



## INSTRUCTIONS:

# WAIVER OF DEDICATION AND/OR IMPROVEMENT (WDI) TO THE PUBLIC RIGHT OF WAY PROCESS

The Waiver of Dedication and Improvement (WDI) application must be filed at the Department of City Planning's (DCP) Public Counters, located at any of the following locations:

- 201 N. Figueroa Street, 4<sup>th</sup> Floor, Los Angeles, (213) 482-7077
- 6262 Van Nuys Boulevard, Van Nuys, (818) 374-5050
- 1828 Sawtelle Boulevard, 2<sup>nd</sup> Floor Stations 14, 15, and 16, (310) 231-2598.

All Forms are available at Public Counters or online at <http://planning.lacity.org>.

**Related Zone Code Sections:** Section 12.37.I of the Los Angeles Municipal Code authorizes the Director of Planning to waive street dedications and improvements. Waivers may be sought for "By-right or Discretionary" projects.

### READ BEFORE PROCEEDING

#### **Process for Stand-Alone Waiver Applications**

All projects requesting a waiver of street dedication/improvement, must submit Form CP-4047, along with their DCP application, to provide information on street right-of-way width, roadway width, and what the project is asking relief from.

#### **Process for Waivers with Multiple Approvals**

For applicants requesting multiple discretionary actions or a division of land (tract or parcel map) after March 4, 2017, the applicant must attach a WDI application (Form CP-4047) to the DCP Application. Applicants shall not request that Public Right-of-Way (PROW) dedication and improvements be waived at the hearing without first filing a WDI as part of their DCP application. The waiver request shall be processed pursuant to the procedures established for the discretionary entitlement. For subdivision cases, the applicant shall not be subject to the WDI filing fee and a WDI suffix shall not be added to the case string if a waiver is requested.

#### **Waivers for Hillside Area Projects**

Procedures for Hillside Projects will vary depending on the type of project. Hillside projects located on lots in the A1, A2, and RD Zones that seek to obtain relief or deviations from a required street improvement(s) shall continue to use the procedures described in Sections 12.24 X.21 and 12.24 X.28 as applicable.

#### **The following materials are required for filing:**

1. **Department of City Planning (DCP) Application** [CP-7771.1]
2. **Waiver of Street Dedication/Improvement Supplemental Application** [CP – 4047]
3. **Environmental Clearance** – see Planning Counter Staff at the Development Services Center.

- 4. **Planning Case Referral Form (PCRF)** – Completed form by Department of Public Works, Bureau of Engineering.
- 5. **Plans:** The plot plan(s) must clearly and completely illustrate the intent of the project and address the issues involved. “Plot Plan Instructions”, are available at the Planning Counters.
  - a. Plot Plan: In addition to all the requirements listed on the “Plot Plan Instructions” handout, the site plan shall include the following additional items: street notations and dimensions for property, abutting properties, and those properties across a street and alley including: easements and public rights-of-way, curb and gutter lines, sidewalk, parkway, street trees, utility poles, street lights, access, parking and on-site circulation of project, use of buildings or portions of buildings/rooms, and accessory buildings/structures (See Plot Plan Instructions).
- 6. **Size and Number of Copies**
  - a. Full size site plan, folded to 8½” x 11” size. Must be scaled and include graphic scale.
  - b. Reduced size site plan on 11” x 17” standard paper, folded to 8½” x 11” size. Include graphic scale and be readable. Please provide appropriate number of copies based on application to the following decision makers.
    - Directors Determination (DIR) – Two (2) Copies
  - c. Reduced size site plan on 8½” x 11” standard paper. Include graphic scale.
    - Two (2) copies
- 7. **Abutting Ownership/Radius Maps**
  - a. One (1) original full size abutting ownership map, showing 300-foot radius for land use information and abutting radius for ownership information, as explained in the “Radius Map Requirements” pamphlet, available at Planning Counters (a list of mapping consultants is available at the Planning Counters).
  - b. Two (2) reduced abutting ownership maps - 8½” x 11” or 11” x 17”
- 8. **Mailing List**
  - a. Two (2) sets of typed gum mailing labels from BTC and a copy of the names and addresses of all property owners within the abutting radius, as explained in the “Radius Map Requirements” pamphlet. Names of the owners can be obtained from the City Clerk’s Land Records section at 201 N. Figueroa Street, 11th Floor, Include the applicants and all representatives’ names/addresses on the mailing list, as well as the Council member of the District, Department of Transportation (DOT), Bureau of Engineering (BOE), and Advisory Agency members (only if Map Modification required).
  - b. Provide the BTC receipt for mailing (instructions available at Planning Counter in the Development Services Center.
- 9. **ZIMAS Parcel Profile Report Printout**
- 10. **Color Photographs and Index Map**

- a Photographs: Color photographs of entire site, surrounding areas, and surrounding buildings shall be displayed on paper not to exceed 8.5"x11" in size, keyed to numbers on an accompanying index map (see 10.b below).
- b. Map: Index map indicating with arrows and keyed numbers from where and in what direction the photos were taken.
- c. Aerial Photograph of the subject property and surrounding areas on an 8.5"x11" or 11"x17" size paper. (Search engines such as Google Maps, Bing Maps, ZIMAS, or other available sources can be used to obtain aerial photos).

**11. Other Related Documents**

- a Copy of Building Permit Application, if in Plan Check
- b. Copy of lease, if applicant is not the owner of the subject property
- c. Copies of prior discretionary actions (Planning, CRA, Public Works, etc.)
- d. Copies of existing Building Permits, Affidavits, and Certificate of Occupancy
- e. Copies of Recorded Easements
- f. Copy of grading pre-inspection approval from Building & Safety Grading Division for properties in Hillside areas

**12. Findings:** In order to approve an application, the decision maker must decide if the facts presented in the record are such to establish the following findings (i.e. criteria for approval). On a separate page copy one (1) of the findings below, and follow it with a detailed justification/explanation of how the proposed project complies with the required finding. The Director of Planning may waive, reduce or modify the required dedication or improvement as appropriate after making any of the following findings below, set forth in Section 12.37.1.2(b), in writing:

1. The dedication or improvement requirement does not bear a reasonable relationship to any project impact.
2. The dedication or improvement is not necessary to meet the City's mobility needs for the next 20 years based on guidelines the Streets Standards Committee has established.
3. The dedication or improvement requirement is physically impractical.