



INSTRUCTIONS:

PUBLIC BENEFIT PROJECTS (PUB) INSTRUCTIONS

ZONING CODE SECTIONS: Performance Standards in 14.00 A and Compliance Procedures in 14.00 B.

READ BEFORE PROCEEDING

Applying for a Public Benefit project approval is a two-step process (except for Unpermitted Dwelling Units):

Preliminary

Step: For Unpermitted Dwelling Units only, complete the Unpermitted Dwelling Unit (UDU) Inter-Agency Referral Form (CP-7835), submit plans to the Department of Building and Safety for Plan Check processing, and coordinate the Affordable Housing Covenant with the Housing and Community Investment Department.

Step One: Filling out a Performance Standard checklist/worksheet to determine Performance Standard Compliance, and whether project is permitted by right.

Step Two: Compliance procedure for project not meeting all Performance Standards.

For the preliminary step, applicants must coordinate with the staff at the Planning Department (DSC Housing Services Unit) to confirm the project meets the eligibility criteria.

For steps one and two supporting proof and documentation to substantiate compliance with Performance Standards must be provided to City staff for evaluation purposes. Substantiation shall include, but not be limited to: plans and elevations, maps, signed statements from "independent verifiers (e.g., acoustical consultant)," and City departments. In addition, a signed and sworn Covenant and Agreement is required for each Public Benefit project which acknowledges that all Performance Standards will be met, as set forth in Section 14.00 LAMC.

This instruction sheet should be used by the applicant, in consultation with the Public Counter staff to determine whether a Public Benefit use meets all required performance standards. Please turn to Paragraph 15 and answer the questions to determine whether a project is permitted as a matter of right. If all performance standards for a use are met, and answered "yes" in the appropriate checklist, a project is **PERMITTED**. Where performance standards are **NOT** met, alternative compliance procedures, under Section 14.00 B, shall be followed, as well as the following paragraphs of this instruction sheet.

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

1. **ADDITIONAL INFORMATION:** Please provide the following to assist the decision maker:
 - a. Describe briefly the type of use and improvement proposed. State whether new buildings are to be constructed, existing buildings are to be used or additions made to existing buildings.
 - b. Where applicable the following items shall be delineated on plans in accordance with the applicable Zoning Code Section:
 - 1) Exterior walls
 - 2) Lighting plans
 - 3) Landscaped and irrigated areas in the parking area
 - 4) Location of trash storage area(s)
 - 5) Location of other storage area(s)
 - 6) Parking layout indicating striping, landscaping, and driveways

- c.. Plans provided should illustrate how compliance with all applicable Performance Standards and purposes are met, as set forth in Section 14.00 of the Los Angeles Municipal Code.
- d. Other Supportive Evidence including documents and photographs will be required to substantiate compliance with Performance Standards.
- e. Additionally, for Unpermitted Dwelling Units (UDU) only, provide the following:
 - 1) The completed and signed original copy of the “UDU Interagency Referral Form”.
 - 2) Evidence of the pre-existing unit acceptable to the Department of City Planning’s Housing Services Unit.

2. **PUBLIC BENEFIT PROJECT CHECKLIST:** The following public benefit uses are permitted, provided they meet the performance standards set forth below (and answered “yes”). Otherwise, where there is an answer of “no,” an approval of alternative compliance measures, pursuant to Section 14.00 B, will be required.

Which Public Benefit use is being applied for? _____

Please proceed to the use requested below and answer only performance standard items for that use. Any “No” answer requires an additional approval under Section 14.00 B.

PERFORMANCE STANDARDS

a. Cemeteries (Sec. 14.00 A 1)

Please Write: Yes or No

- 1) All buildings on the site are at least 300 feet from any adjoining street or any A or R zoned property or residential use. _____
- 2) Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____
- 3) There is a solid, decorative, masonry or wrought iron wall or fence at least 8 feet in height, or the maximum height permitted by the zone, whichever is less. The wall or fence encircles the periphery of the property and does not extend into the required front yard setback. _____
- 4) The front yard setback is at least as deep as the setback required by the zone. _____
- 5) The property is improved with a 10-foot landscaped buffer along the periphery of the property which is maintained and is equipped with an automatic irrigation system. _____
- 6) The site has only one double-faced monument sign, with a maximum of 20 square feet per side. _____
- 7) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 8) All streets, alleys or sidewalks adjoining the property meet standard street dimensions. _____
- 9) The use meets the parking requirements of Section 12.21 A. _____
- 10) The property has sufficient areas for assembly. _____

PERFORMANCE STANDARDS

b. Density increase for an affordable housing development project (Sec. 14.00 A 2).

