

Special Instructions for:

PARKING MANAGEMENT IN C AND M ZONE – LAMC 12.24 X 17

SHARED PARKING – LAMC 12.24 X 20

OFF STREET PARKING REDUCTION BY DIRECTOR - LAMC 12.24 Y

REMOTE OFF SITE PARKING BY CITY PLANNING COMMISSION - 12.21 A 4(y)

City of Los Angeles – Department of City Planning

ZONING CODE SECTIONS: With Parking Management Alternatives 12.24 X 17; Shared Parking 12.24 X 20; With Transportation Nearby 12.24 Y; Commission Authority 12.21 A 4 (y).

The **MASTER LAND USE APPLICATION INSTRUCTION SHEET-500' RADIUS** should also be followed.

1. The **MASTER APPLICATION FORM** and attached questions must be filled out completely with full answers to every statement and question. The application **MAY NOT** be signed by an agent or attorney but **MUST** be signed by the lessee, owner or owners before a Notary Public in the space provided.
2. **PLANS REQUIRED.** Each application must be accompanied by the following:
 - a. Three copies of a **PLOT PLAN**, showing the location of all improvements existing or to be constructed. Show all existing and proposed off-street parking spaces to be maintained on the site accurately dimensioned as to parking stall width and aisle depths as required by the Municipal Code. Show any wall enclosures and landscaped setbacks and interior parking area landscaping. (Walls and landscaping required for new or restriped parking lots.)
 - b. On the plot plan, show a summary of the off-street parking demand of all buildings based upon the type of use and the amount of gross floor area to be devoted to each use (e.g., medical office, general office, retail sales, manufacturing, warehousing, etc). Estimate the number of tenants and/or employees to occupy the building(s) on the site. Indicate the percentage of reduction of on-site parking spaces being requested from the total number of parking spaces required by Code.
 - c. For parking management plans, show which parking spaces will be reserved for van pools and carpools, and any areas to be set aside for bicycle racks or motorcycle parking.
 - d. If the application proposes remote off-site parking, an additional **PLOT PLAN**, following the requirements outlined in (a) above, must be provided. Show in a separate summary space on the plan the legal description of the remote site, the name and address of the legal owner; the zoning of the property and the approximate distance the off-site parking is from the primary property, measured by the shortest vehicular travel. Indicate number of parking spaces to be maintained and the number of employees and/or tenants that will utilize the offsite parking spaces. Provide an 8½" x 11" reduction of the plot plan.
 - e. The applicant will be required to submit a supplemental site plan to the Department of Building and Safety before any permits are issued, showing the necessary open space either on the building site or on the remote off-site parking lot, or both, indicating where the additional parking spaces can be provided which are otherwise required for the use by the zoning regulations. The additional parking spaces can be depicted as surface parking or as a parking building if zoning permits such an improvement. Although not required to be provided initially as a part of this application, it would be desirable for the applicant to be prepared to satisfy this provision initially in order to assure that the full parking requirements of the Code can be provided in the event of failure to maintain the levels of compliance specified.

3. If the properties involved in this application are leased, provide a copy of the leases(s) and/or narrative of terms of the lease. If any property involved is in escrow, give escrow company name, address and escrow number. For property in escrow a letter of consent from the current owner(s) is also be required.
4. A Parking Management Plan acceptable to the Department of Transportation.
5. **PARKING MANAGEMENT-REDUCED ON-SITE PARKING WITH ALTERNATIVES (12.24 X 17 (a)).**
 - a. Total number of Code-required parking spaces.
 - b. Total number of parking spaces to be provided.
 - c. Total number of spaces that would be required on the site so that there will be no spillover onto surrounding street.
 - d. What alternative measures, such as van and car pool, bus (number) passes, etc., will be used to provide for the full demand for parking at the subject site.
 - e. Number of employees in largest work shift and total number of employees. A detailed description of how the proposed plan will work should be submitted with the application.
 - f. Annual review. Prior to the anniversary date of approval, the applicant shall submit to the Zoning Administrator information regarding the implementation of the Parking Management Plan.
 - g. That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.
 - h. That the project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.
 - i. That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.
 - j. Sufficient on-site parking spaces and transportation alternatives to single-occupant automobiles (including carpools, vanpools, mass transit systems, buses or bicycles), provided by the owner or lessee for the employees and/or tenants, to accommodate anticipated parking demand.
 - k. The proposed Parking Management Plan will result in no on-street parking created by the use in the area immediately surrounding the use.
 - l. The Parking Management Plan will result in an achievable level of employee and/or tenant use of transportation alternatives.
6. **PARKING MANAGEMENT-REDUCED ON-SITE PARKING WITH REMOTE OFF-SITE PARKING (12.24 X 17 (b))**
 - a. Total number of Code-required parking spaces.

