



Referral Form

## DEPARTMENT OF TRANSPORTATION REFERRAL FORM

**NOTE:** Submit this form to the Department of Transportation (DOT) for their review and analysis of traffic, access and circulation of the proposed project. The referral form is a required attachment to any application, except Tract Map or Parcel Map applications, that includes one of the following (please check the box for the application the referral form is intended for):

- A project that requires Site Plan Review (unless the Traffic Study or Technical Memorandum process with DOT has already begun)
- A project with new floor area or a change of use that requires the filing of an Environmental Assessment Form (EAF), this referral form replaces the previously used Initial Study Assessment Form (ISAF) (unless the Traffic Study or Technical Memorandum process with DOT has already begun)
- A project with new floor area and frontage along a Major or Secondary Highway
- A project that proposes bicycle parking in the public right-of-way
- A project in a Transportation Specific Plan area:
  - Central City West Specific Plan (*Downtown Planning Office*)
  - Coastal Transportation Corridor Specific Plan (*West LA Planning Office*)
  - Glencoe/Maxella Specific Plan (*West LA Planning Office*)
  - Warner Center Specific Plan (*Valley Planning Office*)
  - West Los Angeles Transportation Improvement and Mitigation Specific Plan (*West LA Planning Office*)
  - Venice Coastal Zone Specific Plan (*West LA Planning Office*)
  - Ventura-Cahuenga Boulevard Corridor Specific Plan (*Valley Planning Office*)
- All new school projects; by-right projects and not by-right projects (except not required for tenant improvement's with no additional floor area or change of use). Four months prior to opening the new school, the applicant should contact the appropriate DOT District Office to coordinate the installation of any necessary traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones. The DOT District Office, in consultation with the school, shall determine what signs, pavement markings, parking restrictions and loading zones, if any, should be installed by the applicant prior to the school's opening.

This form can also determine whether a change of use meets the definition of a Development Project as per LAMC Section 16.05 C1 (c) and (d).

Pursuant to LAMC Section 19.15, a review fee payable to DOT may be required to process this form. The applicant should contact the appropriate DOT Development Services Office to arrange payment.

DOT's Traffic Study Policies and Procedures can be found on [ladot.lacity.org](http://ladot.lacity.org), under "B-PERMIT & TRAFFIC STUDIES".

**RELATED CODE SECTION/ORDINANCE:** LAMC Section 16.05; various ordinances

**SPECIALIZED REQUIREMENTS:** When submitting this referral form to DOT, include the documents listed below (unless the form is being used to determine whether a change of use meets the definition of a Development Project as per LAMC Section 16.05 C1 (c) and (d)).

- Copy of completed Master Land Use Permit Application
- Copy of a fully dimensioned site plan showing all existing and proposed structures, parking and loading areas, driveways, as well as on-site and off-site circulation
- If filing for purposes of Site Plan Review, a copy of the completed Site Plan Review Supplemental Application

**DEPARTMENT OF TRANSPORTATION DEVELOPMENT SERVICES DIVISION OFFICES**

**Downtown  
Planning Office**  
 213-972-8482  
 100 S Main St, 9<sup>th</sup> Floor  
 Los Angeles, CA 90012

**West Los Angeles  
Planning Office**  
 213-485-1062  
 7166 W Manchester Blvd  
 Los Angeles, CA 90045

**Valley  
Planning Office**  
 818-374-4699  
 6262 Van Nuys Blvd, 3<sup>rd</sup> Floor  
 Van Nuys, CA 91401

Project Name: 6701 Sunset Boulevard

Project Address: 1540-52 Highland Ave; 6700-60 and 6663-75 Selma Ave; 1543-53 and 1542-46 McCadden Pl;  
1501-73, 1500-70, and 1600-08 Las Palmas Ave; 6665-6713 1/2 Sunset Blvd

Project Description: Construct a mixed-use office, hotel, comm., and resid. development to include up to approx.  
950 new residential units, a 308-room hotel, 95,000sf of office, and 185,000sf commercial uses.

Applicant Name: Crossroads Associates, LLC

Applicant E-mail: kcasper@linerlaw.com Applicant Phone: (213) 694-3141

**TO BE COMPLETED BY DOT STAFF ONLY**

**TRIP GENERATION CALCULATION**

	<b>Uses (list each use)</b>	<b>Project (square feet or dwelling units)</b>	<b>Land Use ADT (trip generate rate)</b>	<b>Subtotal ADT (number of trips)</b>	<b>Total ADT (number of trips)</b>
<b>Existing</b>					
<b>Proposed</b>					
<b>Net Increase / Decrease (+ or -)</b>					

**POTENTIAL TRANSPORTATION & CIRCULATION IMPACTS**

(to be completed only for projects with new floor area or a change of use that requires the filing of an Environmental Assessment Form (EAF))

Pursuant to CEQA Appendix G, part XVI – Transportation/Traffic, would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(the following two items are for informational purposes only and are not applicable to DOT; they pertain to the Los Angeles World Airports (LAWA))				
e) result in a change in air traffic patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Peak Hour Trips:** A.M. : \_\_\_\_\_ P.M. : \_\_\_\_\_

**DOT Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Traffic Study Required?** Yes: \_\_\_\_\_ No: \_\_\_\_\_  
**Prepared By:** (DOT Staff Name Printed) \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_