Please Write: Yes or No

- 1) The development project contains the requisite number of affordable and/or senior citizen units as set forth in California Government Code Section 65915(b). _____
- 2) The development project complies with the standards contained in the Affordable Housing Incentives Guidelines approved by the City Planning Commission. _____
- 3) The use is conducted in conformance with the City's noise regulations pursuant to Chapter 11, L.A.M.C. _____
- 4) No buildings are higher than any main building on adjoining property. _____
- 5) All portions of the required front yard not used for necessary driveways and walkways, including decorative walkways, are landscaped and maintained, not otherwise paved, and equipped with an automatic irrigation system. _____
- 6) The development meets the open space requirements of Section 12.21 G. _____
- 7) Only one identification sign is displayed on the site and it is on the building face. The sign does not exceed 20 square feet, does not extend more than two feet beyond the wall of the building, and does not project above the roof ridge or parapet wall (whichever is higher) of the building. _____
- 8) Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____
- 9) Yards, at a minimum, should meet Code requirements or those prevalent on adjoining or abutting properties, whichever is the most restrictive. _____
- 10) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 11) Parking areas are landscaped pursuant to the requirements of Section 12.21 A 6. _____
- 12) All streets, alleys and sidewalks adjoining the property meet standard street dimensions. _____
- 13) There is a solid, decorative, masonry or wrought iron wall/fence at least eight feet in height, or the maximum height permitted by the zone, whichever is less. The wall/fence encircles the periphery of the property and does not extend into the required front yard setback. _____
- 14) There are no outdoor public telephones on the site. _____

PERFORMANCE STANDARDS

c. Libraries, museums, fire or police stations or governmental enterprises (Sec. 14.00 A 3).

Please Write: Yes or No

- 1) The use is conducted in conformance with the City's noise regulations pursuant to Chapter 11 of this Code. _____
- 2) No outdoor public telephones on the site. _____
- 3) No buildings are higher than any structure on adjoining property. _____
- 4) No guard dogs are used to patrol at night. _____
- 5) There is no use of barbed, razor or concertina wire. _____
- 6) Security lighting is provided in parking areas. _____
- 7) Setbacks are at least as deep as required for institutions by Section 12.21 C 3. _____
- 8) The property is improved with a 10-foot landscaped buffer along the periphery of the property which is maintained and is equipped with an automatic irrigation system. _____
- 9) Parking areas are landscaped pursuant to the requirements of Section 12.21 A 6. _____
- 10) Only one identification sign is displayed on the site and it is on the building face. The sign does not exceed 20 square feet, and does not extend more than 2 feet beyond the wall of the building, and does not project above the roof ridge or parapet wall (whichever is higher) of the building. _____
- 11) Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____
- 12) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 13) The use meets the parking requirements of Section 12.21 A. _____
- 14) The site is a corner site. _____
- 15) The majority of the frontage is on a major or secondary highway. _____
- 16) All streets, alleys and sidewalks adjoining the property meet standards street dimensions. _____

PERFORMANCE STANDARDS

d. Mobile home parks where any trailer or mobile home is permitted to remain longer than one day and which were lawfully in existence on December 6, 1986 (Sec. 14.00 A 4).

Please Write: Yes or No

- 1) No buildings are higher than any main building on adjoining property or across a street or alley from the use. _____
- 2) The use is conducted in conformance with the City's noise regulations pursuant to Chapter 11 of this Code. _____
- 3) There is a solid, decorative, masonry or wrought iron wall/fence at least 8 feet in height, or the maximum height permitted by the zone, whichever is less. The wall/fence encircles the periphery of the property and does not extend into the required front yard setback. _____
- 4) The front yard is at least as deep as the setback required by the zone. _____
- 5) The property is improved with a 10-foot landscaped buffer along the periphery of the property, which is maintained and is equipped with an automatic irrigation system. _____
- 6) Parking areas are landscaped pursuant to the requirements of Section 12.21 A 6. _____
- 7) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 8) Only one identification sign is displayed on the site and it is on the building face. The sign does not exceed 20 square feet, and does not extend more than 2 feet beyond the wall of the building, and does not project above the roof ridge or parapet wall (whichever is higher) of the building. _____
- 9) The use meets the parking requirements of Section 12.21 A. _____
- 10) All streets, alleys and sidewalks adjoining the property meet standards street dimensions. _____
- 11) There are no outdoor public telephones on the site. _____
- 12) Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____

