

CPC-1389
 CPC-74-25355
 CPC-95-148
 CPC-99-86-CUC
 CPC-07-3036
 CPC-08-3125
 CPC-18-1672

ZA-2005-3525-CU
 CPC-9314
 CASE-3116-CU
 ZA-8697
 ZA-1985-102-CUZ

RD1.5

LA MAIDA ST

RIVERSIDE DR

SCHOOL

WOODMAN AVE

BUFFALO AVE

ALLOTT AVE

VENTURA FREEWAY

KLING ST

VALLEYHEART DR

VENTURA CANTON AVE

1" = 100'

- = Single Family
- ⊗ = Number of Units
- ⓐ = On-site consumption of full line alcoholic beverages
- ⓑ = On-site consumption of beer and/or wine
- ⓐ = Off-site consumption of full line alcoholic beverages
- ⓑ = Off-site consumption of beer and/or wine

CONDITIONAL USE PERMIT - ALCOHOL (CUB)

December 21, 2018

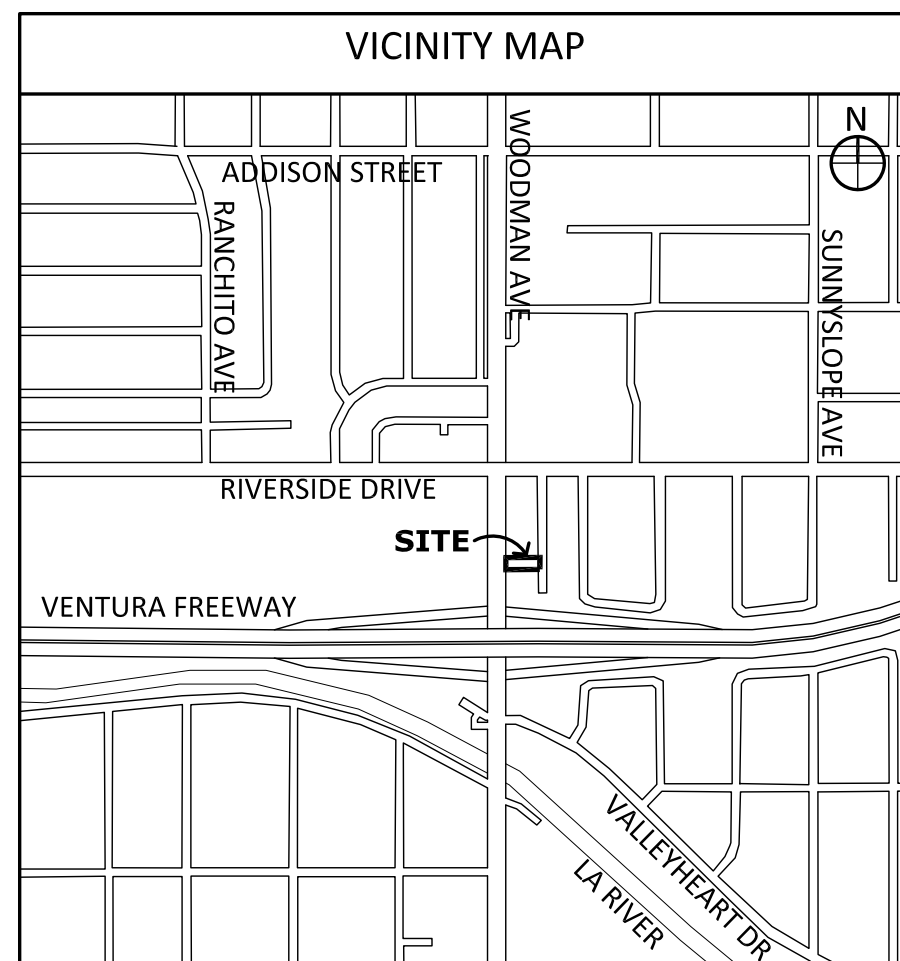
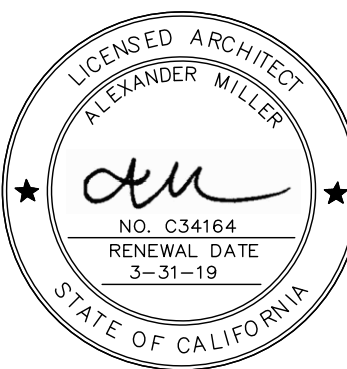
Case #:
C.D.: CD 4
C.T.: 1246.00
C.M.: 168B157
Thomas Bros: PAGE 562 - GRID C4
Plan Area: Van Nuys - North Sherman Oaks
Net Acreage: 0.167 (ac)

Applicant:
 MITCH WALLIS
Site Address:
 4720 WOODMAN AVE
 LOS ANGELES CA 91423-2416
Legal Desc:
 TRACT NO 13075 EX OF ALLEY LOT 7

Representative:
 Ramon Baguio
 4273 Canoga Ave
 Woodland Hills CA 91364
 (310) 562-5382

