

**PRE-APPLICATION FOR CONDITIONAL USE PERMIT & PLAN APPROVAL
(CUB/PA/PAD/PAB/CUE) FOR ALCOHOL & ENTERTAINMENT ESTABLISHMENTS –
LAMC 12.24 M, 12.24-W, 1 AND 18(A); 12.24-X(2)**

MViP APPLICATION USE ONLY**

City of Los Angeles – Department of City Planning

** Projects with multiple entitlements, including Projects within Specific Plan Areas, Historic Preservation Overlay Zones and Coastal Development Permit Areas do not qualify for Pre-Application at this time.

PRE-APPLICATION

This form must be completed by the applicant prior to filing an application pursuant to LAMC 12.24 M, 12.24-W,1 and/or 12.24-W, 18(a); 12.24-X(2). A Pre-Application fee pursuant to LAMC 12.24-B 1 and 19.01 E 2 is due at the time of review. The Department's Condition Compliance Unit (CCU) will review the project and related approvals required for the project. This form is intended to provide the applicant with early notification of any zoning or permitting issues which may affect the conditional use process.

Please submit this form to the Condition Compliance Unit (CCU), City Hall, 200 North Spring Street, Room 528, Los Angeles, CA 90012 or through our website at: <http://planning.lacity.org>

In addition to the Pre-Application Form, please submit or upload the following: (1) Master Land Use Application- Sections 1 through 4; (2) Environmental Assessment Form; (3) dimensioned plot plan and floor plan showing furniture layout and floor areas (sq. ft.) for each use in the establishment (i.e. lobby, kitchen, dining, etc). Indicate existing and proposed outdoor uses including those in the public right-of-way (sidewalk), clearly identify property lines and sidewalk/patio dimensions including the clear space for pedestrians. Show existing and proposed construction by providing a legend or labeling the floor plan accordingly.

1. **ADDRESS:** _____ **Unit or Space No.:** _____
2. Requested Entitlement (Project Description) _____

3. Name of Establishment (i.e. DBA): _____

USE

4. Primary Use of Establishment (i.e. restaurant, bar, nightclub) _____
5. Ancillary entertainment uses such as a piano bar, dancing, live entertainment, movies, karaoke, video game machines _____

FLOOR AREA

6. New/Proposed Floor Area Added (If floor area is existing, skip and go to Question No. 7):

Interior: _____sq. ft.

Is this new area due to an expansion into an adjacent tenant space? Yes No

Outdoor (private property): _____sq. ft. covered uncovered

Outdoor (public right-of-way): _____sq. ft. covered uncovered

7. Total floor area the establishment will occupy (including all proposed additions in Question No. 6):

Interior _____sq. ft.

Outdoor (private property): _____ sq. ft. covered uncovered
 Outdoor (public right-of-way): _____ sq. ft. covered uncovered

SEATING

8. Total number of seats and description (i.e. dining, bar, patio, sidewalk): _____
 Indoors: _____
 Outdoors: _____
 If an outdoor area is on the public right-of-way, has a revocable permit been obtained? _____
 Revocable Permit No. _____

ADDITIONAL INFORMATION

10. Are you requesting to extend the term of an existing Conditional Use Permit? Yes No
 If Yes, Case No. _____

11. Number of parking spaces available on the site _____
 Number of disabled access stalls on site _____

12. Proposed hours of operation:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

14. Will there be retail use(s) within the establishment? Yes No
 If Yes, explain _____
 Will there be any type of wine or other alcoholic beverage tasting on-site? Yes No
 If Yes, explain _____

15. Number of employees on site: _____ Proposed Existing

16. Number of security guards on-site: _____ Proposed Existing
 Number of Shifts: _____ Shifts Hours: _____

I understand that verification of a Certificate of Occupancy for the premises is part of the process though not a requirement for application submittal. If a permit is required to operate, change the use of, or add floor area to expand the establishment, I will provide these items at the time of condition clearance, or prior to the beginning of operations as may be required by the decision maker, if my request is approved.

Name (Print) *Signature* Owner
 Applicant
 Representative

Telephone Number: _____
 E-mail: _____

Questions may be directed to the CCU:
 General Telephone No.: (213) 978-1914
 Email: planning.ccu@lacity.org