- b. Total number of parking spaces on-site and off-site to be maintained..
- c. Number of employees on the largest work shift; and the total number of employees.
- d. Annual review. Prior to the anniversary date of approval, the applicant shall submit to the Zoning Administrator information regarding the implementation of the Parking Management Plan.
- e. That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.
- f. That the project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.
- g. That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.
- h. The Parking Management Plan submitted by the applicant will provide for remote off-site parking spaces used solely by the employees and/or tenants of the commercial or industrial use;
- i. The Parking Management Plan submitted by the applicant will provide for an adequate form of transportation provided by the applicant and used by employees and tenants between the remote off-site parking location and the commercial or industrial use to a level sufficient to transport all persons using the remote parking location.

7. SHARED PARKING (12.24 X 20)

- a. An analysis of parking demand conducted on an hourly basis, 24 hours per day, for seven consecutive days.
- b. Plans showing the locations of all buildings or uses sharing the parking as well as the location of the Shared Parking Facility.
- c. A description of the uses, hours of operation, parking requirements, allocation of parking spaces and an explanation to show that required parking will be available during the hours of operation shown for each use.
- d. Indicate how a lower total number of parking spaces will provide adequate parking for the uses on the site.
- e. That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.
- f. That the project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.
- g. That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.

8. REDUCED ON-SITE PARKING WITHIN 1500 FEET OF A FIXED RAIL TRANSIT STATION OR BUS STATION (12.24 Y)

- a. Total number of Code-required parking spaces.
- b. Total number of parking spaces provided.
- c. The distance from the buildings to the station.
- d. Describe the location of the transit station that is currently in use, or that has a full funding contract for the proposed station's location, or that a resolution to fund a preferred alignment has been adopted by the Los Angeles County Transportation Commission by a resolution detailing specific stations and portal locations.
- e. Describe how the surrounding area will not be adversely affected by the overflow parking of traffic congestion originating or terminating at the project site.
- f. Describe how the reduction will not be otherwise materially detrimental to the public welfare or injurious to the properties or improvements in the surrounding area.
- g. What are the hours of operation of the use(s) of the project?
- h. Describe the uses within 1500 feet of the lot in question.

NORTH _____

SOUTH _____

EAST _____

WEST _____

9. **REDUCED ON-SITE PARKING WITH REMOTE OFF-SITE PARKING OR TRANSPORTATION ALTERNATIVES BY THE PLANNING COMMISSION. (12.21 A 4 (y))** (In connection with an application otherwise subject to its jurisdiction.)
- a. Total number of Code-required parking spaces.
 - b. Total number of parking spaces on-site and off-site to be maintained.
 - c. Number of employees in largest work shift, and total number of employees.
 - d. (Alternatives) Sufficient on-site parking spaces and transportation alternatives to single occupant automobiles (including carpools, vanpools, mass transit systems, buses or bicycles), provided by the applicant for the employees and/or tenants, to accommodate anticipated parking demand.
 - e. (Alternatives) No on-street parking created by the use in the area immediately surrounding the use.
 - f. (Alternatives) An achievable level of employee and/or tenant use of transportation alternatives.
 - g. (Remote) An adequate form of transportation provided by the applicant and used by employees and tenants between the remote off-site parking location and the commercial or industrial use to a level sufficient to transport all persons using the remote parking location.
 - h. (Alternatives and remote) The number and kinds of transportation alternatives proposed.
 - i. (Alternatives and remote) The forms of transportation proposed between the commercial or industrial use and the remote off-site parking location.
 - j. (Alternatives and remote) The level of employee and/or tenant use of transportation alternatives and forms of transportation identified above expected to be achieved and maintained.
 - k. Describe how the proposal will be in conformity with the public necessity, convenience, general welfare, and good zoning practice.
 - l. Describe how the proposal will be in substantial conformance with the various elements and objectives of the General Plan.