How to Prepare for an HPOZ Board Meeting

HPOZ Board meetings are held twice a month. Please contact the planner assigned to the HPOZ a week before the meeting to be placed on the agenda. Prepare a brief presentation about your project by including the below information and visual materials.

➢ General Documents
  o A copy of the relevant permits and correction and/or code enforcement notices, if any.
  o Resources for the HPOZs including general information, including history, map of the HPOZ, and guidelines are found at the following link.

- http://www.preservation.lacity.org/hpoz
- Print and cite relevant guidelines from the applicable section(s) of the HPOZ Preservation Plan

  o Please bring a copy of the survey page for your structure. The survey photo is used as a default reference for how your structure looked at the time of the formation of the HPOZ. Use the following link to access the City of Los Angeles Zimas data base and your survey page:

2. Enter the property address
3. Click on the “Planning and Zoning” tab
4. In the drop down menu to the left click under the heading “Historic Preservation Review” click on “yes” to view the survey page of your property
5. Full guide on how to locate historic information on Zimas: http://www.preservation.lacity.org/status/using-zimas-find-historic-preservation-information
6. Please print out the survey information and bring it to the meeting
➢ Photo Documentation (minimum two copies)

  o Printed photos of all relevant sides of your structure clearly visible, including a photo from the street
  o Close up photos and details of the project area
  o Photos of adjacent properties

➢ Plans (minimum four copies)

  o Please make sure that the scope of work is clearly understandable. A written list of the proposed work accompanying the plans is generally advisable.
  o Site plan
  o Existing plans and elevations
  o Proposed plans and elevations

➢ Windows & Doors (minimum four copies)

  o Provide a manufacturer’s cut sheet and/or plan showing the exact dimensions of the window or door work and their construction
  o A window schedule that identifies all windows and doors to be repaired or replaced, type of material to be used, finish materials, dimensions, and type of glazing

➢ Samples

  o Please provide samples as needed. Identify materials and finishes, such as paint color.