Prepared by:
 Denise Kaspar
 Advanced Listing Services Inc
 (949) 361-3921

DONNA JEAN RESTAURANT



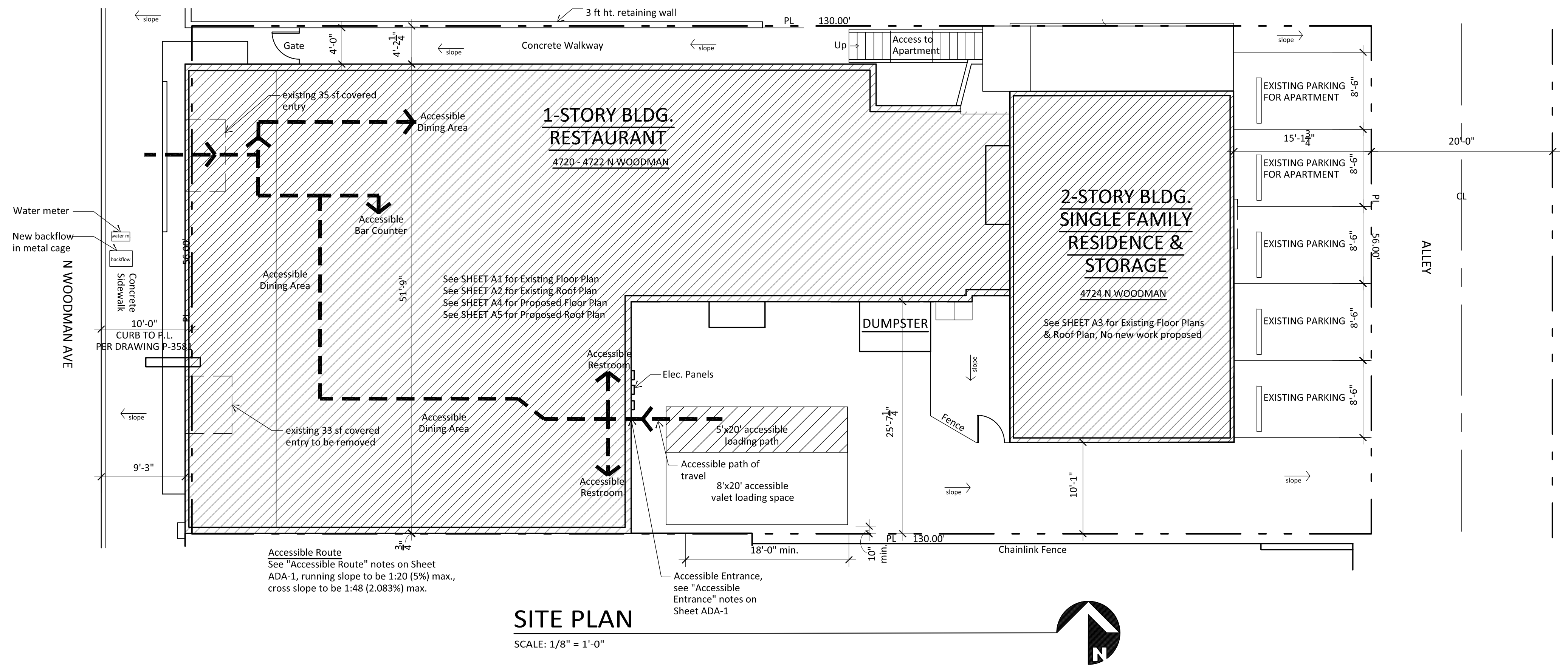
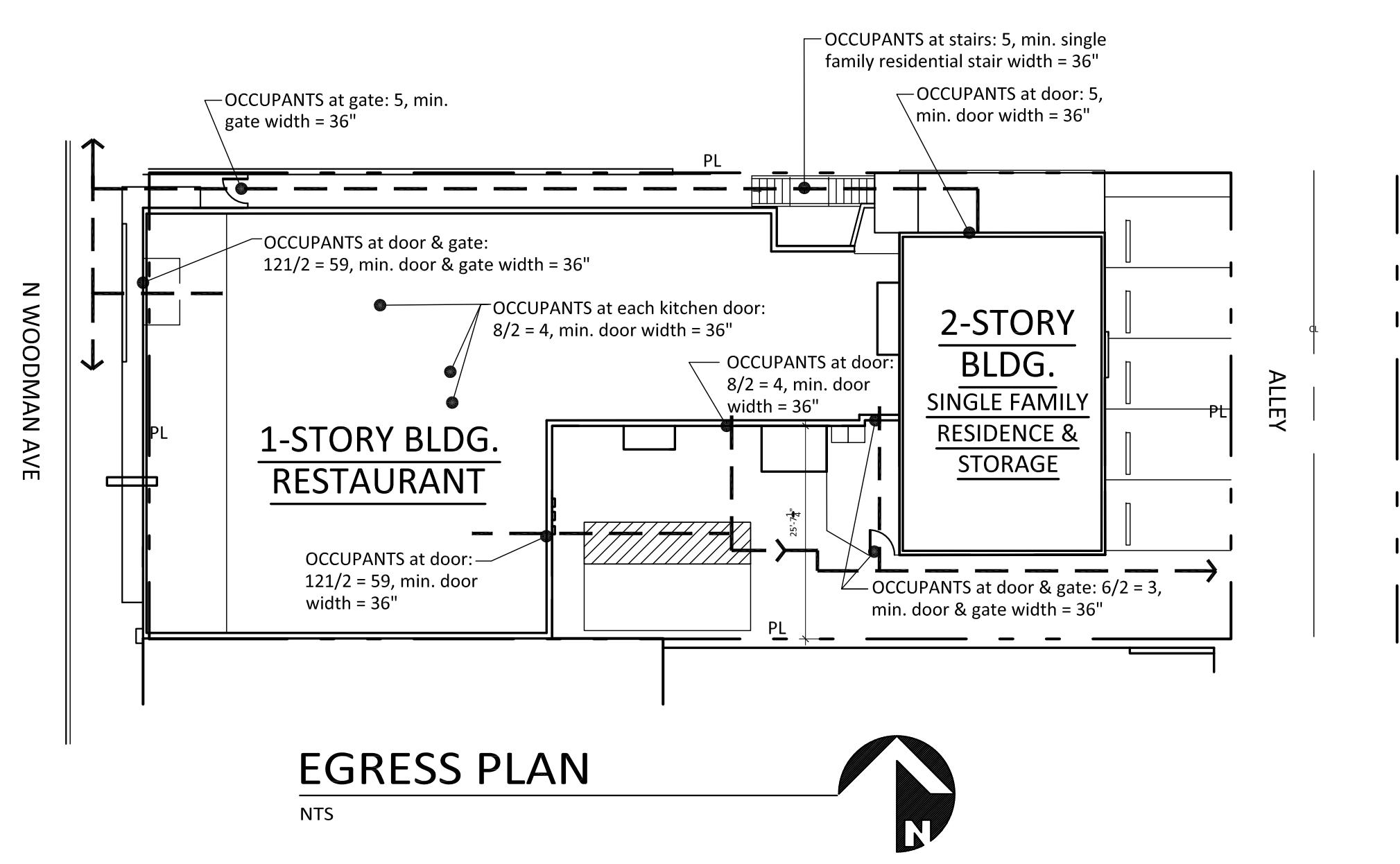
PROPERTY INFORMATION		SCOPE		PROJECT INFORMATION		BUILDING INFORMATION		BUILDING AREAS	
OWNER: The Jung Mah Family Trust May Jung Mah, Trustee 14018 Huston St Sherman Oaks, CA 91423 ADDRESS: RESTAURANT: 4720 N WOODMAN AVE SHERMAN OAKS, CA 91423 APARTMENT UNIT: 4724 N WOODMAN AVE SHERMAN OAKS, CA 91423 LEGAL DESCRIPTION: TRACT: TR 13075 BLOCK: NONE LOT: FR 7 ARB: 2 A.P.N.: 235-902-00-08 LOT AREA: 7,280 SF (0.167 AC) LOT CALCULATION: 56' X 130' = 7,280 ORIGINAL CONSTRUCTION: 1947		-The restaurant seeks approval for ON-SITE SALE & DISPENSING OF ALCOHOL (beer & wine). - The scope of construction is to renovate an existing 3,481 sf restaurant including: - converting 33 sf of covered entry porch into interior space - new plumbing, electrical, and mechanical work - renovation of front (west) & north facades of building with new window openings - remodel of canopy/roof on front of building - new roofing - new interior wall layout -No work is proposed to the existing single-family unit or storage space below it.		APPLICANT: DONNA JEAN RESTAURANT Contact: Mitch Wallis 2949 Fifth Ave. San Diego, CA (619) 295-5475 mvegan@yahoo.com ARCHITECT: ALEX MILLER STUDIO Alex Miller, Architect License Number: C34164 2329 Chicago St San Diego, CA 92037 858.692.2529 ALEXMILLER.MAIL2@GMAIL.COM		EXISTING USE: RESTAURANT, STORAGE, & SINGLE FAMILY RESIDENCE PROPOSED USE: RESTAURANT, STORAGE, & SINGLE FAMILY RESIDENCE EXISTING OCCUPANCY: A2 (RESTAURANT), S2 (STORAGE), R-3 (SINGLE FAMILY) PROPOSED OCCUPANCY: A2 (RESTAURANT), S2 (STORAGE), R-3 (SINGLE FAMILY) CONSTRUCTION TYPE: V-B NONSPRINKLERED BATHROOM CALCULATIONS (see sheet A10) A2 Occupancy - Dining = 1,392 sf / 30 OLF = 46 occupants TOTAL = 46 occupants, 23 male, 23 female Facilities Required per A2 Occupancy Water Closets: 1 male, 1 female Urinals: 1 male Lavatories: 1 male, 1 female Facilities