PERFORMANCE STANDARDS

e. Parks, playgrounds, or recreational or community centers in the A, R or C1 Zones (Sec. 14.00 A 5).

Please Write: Yes or No

- 1) The outdoor play/recreational area is at least 100 feet away from any A or R zones or residential use. _____
- 2) There are no outdoor public telephones on the site. _____
- 3) There is no public address system or amplified sound on the site. _____
- 4) The use is conducted in conformance with the City's noise regulations pursuant to Chapter 11 of this Code. _____
- 5) The hours of operation are restricted to between 7 a.m. and 10 p.m. of every day. _____
- 6) There is no outdoor activity from dusk to dawn. _____
- 7) No buildings are higher than any main building on adjoining property or across a street or alley from the use. _____
- 8) The property is improved with a 10-foot landscaped buffer along the periphery of the property, which is maintained and is equipped with an automatic irrigation system. _____
- 9) Only one identification sign is displayed on the site and it is on the building face. The sign does not exceed 20 square feet, and does not extend more than 2 feet beyond the wall of the building, and does not project above the roof ridge or parapet wall (whichever is higher) of the building. _____
- 10) Parking areas are landscaped pursuant to the requirements of Section 12.21 A 6. _____
- 11) The use meets the parking requirements of Section 12.21 A. _____
- 12) The site is a corner site. _____
- 13) The majority of the frontage is on a major or secondary highway. _____
- 14) All streets, alleys and sidewalks adjoining the property meet standards street dimensions. _____
- 15) Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____
- 16) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____

PERFORMANCE STANDARDS

f. Public utilities and public services uses and structures, except wireless telecommunication facilities and radio or television transmitters in the A, R, C or MR Zones (Sec. 14.00 A 6).

Please Write: Yes or No

- 1) Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____
- 2) The use is conducted in conformance with the City’s noise regulations pursuant to Chapter 11 of this Code. _____
- 3) There are no outdoor public telephones on the site. _____
- 4) No buildings are higher than any building on adjoining property. _____
- 5) No guard dogs are used to patrol at night. _____
- 6) There is no use of barbed, razor or concertina wire. _____
- 7) Security lighting is provided in parking areas. _____
- 8) The property is improved with a 10-foot landscaped buffer along the periphery of the property, which is maintained and is equipped with an automatic irrigation system. _____
- 9) Parking areas are landscaped pursuant to the requirements of Section 12.21 A 6. _____
- 10) Only one identification sign is displayed on the site and it is on the building face. The sign does not exceed 20 square feet, and does not extend more than 2 feet beyond the wall of the building, and does not project above the roof ridge or parapet wall (whichever is higher) of the building. _____
- 11) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 12) The use meets the parking requirements of Section 12.21 A. _____
- 13) The site is a corner site. _____
- 14) Yards, at a minimum, should meet Code requirements or those prevalent on adjoining properties, whichever is the most restrictive. _____
- 15) The majority of the frontage is on a major or secondary highway. _____
- 16) All streets, alleys and sidewalks adjoining the property meet standards street dimensions. _____

PERFORMANCE STANDARDS

g. Recreational vehicle parks and mobile home parks in the A, R or C Zones (Sec. 14.00 A 7).

