

**STAFF ONLY:**

ED 1 Eligible



**ADMINISTRATIVE REVIEW**

**REDEVELOPMENT PROJECT AREA – ADELANTE EASTSIDE  
DESIGN FOR DEVELOPMENT - SIGNS  
Administrative Review and Referral**

**RELATED CODE SECTION:** Los Angeles Municipal Code Section (LAMC) 11.5.14 establishes the process and procedures for implementing the Redevelopment Plan.

**PURPOSE:** This Administrative Review and Referral form determines the appropriate review process for proposed Projects within a Redevelopment Project Area that has a Design for Development. Proposed development activity within Redevelopment Project Areas must conform to the Design for Development.

**GENERAL INFORMATION**

- **A Redevelopment Plan Project (Project)** includes any proposed development activity within a Redevelopment Project Area with an Unexpired Redevelopment Plan, that includes the issuance of a building, grading, demolition, sign or change of use permit. Refer to 11.5.14 for the full definition.
- **Billboard** - a sign structure larger than 4 feet by 8 feet, regardless of its manner of construction and of whether such sign is freestanding, supported by poles, columns or posts, or placed on or attached to a building or other structure
- Visit [Planning4LA.org](http://Planning4LA.org) to review the Adelante Eastside Design for Development for Billboard Structures.
- Review process options available:
  - Administrative Review
  - Project Adjustment

**1. APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Related Case: \_\_\_\_\_

**2. CHECKLIST - Adelante Design for Development for Billboard Structures**

Complete the following checklist using the terms listed below. To see the full list of defined terms reference LAMC Section 11.5.14. To complete the checklist please refer to the corresponding Section of the Design for Development. The Design for Development is available on the City Planning website at [Planning4LA.org](http://Planning4LA.org).

- **N/A - Not Applicable:** This Design for Development Section does not apply to the proposed Project. No further action is required.
- **YES - Conforms:** The proposed Project conforms to the Design for Development section. The proposed Project may require Project Compliance. Not all Design for Development require additional action.
- **NO - Does Not Conform:** The proposed Project DOES NOT conform to the Redevelopment Plan section. The proposed Project will require a Project Adjustment. Alternatively, modify the proposed Project and resubmit this form demonstrating compliance with the Redevelopment Plan.