Provided 2 Unisex bathrooms: 2 waterclosets, 1 urinal, 2 lavatories (meets minimum facilities for restaurant per 2017 LABC 6302.4)		EXISTING RESTAURANT: RESTAURANT = 3,413 SF COVERED ENTRIES TO RESTAURANT = 68 SF EXISTING TOTAL = 3,481 SF RENOVATED RESTAURANT: RESTAURANT = 3,446 SF COVERED ENTRY = 35 SF RENOVATED TOTAL = 3,481 SF (NO CHANGE FROM EXISTING GROSS FLOOR AREA) EXISTING STORAGE: HALL = 86 SF STORAGE BUILDING = 1,133 SF EXISTING TOTAL = 1,219 SF EXISTING RESIDENCE: RESIDENCE = 979 SF BALCONY = 172 SF (NOT INCLUDED IN TOTAL) EXISTING TOTAL = 979 SF TOTAL GROSS FLOOR AREA = 5,928 SF PARKING PARKING REQUIRED: EXISTING PARKING TO BE MAINTAINED, NO INCREASE IN GROSS FLOOR AREA PARKING PROPOSED: EXISTING (5) PARKING SPACES SEATS 90 INDOOR SEATS PROPOSED NO OUTDOOR SEATS PROPOSED, SEE SHEET A4	
RESTAURANT DINING (NOT INCLUDING RESTROOMS & HALL) (seats are movable) = 93 OCCUPANTS (1,392 SF / 15 OLF = 93) WAITING AREA = 20 OCCUPANTS (137 SF/7 OLF = 20) KITCHEN (INCLUDING BAR) = 8 OCCUPANTS (1,588 SF / 200 OLF = 8) TOTAL OCCUPANTS = 121		RESTAURANT DINING (NOT INCLUDING RESTROOMS & HALL) (seats are movable) = 93 OCCUPANTS (1,392 SF / 15 OLF = 93) WAITING AREA = 20 OCCUPANTS (137 SF/7 OLF = 20) KITCHEN (INCLUDING BAR) = 8 OCCUPANTS (1,588 SF / 200 OLF = 8) TOTAL OCCUPANTS = 121		RESTAURANT DINING (NOT INCLUDING RESTROOMS & HALL) (seats are movable) = 93 OCCUPANTS (1,392 SF / 15 OLF = 93) WAITING AREA = 20 OCCUPANTS (137 SF/7 OLF = 20) KITCHEN (INCLUDING BAR) = 8 OCCUPANTS (1,588 SF / 200 OLF = 8) TOTAL OCCUPANTS = 121		RESTAURANT DINING (NOT INCLUDING RESTROOMS & HALL) (seats are movable) = 93 OCCUPANTS (1,392 SF / 15 OLF = 93) WAITING AREA = 20 OCCUPANTS (137 SF/7 OLF = 20) KITCHEN (INCLUDING BAR) = 8 OCCUPANTS (1,588 SF / 200 OLF = 8) TOTAL OCCUPANTS = 121		RESTAURANT DINING (NOT INCLUDING RESTROOMS & HALL) (seats are movable) = 93 OCCUPANTS (1,392 SF / 15 OLF = 93) WAITING AREA = 20 OCCUPANTS (137 SF/7 OLF = 20) KITCHEN (INCLUDING BAR) = 8 OCCUPANTS (1,588 SF / 200 OLF = 8) TOTAL OCCUPANTS = 121	

