

**Council District 13
Hollywood Design Review Advisory Committee
Submittal Requirements**

The following descriptive materials are requested to prepare committee members in advance of our scheduled meetings. Please submit the required package no later than 7 days prior to the date of your review session. *Electronic submissions are strongly encouraged.*

Submittal Requirements

1. Written materials (1 – 2 pages)
 - a. Project Description
 - b. Context Statement
 - c. Discussion of entitlements requested
2. Historic Assessment
 - a. Indicate if adjacent or on-site buildings are listed on a Hollywood Historic Survey and at what ranking
 - b. Include street elevations of historic building(s) shown along with proposed project elevations, if adjacent to project site or if incorporated into project
 - c. Historic photographs of the historic building(s) are encouraged
 - d. Historic resource report, if available.
3. Site Plan
4. Elevations (all sides facing public streets)
5. Signage Plan, if appropriate
 - a. Proposed signage should be graphically shown on all relevant elevations
 - b. Describe discretionary action, if necessary
6. Massing studies
7. Use Diagrams
8. Photographs of the project site and surroundings
9. Project model (20 scale), may be requested.

Questions concerning submittal requirements can be directed to Alison Becker at Alison.Becker@lacity.org or 213/473-7013.