Design for Development Section	Plan Sheet or Supplemental Document (Demonstrating Compliance)	Design for Development Conformance (Check One)			Staff Comments
		N/A	YES	NO	
<b>4.</b> Commercial Land Use per the Redevelopment Plan Map		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.</b> Location		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Located along side property line</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Located on vacant corner parcel along furthest side yard or rear yard property line from corner</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Located outside one foot of an interior lot line</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6a.</b> Outside 500 foot radius of another billboard		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Measured from the closest point of any part of the billboard to another billboard</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6c.</b> Outside 100 foot radius from residentially used property		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>If "No" Findings required</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6d.</b> Outside 500 feet of any historic or cultural resource		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.</b> Maximum Height 30 feet or less		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Measured from ground level to top of billboard display frame, or the highest roofline of the nearest structure to proposed location whichever is less)</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8.</b> Rooftops		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li><u>NOT</u> located or mounted on roof tops or mounted on poles which pass through roof tops, or cantilevered over roof tops or otherwise encroach on building airspace.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design for Development Section	Plan Sheet or Supplemental Document (Demonstrating Compliance)	Design for Development Conformance (Check One)			Staff Comments
		N/A	YES	NO	
<b>9. Affixation</b> <ul style="list-style-type: none"> <li>Affixed to the side or rear of a building and does not exceed the nearest parapet height of the building or 30 feet (whichever is less). The total amount of billboard sign face located on any building</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Ground clearance</b> <ul style="list-style-type: none"> <li>Ground clearance of a billboard shall be no less than eight (8) feet.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. Setback</b> <ul style="list-style-type: none"> <li>10 foot setback for the placement of a billboard in order to preserve</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12. Support Structures</b> <ul style="list-style-type: none"> <li>Billboards shall be supported by a maximum of two (2) pole members constructed of steel or other metals, unless otherwise supported by a building wall. Free from non-structural required bracing, angle iron, guy wires or cables. Maximum cross-sectional dimension of support pole 18 inches</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>13. Lighting</b> <ul style="list-style-type: none"> <li>Free from flashing, rotating, or hazardous lighting or other moving parts</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>14. Orientation</b> <ul style="list-style-type: none"> <li>Billboards shall be oriented towards same-side vehicular traffic in an angle equal to or greater than 45 degrees and no less than 90 degrees (perpendicular) to the closest fronting street right-of-way edge</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design for Development Section	Plan Sheet or Supplemental Document (Demonstrating Compliance)	Design for Development Conformance (Check One)			Staff Comments
		N/A	YES	NO	
<b>15. Impediment</b> <ul style="list-style-type: none"> <li>Billboards shall not disturb the flow of air, light or physical access to an adjacent building, or obstruct the view from an adjacent building. Not visible from any single-family residence within and immediately adjacent to</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>16. Encroachment</b> <ul style="list-style-type: none"> <li>Billboards shall not encroach over and into public-right-of-way</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>17. Attachment of billboard structures</b> <ul style="list-style-type: none"> <li>Single sign and NOT stacked or "V" shaped billboards shall not be permitted</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>18. Coverage</b> <ul style="list-style-type: none"> <li>No billboard shall cover any portion of the front façade of any existing or proposed new building</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. Maintenance</b> <ul style="list-style-type: none"> <li>Billboards shall be maintained in good repair, including display surfaces that shall be neatly posted. The ground area around billboards shall be properly maintained</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>20. Landscape</b> <ul style="list-style-type: none"> <li>A landscaped area will be required at the base of a billboard-40 square feet of surrounding area landscaped, be automatically irrigated and be properly maintained at all times</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design for Development Section	Plan Sheet or Supplemental Document (Demonstrating Compliance)	Design for Development Conformance (Check One)			Staff Comments
		N/A	YES	NO	
<b>21. Existing Non-conforming sign</b> <ul style="list-style-type: none"> <li>Modification, alteration, redesign, reconstruction, or renovation exceeding 50% of replacement value check "No"</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>22. Minor Variations</b>	<i>Applicant must review this Redevelopment Plan section. Findings in this Section must be prepared for any sections of this Form checked "NO" unless the Project is modified.</i>				

**3. PROJECT REVIEW REQUIREMENTS**

**SUBMITTAL PACKAGE** (check all that apply)

**A. Administrative Review for the Redevelopment Plan**

The Submittal Package includes this *Administrative Review and Referral Form*, and the *Documents and Materials* for the Administrative Review and Referral Form, listed in the Administrative Review Instruction (CP-3540)

*NOTE: For an Administrative Review clearance, the project must conform to the Sign regulations of the Design for Development.*

**B. Administrative Review for the Design for Development (DFD)**

The Submittal Package includes this *Administrative Review and Referral Form*, and the *Documents and Materials* for Design for Development, listed in the Administrative Review Instruction (CP-3540)

**C. Project Compliance and/or Project Adjustment**

The Submittal Package includes this *Administrative Review and Referral Form*, and the *Documents and Materials* for *Project Compliance and/or Project Adjustment*, listed in the Administrative Review Instruction (CP-3540)

All forms and related materials shall be submitted to the Development Services Center public counter.

**- CITY STAFF USE ONLY -**

NOTE: Signature below only indicates that the Redevelopment Plan Unit staff reviewed proposed project. All official clearances are noted on the clearance summary sheet for issuance of a permit from LADBS on PCIS, including Administrative Sign-Off/Approval.

**ADDITIONAL STAFF NOTES**

  
  
  

CASE NUMBER: \_\_\_\_\_

**Section 4 - ADMINISTRATIVE REVIEW** – Project Conforms to Plan. No Referral Required – Section 6 N/A. No fee is collected.

Staff Signature	Date	Phone Number
Print Name		Email

**Section 5 - PROJECT PLANNING REFERRAL** - Choose one: If Project Compliance or Project Adjustment is required. Please collect required fee(s) prior to filing.

<input type="checkbox"/> <b>Project Compliance Required</b>	<input type="checkbox"/> <b>Project Adjustment Required</b>
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**INITIAL REVIEW BY**

Staff Signature	Date	Phone Number
Print Name		Email