SHEET INDEX	
TS	PROJECT INFORMATION & SITE PLAN
ADA1	ACCESSIBILITY NOTES
ADA2	ACCESSIBILITY NOTES
ADA3	ACCESSIBILITY NOTES
A1	EXISTING RESTAURANT FLOOR PLAN
A2	EXISTING RESTAURANT ROOF PLAN
A3	EXISTING STORAGE & RESIDENCE PLAN
A4	PROPOSED RESTAURANT FLOOR PLAN
A5	PROPOSED RESTAURANT ROOF PLAN
A6	EXISTING ELEVATIONS
A7	EXISTING ELEVATIONS
A8	PROPOSED ELEVATIONS
A9	PROPOSED ELEVATIONS
A10	ENLARGED BATHROOM PLAN & ATTACHMENT A
A11	SCHEDULES, DOOR & WINDOW ELEVATIONS
A12	PROPOSED FINISH FLOOR PLAN
A13	PROPOSED REFLECTED CEILING PLAN
A14	PROPOSED DIMENSIONED PLAN
A15	SKYLIGHT ICC-ESR REPORT
D1	ARCHITECTURAL DETAILS
D2	ARCHITECTURAL DETAILS
D3	ARCHITECTURAL DETAILS
D4	ARCHITECTURAL DETAILS

