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Notice to Interested Parties Regarding the Valley Village Specific Plan

1/25/2021

To: Single-family project applicants within the Valley Village Specific Plan

On March 1, 2019 the Department of City Planning (DCP) issued the Valley Village Specific Plan Implementation Guidance Memo, included in this letter (note, the Memo attachments are not included in this letter but can be provided upon request). The memo clarified the DCP's processing requirements for single-family projects in the Valley Village Specific Plan (Specific Plan). With the issuance of the Memo, single-family projects no longer require a Specific Plan Project Permit if the project fully complies with the Specific Plan. Instead, single-family Projects that fully comply with the regulations within the Specific Plan are required to receive an Administrative Review and Building Permit Clearance from DCP to proceed with the project.

Your address may be associated with the payment of fees for a Specific Plan Project Permit for a single-family home project during the time between January 1, 2016 and March 1, 2019. If your single-family project was filed as a Project Permit Compliance case, but you believe your project was eligible for an Administrative Review and Building Permit Clearance based on the Memo, you may be eligible for a partial refund of the amount paid previously.

All refund requests will be assessed based on the status of the case in accordance with DCP's refund policy. Any portion of your filing fee, if available for refund, is subject to submittal, review, and approval of a refund claim application. If a refund is available, it will only be made to the Applicant identified on the Application Invoice. If the claimant is different from the Applicant, authorization from the Applicant will be required.

You may access the refund claim form on DCP's website. The form for refunds **under \$5,000** may be accessed here: <https://planning4la.org/odoc/under-5000>. The form for refunds **over \$5,000** may be accessed here: <https://planning4la.org/odoc/over-5000>.

The deadline to submit the refund form and required materials is April 1, 2021

The claim package you submit should include the following documents:

- Claim for Refund form;
- Processed Application Invoice and/or Receipt of payments made for the associated refund claim.

Once you have completed your Refund Claim Form and submitted it to the Department of City Planning, your refund claim will be reviewed and processed by the City.

Please mail the original signed form and copies of the Application Invoice and/or Receipt of payments to:

Address: Department of City Planning
Attention: Blake Lamb
6262 Van Nuys Boulevard, Room 430
Los Angeles, CA 91401

You may also bring the materials to the established drop off area at the above address during regular business hours.

Should you have questions regarding this matter, you may contact Blake Lamb at 818-374-9914 or via email at blake.lamb@lacity.org.

Sincerely,

A handwritten signature in cursive script that reads "Blake Lamb".

BLAKE LAMB
Principal City Planner
Department of City Planning