



**REFERRAL FORMS:**

**DEPARTMENT OF TRANSPORTATION REFERRAL FORM  
TRAFFIC STUDY ASSESSMENT**

**RELATED CODE SECTION:** Section 16.05 of the Los Angeles Municipal Code authorizes the Director of Planning to determine Site Plan Review application requests for development projects.

The Department of Transportation (DOT) Referral Form serves as an initial traffic assessment to determine whether a project requires a traffic study.

Prior to the submittal of a referral form with DOT, a Planning case (ex. Site Plan Review, Conditional Use Permit...etc.) must have been filed with the Department of City Planning, and:

- The referral form must be accompanied by a proof of filing of an Environmental Assessment Form (EAF) or Environmental Impact Report (EIR) for a project with new floor area, change of use, new construction; and
- Project exceeds a threshold as listed in the “Traffic Study Exemption Thresholds”

**NOTES:**

1. All new school projects, including by-right projects, must contact DOT for an assessment of the school’s proposed drop-off/pick-up scheme and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed.
2. Unless exempted, projects located within a transportation specific plan area may be required to pay a traffic impact assessment fee regardless of the need to prepare a traffic study.
3. 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.

**SPECIAL REQUIREMENTS:** When submitting this referral form to DOT, include the documents listed below:

- Copy of completed Department of City Planning Application (CP-7771.1)
- 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 (CP-2150)

**DOT DEVELOPMENT SERVICES DIVISION OFFICES:** Please route this form for processing to the appropriate DOT Office as follows:

<b>Metro</b>	<b>West LA</b>	<b>Valley</b>
213-972-8482	213-485-1062	818-374-4699
100 S Main St, 9 <sup>th</sup> Floor Los Angeles, CA 90012	7166 W Manchester Blvd Los Angeles, CA 90045	6262 Van Nuys Blvd, 3 <sup>rd</sup> Floor Van Nuys, CA 91401

**TO BE VERIFIED BY CITY PLANNING STAFF PRIOR TO DOT REVIEW**  
**PROJECT INFORMATION**

Case Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO BE COMPLETED BY DOT STAFF:**

**TRIP GENERATION CALCULATION**

	Land Use (list each use)	Size / Unit	Daily Trips	AM Peak Hour Trips	PM Peak Hour Trips
Proposed					
	<i>Total new trips:</i>				
Existing					
	<i>Total existing trips:</i>				
<i>Net Increase / Decrease (+ or -)</i>					

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

\_\_\_\_\_

*Please note that this form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, etc. These items require separate review and approval by DOT.*

Transportation Specific Plan Area:      Yes       No

Fee Calculation:

Traffic Study Required:      Yes       No

Prepared by DOT Staff:      Name: \_\_\_\_\_      Phone: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Traffic Study Exemption Thresholds

The table below serves as an initial filter when assessing the need for a proposed development project or change of use to prepare a traffic impact study. These thresholds only apply to projects that require a discretionary assessment. **This filter does not apply to mixed-use projects** which would require an assessment by DOT. If a project scope is less than the threshold identified in the table below, then a traffic study will not be required. If a project equals or exceeds the threshold below, then a DOT Referral Form should be processed for a determination by DOT on the need for a study. **Whether or not a project exceeds a threshold, a transportation impact assessment fee may still be required if the project is within a Transportation Specific Plan area. Please consult with LADOT to determine if a fee may be required.**

Land Use Category		Threshold	Peak Hour Rate <sup>1</sup> (per sq ft unless noted)	Highest Peak Hour Trips
Automotive	Auto Repair	8,000 sq ft or 5 bays	3.11 ----- 6 / bay	25
	Quick Auto Oil Change	5 bays	5.19 / bay	26
	Gas Station	2 pumps	15.18 / pump	30
Dining	Coffee / Donut Shop	235 sq ft	108.38	25
	Fast Food	550 sq ft	45.42	25
	High-Turnover Restaurant	1,950 sq ft	12.92	25
	Quality Restaurant	3,300 sq ft	7.49	25
Financial	Bank with drive-thru	575 sq ft	43.63	25
	Bank (walk-in only)	1,500 sq ft	17.35	26
Industrial	Light Industrial	25,000 sq ft	1	25
	Manufacturing	31,000 sq ft	0.8	25
	Warehouse	15,500 sq ft	1.6	25
	Mini-Warehouse (self storage)	84,000 sq ft	0.3	25
Institutional	Public School - Elementary	56 students	0.45 / student	25
	Public School - Middle	46 students	0.54 / student	25
	Public School - High School	58 students	0.43 / student	25
	Private / Charter School (K-12)	27 students	0.93 / student	25
	College	130 students	0.19 / student	25
	Child/Day Care	1,850 sq ft or 30 children	13.62 ----- 0.81 / child	25
	Church	45,000 sq ft	0.56	25
	Synagogue	15,000 sq ft	1.69	25

Land Use Category		Threshold	Peak Hour Rate <sup>1</sup> (per sq ft unless noted)	Highest Peak Hour Trips
Office	General Office	9,000 sq ft	2.84	25
	Medical Office	6,200 sq ft	4.08	25
Recreational	Health Club	5,800 sq ft	4.3	25
	Hotel	33 rooms	0.76 / room	25
	Movie Theater (or live)	4,000 sq ft	6.16	25
	Community Center	9,000 sq ft	2.74	25
Residential	Apartments	36 units	0.7 / unit	25
	Condominiums (or Live/Work)	36 units	0.7 / unit	25
	Senior Housing	91 units	0.27 / unit	25
	Single Family Homes	25 units	1 / unit	25
Retail	Convenience Store (Open 24 hours)	370 sq ft	67.03	25
	Convenience Store (15-16 hours)	720 sq ft	34.57	25
	Pharmacy/Drugstore	2,500 sq ft	9.91	25
	Shopping Center	1,700 sq ft	14.6	25

<sup>1</sup> Based on ITE Trip Generation Manual, 9<sup>th</sup> Edition or the trip generation rates in the West LA TAMP or Coastal Transportation Corridor Specific Plans (the highest of the 3 rates for a specific land use is listed above). Also, the higher of the morning or afternoon peak hour rate is listed.

*A traffic study is not needed for the following project applications:*

- Any continued use of an existing land use that has not been vacant for more than 2 years.
- Ministerial / By-right projects.
- Discretionary projects limited to a request for the sale or dispensing for consideration of alcoholic beverages for on-site or off-site consumption.
- Tenant improvement within an existing shopping center for change of tenants, change of use from retail to restaurant or vice versa.
- Time extension.
- Yard, height or parking variance.
- Any project that is only installing a parking lot or parking structure.

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