OWNER: The Jung Mah Family Trust
14018 Huston Street
Sherman Oaks, CA 91423

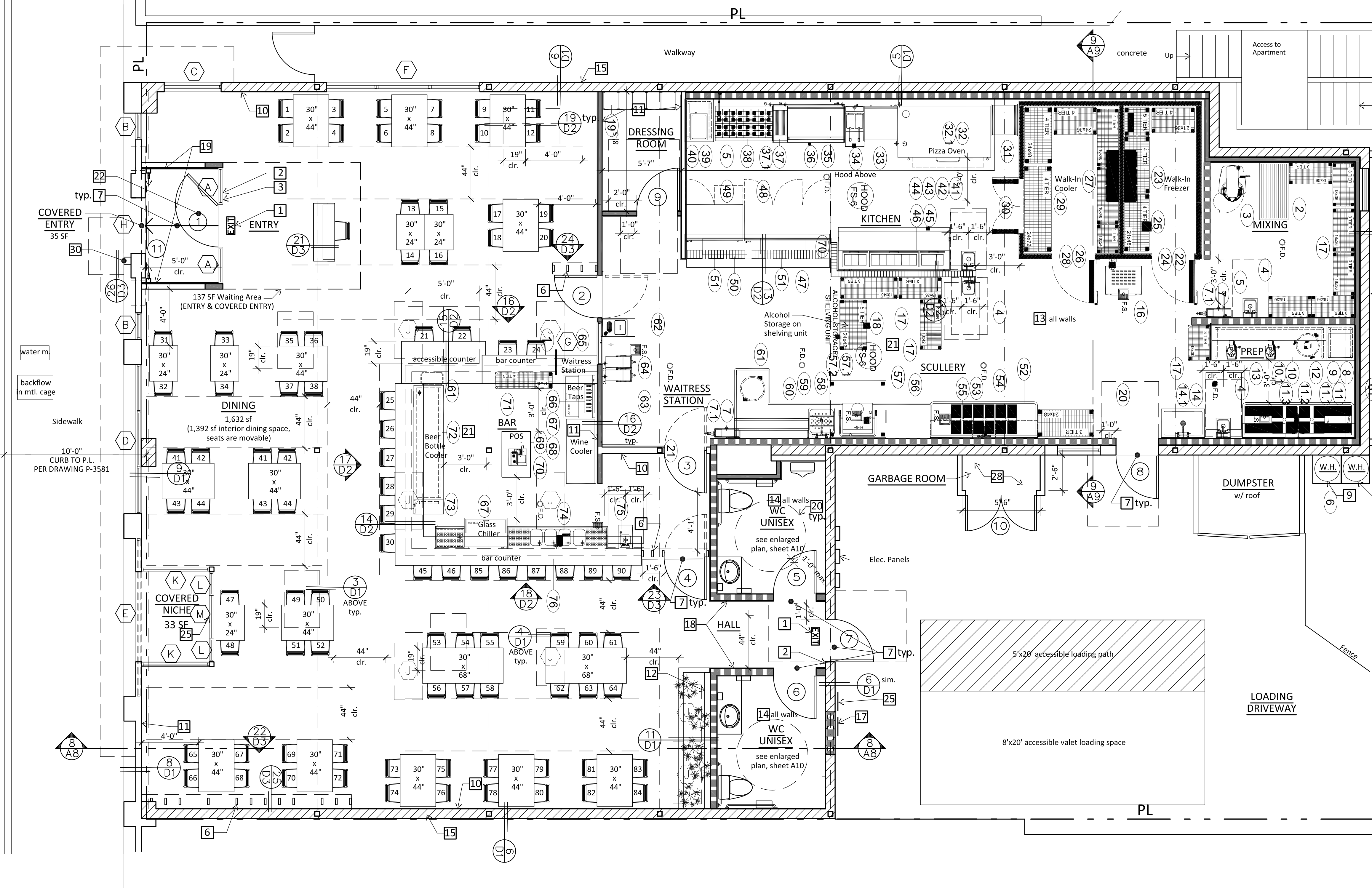
PROJECT: Donna Jean
4720 N Woodman Ave
Sherman Oaks, CA 91423

ARCHITECT: Alex Miller Studio
2329 Chicago Street
San Diego, CA 92110
(858) 692-2529



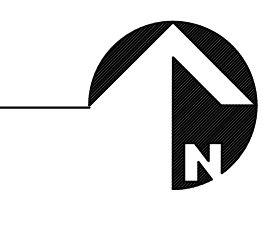
Date: 1-16-2019

TS



PROPOSED FLOOR PLAN

SCALE: 1/4" = 1'-0"



EGRESS/EXITING NOTES:

- Exit signs shall be internally or externally illuminated
- Exit signs illuminated by an external source shall have an intensity of not less than 5 foot candles (54 lux)
- Internally illuminated signs shall be listed and labeled and shall be installed in accordance with the manufacturer's instructions and Section 2702
- Exit signs shall be illuminated at all times.
- Exit signs shall be connected to an emergency power system that will provide an illumination of not less than 90 min. in case of primary power loss.
- Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort. See 1010.1.9.3 for exceptions.
- Door handles, lock and other operating devices shall be installed at a min. 34" and a max 48" above the finished floor.
- THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED (on all exit doors)

- All egress door operation shall also comply with Section 1010.1.9 and 1010.1.9.12
- The means of egress, including the exit discharge shall be illuminated at all times the building space served by the means of egress is occupied.
- The means of egress illumination level shall not be less than 1 foot-candle at the walking surface
- The power supply for means of egress illumination shall normally be provided by the premises' electrical supply. In the event of power supply failure, an emergency electrical system shall automatically illuminate the following areas:
 - Aisles and unenclosed egress stairways in rooms and spaces that require two or more means of egress
 - Corridors, exit enclosures and exit passageways in buildings required to have two or more exits
 - Exterior egress components at other than the level of discharge until exit discharge is accomplished for buildings required to have two or more exits

- Interior exit discharge elements, as permitted in Section 1028.1, in buildings required to have two or more exits
- Exterior landings, as required by Section 1010.1.6, for exit discharge doorways in buildings required to have two or more exits.
- The emergency power system shall provide power for a duration of not less than 90 minutes and shall consist of storage batteries, unit equipment or an on-site generator. The installation of the emergency power system shall be in accordance with Section 2702.
- Emergency lighting facilities shall be arranged to provide initial illumination that is at least an average of 1 foot-candle (11 lux) and a minimum at any point of 0.1 foot-candle (1 lux) measured along the path of egress at floor level. Illumination levels shall be permitted to decline to 0.6 foot-candle (6 lux) average and a minimum at any point of 0.06 foot-candle (0.6 lux) at the end of the emergency lighting time duration. A maximum-to-minimum illumination uniformity ratio of 40 to 1 shall not be exceeded.

