



## REFERRAL FORMS:

# Pre-Application Consultation and Review Alcohol Beverage and Entertainment Streamlining - BEST

**RELATED CODE SECTIONS:** Los Angeles Municipal Code (LAMC) Section 12.24 B 1 requires preliminary consultation and review for alcohol beverage and entertainment projects that are single-entitlement prior to filing an application, the initial Pre-Application meeting shall require a fee per LAMC Section 19.01. The Conditional Use, Deemed-Approved Conditional Use and Plan Approval applications are subject to the Pre-Application review per LAMC Sections 12.24 W 1, 12.24X 2, 12.24 W 18 a, and 12.24 M.

## PRE-APPLICATION CONSULTATION AND REVIEW

### A. GENERAL INFORMATION

**SINGLE ENTITLEMENT APPLICATIONS** - Los Angeles Municipal Code (LAMC) Section 12.24 B 1 establishes early review for alcohol beverage and entertainment projects that are single-entitlement, for new Conditional Use, Deemed-Approved Conditional Use and Plan Approval applications. The related parking documentation must also be provided.

**DETERMINING A PROJECT** - Projects with multiple entitlements, including proposals considered "a project" per a Specific Plan, are not required to submit a Pre-Application. Those projects may proceed directly to the Development Services Center Public Counters to inquire about the filing procedures.

**FORM, FEE AND REVIEW** - This form must be completed by the applicant prior to filing an application pursuant to LAMC 12.24 M, 12.24 W 1, 12.24 W 18 a, and 12.24 X 2. A Pre-Application fee pursuant to LAMC 12.24 B 1 and 19.01 E 2 is due at the time of review. The Department's Beverage and Entertainment Streamlined Unit (BEST) will review your proposal and related approvals required for the project.

**NOTE** - This Pre-Application process is complete when all required forms, documents and materials are confirmed acceptable to file the case, and the final invoice has been issued and proof of payment is presented.

### B. PRE-APPLICATION INSTRUCTIONS

This form is intended to provide the applicant with early notification of any potential zoning or permitting issues which may affect their project. Please submit this form to the BEST Unit via our website at: <http://planning.lacity.org> and click on - *Project Review Services - Beverage & Entertainment Process*.

1. In addition to this Pre-Application Form complete and uploaded the following items:

- a. **Department of City Planning Application**, (pages 1 through 4), form CP-7771.1.
- b. **Environmental Clearance** - Categorical Exemption or Environmental Assessment Form, consult with planning staff to determine which type of clearance is needed.
- c. **Plot Plan (Proposed)** see form CP-7752 for plot plan guidelines
  - i. Indicate existing and proposed outdoor uses including those in the public right-of-way (sidewalk), clearly identify property lines and sidewalk/patio dimensions.
  - ii. Show existing and proposed construction by providing a legend or labeling the floor plan accordingly.
- d. **Floor Plan (Proposed)** see form CP-7751 for floor plan guidelines
  - i. With seating count and floor areas (sq. ft.) for each use in the establishment (i.e., lobby, kitchen, dining, etc.)

After this information is uploaded to the BEST Unit's website, a case intake appointment should be requested via the Department of City Planning's website, at: <http://planning.lacity.org> and click on - *Development Services Centers - Appointment System - Appointment for BEST, Alcohol Sales and Services/Dancing*, in anticipation of obtaining a Ready to Submit (RTS) approval.

**C. PROJECT INFORMATION**

- 1. Address \_\_\_\_\_ Unit or Space No. \_\_\_\_\_
- 2. Requested Entitlement (Project Description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Name of Establishment (i.e., DBA) \_\_\_\_\_

**D. PROPOSED USE**

- 1. Primary Use of Establishment (i.e., restaurant, bar, nightclub) \_\_\_\_\_
- 2. Ancillary entertainment uses such as a piano bar, dancing, live entertainment, movies, karaoke, etc.  
\_\_\_\_\_
- a. Is there a dedicated dance floor/stage area? Yes  No   
If yes, please indicate size (sq. ft.) \_\_\_\_\_

**C. FLOOR AREA**

- 1. New/Proposed Floor Area Added (if floor area is existing, skip and go to Question No. 2).
  - a. Interior \_\_\_\_\_sq. ft.
  - b. Is this new area due to an expansion? Yes  No
  - c. Outdoor (public right-of-way) \_\_\_\_\_ sq. ft. covered  uncovered
  - d. Outdoor (private property) \_\_\_\_\_ sq. ft. covered  uncovered
- 2. Total floor area the establishment will occupy (including all additions in Question No. 1):
  - a. Interior \_\_\_\_\_sq. ft.
  - b. Outdoor (public right-of-way) \_\_\_\_\_ sq. ft. covered  uncovered
  - c. Outdoor (private property) \_\_\_\_\_ sq. ft. covered  uncovered

**D. SEATING**

- 1. Total number of seats and description (i.e., dining, bar, patio, sidewalk).
  - a. Indoors \_\_\_\_\_
  - b. Outdoors \_\_\_\_\_

If outdoor area is in public right-of-way, has a revocable permit been obtained? Yes  No   
If yes, Revocable Permit No. \_\_\_\_\_

**E. ADDITIONAL INFORMATION**

1. Are you requesting to extend the term of an existing Conditional Use Permit Yes  No

Was this case effectuated? Yes  No

List Case No. \_\_\_\_\_

*If you are filing a Plan Approval and wish to have your hearing waived, please contact the Office of Zoning Administration for instructions at (213) 978-1318.*

2. Number of parking spaces available on the site \_\_\_\_\_

3. a. Current hours of operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

b. Proposed hours of operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

4. Are any off-site sales proposed? Yes  No

Will there be a dedicated tasting area? Yes  No

5. Have you begun your outreach process with the Los Angeles Police Department (LAPD) Local Vice Unit, Council Office, and/or Neighborhood Council? To determine the contact information for LAPD, the Council Office and/or Neighborhood Council, please refer to the Department of City Planning’s Zoning Information Map Access System (ZIMAS), at <http://zimas.lacity.org>

If you have already begun this process, please provide us with their contact information.

Los Angeles Police Department (LAPD).

\_\_\_\_\_  
Neighborhood Council

I understand that verification of a Certificate of Occupancy for the premises is part of the process though not a requirement for application submittal. If a permit is required to operate, change the use of, or add floor area to expand the establishment, I will provide these items at the time of condition clearance, if my request is approved.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

- Applicant
- Owner
- Representative

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Questions may be directed to the BEST Unit:  
Phone (213) 202-5464  
Email [planning.ccu@lacity.org](mailto:planning.ccu@lacity.org)