new application for an Administrative Clearance with a new filing and application fee OR 2) File the Disapproved proposed Project as a new Project Permit Compliance application and fee payment pursuant to the provisions LAMC Section 11.5.7 C and Section 6 of the Warner Center 2035 Plan. 2