FIRE EXITS
 2 EXITS AT DINING ROOM:
 68'-10 3/4" (68.90') DIAGONAL DISTANCE OF ROOM
 52'-0 1/2" (52.04') DISTANCE BETWEEN EXITS
 68.90'/2 = 34.45' < 52.04', OK

ALCOHOL STORAGE & DISPLAY
 - Beer Bottle Cooler in Bar Area
 - Wine Cooler in Bar Area
 - Beer Taps in Bar Area

ALCOHOL STORAGE ONLY
 - Alcohol Storage Shelving Unit (Scully area in Kitchen)

RESTAURANT AREAS
 COVERED ENTRY = 35 SF
 DINING = 1,632 SF (1,392 SF interior)
 BAR AREA = 242 SF
 CUSTOMER RESTROOMS & HALL = 218 SF
 KITCHEN = 1,346 SF
 TOTAL = 3,481 SF

SEATS
 AT TABLES = 72
 AT BAR = 18
 TOTAL = 90

ACCESSIBLE SEATS
 IF FIXED SEATING PROVIDED, MINIMUM OF 4 WHEELCHAIR SPACES ARE REQUIRED

TABLE HEIGHT TO BE MAX. 34" W/ KNEE & TOE CLEARANCES PER SHEET ADA1

LEGEND	
	New wall w/ 3-5/8" steel studs @ 24" o.c.
	New wall w/ 6" steel studs @ 24" o.c.
	Existing 2x4 stud wall
	Existing CMU wall
	New pony wall
DOORS & WINDOWS	
See Sheet A11	
BATHROOM CALCULATIONS	
See Sheet A10	
EQUIPMENT	
See Sheet A11	

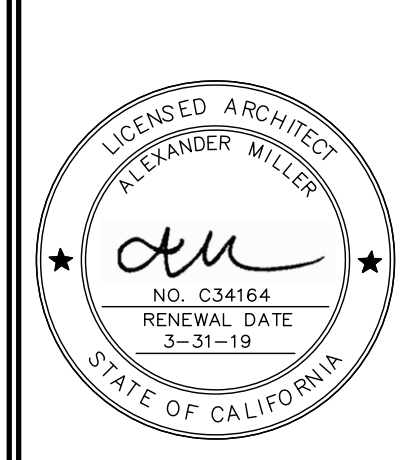
Protruding Objects
 See "Protruding Objects" notes on Sheet ADA-1
 Reach Ranges
 See "Reach Ranges" notes on Sheet ADA-1
 Operable Parts
 See "Operable Parts" notes on Sheet ADA-1

KEYNOTES

- tactile exit sign per CBC 1011.3 with word 'exit'
- illuminated exit sign
- occupant load posted here - 105 occupants
- reception desk per 18/D2
- mtl. stud pony wall w/ counter at 42" ht. per 19-20/D2
- floor to clg. wood framing w/ shelf/display per 22-25/D3
- slope concrete 6.66% to 7% down from door to sidewalk. (Vertical changes in level for floor or ground surfaces may be 1/4" high maximum and without edge treatment. Changes in level greater than 1/4" and not exceeding 1/2" in height shall be beveled with a slope not steeper than 1:2, 11B-303, Figures 11B-303.2 & 11B-303.3)
- existing W.H. for adjacent apartment building
- new W.H. for restaurant
- painted block
- Painted Gyp Board - min. Class B (Flame spread index 26-75; smoke-developed index 0-450) testing required at all rooms
- brick veneer
- stainless steel walls throughout kitchen
- tile up to 7 ft. ht. all bathroom walls
- CMU wall w/ min. 1-hr fire rating & rated openings
- wood trellis structure
- Van Accessible Parking Sign - shall include the International Symbol of Accessibility complying with Section 11B-703.7.2.1. Sign shall contain additional language or an additional sign with the designation "can accessible". Signs shall be 60" min. above the finish floor or ground surface measured to the bottom of the sign (11B-502.6). Sign shall be relettered with a minimum area of 70 sq. inches (11B-502.6.1). Additional language or an additional sign below the International Symbol of Accessibility shall state "Minimum Fine \$250" (11B-502.6.2). Sign shall be visible from each parking space. Signs shall be permanently posted either immediately adjacent to the parking space width at the head end of the parking space. Signs may also be permanently posted on a wall at the interior end of the parking space (11B-502.6.3).
- Painted Gyp Board - Class A (Flame spread index 0-25; smoke-developed index 0-450) testing required at interior exit stairways, interior exit ramps and exit passageways, corridors, and enclosure for exit access stairways and exit access ramps
- Stucco finish - Class A (Flame spread index 0-25; smoke-developed index 0-450) testing required at interior exit stairways, interior exit ramps and exit passageways, corridors, and enclosure for exit access stairways and exit access ramps
- Circular turning spaces shall be a space of 60 inches diameter minimum and may include knee and toe clearance complying with 11B-306 Knee and Toe Clearance, 11B-304.3.1.
- All employee workstations shall be on an accessible route per "Employee Workstations" notes on Sheet ADA-1. Common Use circulation paths within employee work areas shall comply with 11B-206.2.8.
- existing door and entry space to remain,
- Access aisles shall be marked with a blue painted borderline around their perimeter. The area within the blue borderlines shall be marked with hatched lines a maximum of 36" on center in a color contrasting with that of the aisle surface, preferably blue or white. The words "NO PARKING" shall be painted on the surface within each access aisle in white letters a minimum of 12" in height and located to be visible from the adjacent vehicular way. Access aisle markings may extend beyond the minimum required lengths. 11B-502.3.3.
- Parking space shall comply with one of the following:
 1- Parking shall be marked with an International Symbol of Accessibility complying with Section 11B-703.7.2.1. International Symbol of Accessibility in white on a blue background a min. 36" wide by 36" high. The centerline of the International Symbol of Accessibility shall be a maximum of 6" from the centerline of the parking space, its sides parallel to the length of the parking space and its lower corner at, or lower side aligned with, the end of the parking space length (11B-502.6.4.1).
 2- Parking shall be outlined or painted blue and shall be marked with an International Symbol of Accessibility complying with Section 11B-703.7.2.1. International Symbol of Accessibility in white on a suitable contrasting color. The centerline of the International Symbol of Accessibility shall be a maximum of 6" from the centerline of the parking space, its sides parallel to the length of the parking space and its lower corner at, or lower side aligned with, the end of the parking space length (11B-502.6.4.1).
- An additional sign not less than 17" wide by 22" high (11B-502.8.1). The additional sign shall clearly state in letters with a minimum height of 1" the following (11B-502.8.2) "Unauthorized vehicles parking in designated accessible spaces not displaying distinguishing placards or special license plates issued for persons with disabilities will be towed away at the owner's expense. Towed vehicles may be reclaimed at: _____ or by telephoning _____." Blank spaces shall be filled in with appropriate information as a permanent part of the sign.
- Wheel stop required
- not used
- quarry tile on floor and walls up to 6 ft high
- existing glass door to be sealed shut, used as window
- Accessible Door Opener Push Plates per detail 26 & 27 on Sheet D3 - (2) PBS451 Square Push Plates by BEA (4-1/2" x 4-1/2" x 1/6") ("PUSH TO OPEN" Text and Handicap Logo) with surface mounted boxes, transmitters and receiver. 30"x48" clear space in front req.