Please Write: Yes or No

- 1) No buildings are higher than any main building on adjoining property or across a street or alley from the use. _____
- 2) The use is conducted in conformance with the City’s noise regulations pursuant to Chapter 11 of this Code. _____
- 3) There is a solid decorative masonry or wrought iron wall/fence at least 8 feet in height, or the maximum height permitted by the zone, whichever is less. The wall/fence encircles the periphery of the property and does not extend into the required front yard setback. _____
- 4) The front yard setback is at least as deep as the setback required by the zone. _____
- 5) The property is improved with a 10-foot landscaped buffer along the periphery of the property, which is maintained and is equipped with an automatic irrigation system. _____
- 6) Parking areas are landscaped pursuant to the requirements of Section 12.21 A 6. _____
- 7) Only one identification sign is displayed on the site and it is on the building face. The sign does not exceed 20 square feet, and does not extend more than 2 feet beyond the wall of the building, and does not project above the roof ridge or parapet wall (whichever is higher) of the building. _____
- 8) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 9) The use meets the parking requirements of Section 12.21 A. _____
- 10) All streets, alleys and sidewalks adjoining the property meet standards street dimensions. _____
- 11) There are no outdoor public telephones on the site. _____
- 12) Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____

PERFORMANCE STANDARDS

h. Shelters for the homeless (as defined in Section 12.03) containing not more than 30 beds are permitted by right in the R3, M1, M2 and M3 Zones with reduced parking requirements (Sec. 14.00 A 8).

Please Write: Yes or No

- 1) There are no other shelters for the homeless within 300 feet of the subject property. _____
- 2) The use is conducted in conformance with the City's noise regulations pursuant to Chapter 11 of this Code. _____
- 3) There are no outdoor public telephones on the site. _____
- 4) No signs are present on the property relating to its use as a shelter for the homeless. _____
- 5) No outdoor toilets are present on the site. _____
- 6) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 7) At least 10 percent of the number of parking spaces otherwise required by Section 12.21 A 4 are provided, and in no event are fewer than 2 spaces provided. _____
- 8) All streets, alleys and sidewalks adjoining the property meet standards street dimensions. _____

PERFORMANCE STANDARDS

i. The installation and maintenance of trailers for use as temporary accommodations for homeless persons (Sec. 14.00 A 9).

Please Write: Yes or No

- 1) The installation and maintenance of no more than 6 trailers for use as temporary accommodations for homeless persons is carried out and maintained by a religious or philanthropic institution on the site of the institution; or by a government unit, agency or authority on each individual property owned by the government unit, agency or authority. _____
- 2) There are no shelters for the homeless within 300 feet of the subject property. _____
- 3) There are no outdoor public telephones on the site. _____
- 4) The use is conducted in conformance with the City's noise regulations pursuant to Chapter 11 of this Code. _____
- 5) No signs are present on the property relating to its use as a shelter for the homeless. _____
- 6) No outdoor toilets are present on the site. _____
- 7) All graffiti on the site is removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence. _____
- 8) All streets, alleys and sidewalks adjoining the property meet standards street dimensions. _____
- 9) The use shall not be within 500 feet of a residential zone or use. _____

ELIGIBILITY CRITERIA, ZONING COMPLIANCE AND PERFORMANCE STANDARDS

j. Existing Unpermitted Dwelling Units (UDU) where Affordable Housing is provided. (Sec. 14.00.A.10). (Completion of the UDU Inter-Agency Referral Form (CP-7835) is a prerequisite of this section.)

Please Write: Yes or No

- 1) Front Yard Landscaping. All portions of the required front yard not used for necessary driveways and walkways, including decorative walkways, are landscaped and maintained, and not otherwise paved. _____
- 2) Lighting. Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties. _____
- 3) Parking Area. Any surface parking areas are landscaped pursuant to the requirements of Subsection 12.21.A.6(i). _____
- 4) Signage. Any illegal signage shall have been removed. _____
- 5) Code Violations. There are no outstanding code violations other than those being addressed by this legalization. _____
- 6) Unpermitted Building Area Expansion. The units to be legalized do not result in or have resulted in an unpermitted expansion of the building footprint or additional height, except that additions of less than 250 square feet, not resulting in any additional height, may be permitted, provided it is not located on the building frontage adjoining the front yard. _____

3. Where Performance Standard(s) is/are not complied with describe in detail how the Public Benefit project “substantially meets” the “purposes” in Section (§ 14.00) which are applicable to the Public Benefit use applied for.

In your discussion, identify alternative compliance measures which would help to meet the purposes of the Performance Standard(s) not complied with. Information on Performance Standard purposes are in Section 14.00 A and B of the Code, or available from the Planning Department. If additional space is needed to discuss how alternative compliance measures meet and achieve purposes, attach sheets of paper.