

Special Instructions for:

***SCHOOLS, CHILD CARE, PRESCHOOLS, CHURCHES, SENIOR HOUSING,
ANIMALS***

City of Los Angeles – Department of City Planning

ZONING CODE SECTIONS 12.24 U 24—Private and Public Schools; Section 12.24 W 51—Child Care Facility, Nursery School or Preschool; Section 12.24 W 9—Church or Other Religious Institution; Section 12.24 W 38—Housing for Senior Citizens and/or Handicapped Persons; Section 12.24 W 5—Riding Academies or Stables, Commercial Grazing, Breeding, Boarding, Raising or Training of Domestic Animals

The **MASTER LAND USE APPLICATION INSTRUCTION SHEET** (CP-7810) should also be followed except as noted below.

1. **RADIUS MAPS.** In addition to the 7 copies of radius maps otherwise required by the Master Land Use Application Instruction Sheet–500' Radius:

FOR ZONING ADMINISTRATOR CASES (ZA): 36 copies total for cases in Central City

FOR CITY PLANNING COMMISSION CASES (CPC): Five additional copies cases in Central City area (12 total); 31 total copies total for applications involving an Exception from a Geographically Specific Plan.

2. **ADDITIONAL INFORMATION/FINDINGS:** Please answer the following questions either on the form or on additional sheets.

In order to grant your request the following findings/questions must be addressed by the Initial decision maker. Please try to explain as best as possible how your request conforms to the following requirements:

- a. 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.
- b. 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.
- c. That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.

4. PLOT PLANS:

- a. What are the number of on-site parking spaces (please be sure these are specifically delineated on your accompanying plot plan)?
- b. Please be sure that your plot plan shows all buildings or other structures, fences/walls (and their height), play area(s), landscaping or other physical features of your proposed facility. Indicate whether an improvement is existing or proposed, as well as its size and proximity to other buildings/structures and to respective property lines.
- c. Are there to be any buildings/structures demolished/remodeled?

THE FOLLOWING QUESTIONS APPLY TO APPLICATIONS FOR SCHOOLS, CHILD CARE, NURSERY OR PRESCHOOL FACILITY.

- a. Describe the type of school (e.g., elementary, junior high school, nursery, etc.).
- b. What is the maximum number of students (children) to be enrolled at each grade and age level?
- c. What are the hours of operation? Indicate whether Monday through Friday only or also weekends.
- d. What are the number of classrooms and teachers?
- e. What are the number of administrative staff?
- f. Will there be buses, and, if so, where will they be stored?
- g. Where will cars load and unload students? How many cars?
- h. Describe the size and location of signs.
- i. Does anyone live on the premises; if so, where?
- j. Are there to be special events, e.g., fund-raising events, parent-teacher nights, graduation ceremonies or athletic events? How often are these proposed?
- k. Is there a main place of assembly, e.g., auditorium, gymnasium or stadium, and if so, how many fixed seats?
- l. Is there to be night lighting and/or a public address system (please identify on your plot plan as well as discussing in the application)?

THE FOLLOWING QUESTIONS APPLY TO APPLICATIONS FOR CHURCHES OR OTHER RELIGIOUS INSTITUTIONS.

- a. What is the number of fixed seats (if no fixed seats, then the amount of square footage) for sanctuary (or auditorium or gymnasium, if applicable).
- b. Is there to be religious instruction, e.g., Sunday School? If so, where on the site, number of children, ages, day of the week, etc.
- c. Is there to be a nursery school, preschool, child day care, elementary, junior high or high school also? If so, see instructions under Private School, Child Care, Nursery, or Preschool (above).

- d. Are there to be special events or activities, both indoor and outdoor likely to attract large numbers of people, additional noise or other activities not normally associated with a day-to-day operation of the church? If so, please list the type of activities as well as frequency, numbers of attendees, hours, etc.?

THE FOLLOWING QUESTIONS APPLY TO APPLICATIONS FOR HOUSING DEVELOPMENTS OCCUPIED BY PERSONS 62 YEARS OF AGE OR OLDER AND/OR HANDICAPPED PERSONS WITH REDUCED PARKING.

- a. What type of development is it (e.g., H.U.D., church-sponsored-low-income, etc.)?
- b. Will there be medical, nursing care or any special care taking place on the premises (be specific)? Will special transportation be provided? (e.g., buses, vans, etc.)?
- c. Will there be any commercial activities on the site, e.g., beauty salon, barber shop, drugstore, convenience market?
- d. Will the apartments have kitchens, central dining area, or both?
- e. What are the required number of parking spaces for your proposed development?
- f. How many parking spaces are proposed?
- g. Is there a required alternate parking plan in the event of a change in occupancy? If so, be sure to include two copies of such plan with your application.

THE FOLLOWING QUESTIONS APPLY TO APPLICATIONS FOR COMMERCIAL BOARDING, GRAZING, TRAINING OR RAISING OF DOMESTIC ANIMALS

- a. Describe number and type of animals involved.
- b. Describe the number and location of accessory animal structures (including corrals) and whether such shelters have a roof (indicate distance between such shelters and front, side or rear property lines).
- c. Are you requesting a deviation from the City's parking area improvement requirements, e.g., paving, striping, masonry walls, etc.? Please indicate.
- d. Is there to be a training ring? Will it have lights? Are there to be shows, and if so, how often? How many people would be accommodated, and what type of seating would be provided? Also, where will horse trailers be parked?
- e. What is the approximate distance between animals and a) residence on the subject property; b) neighboring residences; c) schools; d) churches; e) hospitals; f) public assembly places; g) restaurants?
- f. Is there to be a public address system? Where? Are bullhorns to be used?
- g. Are there to be signs on the site? What size, and where located?
- h. Are there living quarters on the site? If so, what type?
- i. Are there to be any large vehicles, e.g., hay truck, horse vans, etc., stored on the site, and if so, how many and where?