GENERAL NOTES

Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.
 See sheet ADA1 for door clearance requirements.
 Interior finish materials applied to wall and ceilings shall be tested as specified in Section 803.
 Floor and ground surfaces shall be stable, firm, and slip resistant.



OWNER:
 The Jung Mah Family Trust
 14018 Huston Street
 Sherman Oaks, CA 91423

PROJECT:
 Donna Jean
 4720 N Woodman Ave
 Sherman Oaks, CA 91423

ARCHITECT:
 Alex Miller Studio
 2329 Chicago Street
 San Diego, CA 92110
 (858) 692-2529

Date: 1-16-2019



APPLICATIONS:

DEPARTMENT OF CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number _____

Env. Case Number _____

Application Type _____

Case Filed With (Print Name) _____ Date Filed _____

Application includes letter requesting:

Waived hearing Concurrent hearing Hearing not be scheduled on a specific date (e.g. vacation hold)

Related Case Number _____

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

Detailed filing instructions are found on form CP-7810

1. PROJECT LOCATION

Street Address 4720-4784 N. Woodman Ave, Sherman Oaks, CA 91423 Unit/Space Number _____

Legal Description² (Lot, Block, Tract) LOT - FR 7/ BLOCK None/ TRACT - TR 13075 - ARB 1 & 2

Assessor Parcel Number 2359020008 Total Lot Area 3,639.3 (sq ft)

2. PROJECT DESCRIPTION

Present Use (E) RESTAURANT

Proposed Use BEER AND WINE FOR (N) VEGAN RESTAURANT TO REPLACE (E) RESTAURANT

Project Name (if applicable) Downa Jean Restaurant

Describe in detail the characteristics, scope and/or operation of the proposed project _____

A Conditional Use Permit to allow the sale and dispensing of beer and wine only for on-site consumption in conjunction with a 3,730 sq. ft. Restaurant with 100 seats and hours of operation are from 8 a.m. to 10 p.m. daily in the [Q] C2-1VL-RIO zone.

Additional information attached YES NO

Complete and check all that apply:

Existing Site Conditions

- Site is undeveloped or unimproved (i.e. vacant)
- Site has existing buildings (provide copies of building permits)
- Site is located within 500 feet of a freeway or railroad
- Site is located within 500 feet of a sensitive use (e.g. school, park)

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)

² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

- Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial)

- Site has special designation (e.g. National Historic Register, Survey LA)

Proposed Project Information

(Check all that apply or could apply)

- Demolition of existing buildings/structures
- Relocation of existing buildings/structures
- Interior tenant improvement
- Additions to existing buildings
- Grading
- Removal of any on-site tree
- Removal of any street tree

- Removal of protected trees on site or in the public right of way
- New construction: _____ square feet
- Accessory use (fence, sign, wireless, carport, etc.)
- Exterior renovation or alteration
- Change of use and/or hours of operation
- Haul Route
- Uses or structures in public right-of-way
- Phased project

Housing Component Information

N/A

~~Number of Residential Units: Existing _____ - Demolish(ed)³ _____ + Adding _____ = Total _____~~

~~Number of Affordable Units⁴ Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____~~

~~Number of Market Rate Units Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____~~

~~Mixed Use Projects, Amount of Non-Residential Floor Area: _____ square feet~~

Public Right-of-Way Information

N/A

~~Have you submitted the Planning Case Referral Form to BOE? (required) YES NO~~

~~Is your project required to dedicate land to the public right-of-way? YES NO~~

~~If so, what is/are your dedication requirement(s)? _____ ft.~~

~~If you have dedication requirements on multiple streets, please indicate: _____~~

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36? YES NO

Authorizing Code Section 12.24 - W,1

Code Section from which relief is requested (if any): _____

Action Requested, Narrative: **A Conditional Use Permit to allow the sale and dispensing of beer and wine only for on-site consumption in conjunction with a 3,730 sq. ft. Restaurant with 100 interior seats and hours of operation are from 8 a.m. to 10 p.m. daily in the [Q] C2-1VL-RIO zone.**

Authorizing Code Section _____

Code Section from which relief is requested (if any): _____

Action Requested, Narrative: _____

Additional Requests Attached YES NO

³ Number of units to be demolished and/or which have been demolished within the last five (5) years.

⁴ As determined by the Housing and Community Investment Department

4. RELATED DEPARTMENT OF CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? YES NO

If YES, list all case number(s) _____

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

- Case No. _____ Ordinance No.: _____
- Condition compliance review Clarification of Q (Qualified) classification
- Modification of conditions Clarification of D (Development Limitations) classification
- Revision of approved plans Amendment to T (Tentative) classification
- Renewal of entitlement
- Plan Approval subsequent to Master Conditional Use

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project? YES NO

Have you filed, or is there intent to file, a Subdivision with this project? YES NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

5. RELATED DOCUMENTS / REFERRALS

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please provide a copy of any applicable form and reference number if known.

- | | |
|--|-----|
| a. Specialized Requirement Form _____ | N/A |
| b. Geographic Project Planning Referral _____ | |
| c. Citywide Urban Design Guidelines Checklist _____ | |
| d. Affordable Housing Referral Form _____ | |
| e. Mello Form _____ | |
| f. Unpermitted Dwelling Unit (UDU) Inter-Agency Referral Form _____ | |
| g. HPOZ Authorization Form _____ | |
| h. Management Team Authorization _____ | |
| i. Expedite Fee Agreement _____ | |
| j. Department of Transportation (DOT) Referral Form _____ | |
| k. Bureau of Engineering (BOE) Planning Case Referral Form (PCRF) _____ | |
| l. Order to Comply _____ | |
| m. Building Permits and Certificates of Occupancy _____ | |
| n. Hillside Referral Form _____ | |
| o. Low Impact Development (LID) Referral Form (Storm water Mitigation) _____ | |
| p. Proof of Filing with the Housing and Community Investment Department _____ | |
| q. Are there any recorded Covenants, affidavits or easements on this property? <input type="checkbox"/> YES (provide copy) <input type="checkbox"/> NO | |

PROJECT TEAM INFORMATION (Complete all applicable fields)

Applicant⁵ name MITCH WALLIS

Company/Firm _____

Address: 4273 Canoga Ave Unit/Space Number _____

City Woodland Hills State CA Zip Code: 91364

Telephone (310) 562-5382 E-mail: rbplandesign@gmail.com / shplandesign@gmail.com

Are you in escrow to purchase the subject property? YES NO

Property Owner of Record Same as applicant Different from applicant

Name (if different from applicant) Sung Mah, May Trust / Carson Jung Mah Trust

Address 4273 Canoga Ave Unit/Space Number _____

City Woodland Hills State CA Zip Code: 91324

Telephone 310 562-5382 E-mail: rbplandesign@gmail.com

Agent/Representative name Ramon Baguio

Company/Firm _____

Address: 4273 Canoga Ave Unit/Space Number _____

City Woodland Hills State CA Zip: 91364

Telephone (310) 562-5382 E-mail: rbplandesign@gmail.com / shplandesign@gmail.com

Other (Specify Architect, Engineer, CEQA Consultant etc.) _____

Name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Primary Contact for Project Information Owner Applicant
(select only one) Agent/Representative Other

To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List, and the Abutting Property Owners List.

⁵ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

PROPERTY OWNER

7. **PROPERTY OWNER AFFIDAVIT.** Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service or process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.

- a. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
- b. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
- c. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
- d. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature May Jung Mah

Date 11-14-18

Print Name MAY JUNG MAH

Signature _____

Date _____

Print Name _____

Space Below For Notary's Use

California All-Purpose Acknowledgement

Civil Code ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of LOS ANGELES

On NOV 14, 2018 before me, ROBIN JOHN RUTT, NOTARY PUBLIC
(Insert Name of Notary Public and Title)

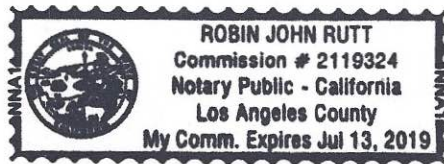
personally appeared MAH JUNG MAH, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on 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.

Robin John Rutt
Signature

(Seal)



APPLICANT

- 8. APPLICANT DECLARATION.** A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.
- a. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
 - b. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
 - c. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
 - d. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
 - e. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
 - f. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
 - g. I understand that if this application is denied, there is no refund of fees paid.
 - i. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
 - i. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: 11/8/18 _____

Print Name: MITCH WALLIS _____

**OPTIONAL
NEIGHBORHOOD CONTACT SHEET**

9. **SIGNATURES** of adjoining or neighboring property owners in support of the request are not required but are helpful, especially for projects in single-family residential areas. Signatures may be provided below (attach additional sheets if necessary).

NAME (PRINT)	SIGNATURE	ADDRESS	KEY # ON MAP

REVIEW of the project by the applicable Neighborhood Council is not required, but is helpful. If applicable, describe, below or separately, any contact you have had with the Neighborhood Council or other community groups, business associations and/or officials in the area surrounding the project site (attach additional sheets if necessary).