



STAFF ONLY:
 ED 1 Eligible

ADMINISTRATIVE REVIEW

REDEVELOPMENT PROJECT AREA – BROADWAY MANCHESTER
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** - any sign structure that accommodates a sign larger than 50 square feet that is placed on or affixed to one or more poles, columns or posts and is structurally independent from a building or structure.
- **Building Face** - The area of a building façade is determined by multiplying the height of a building or structure by the length of the building or structure fronting on a public street or sidewalk.
- **Pole Sign** - Any sign structure that is placed on or affixed to one or more poles or posts and the pole or post of which exceed(s) a height of 8 feet as measured from the existing or artificially created to the bottom of the sign.
- Visit Planning4LA.org to review the Broadway Manchester Design for Pole Signs & Billboard Structures
- Review process options available:
 - Administrative Review- Design for Development
 - Project Adjustment

1. APPLICANT INFORMATION

Applicant Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Related Case: _____

2. CHECKLIST - Broadway Manchester Design for Development, for Signs

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.

- **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	
4. Prohibitions <ul style="list-style-type: none"> No billboard shall be permitted in the project area 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Prohibitions <ul style="list-style-type: none"> No pole sign shall be permitted in the project area whether or attached to buildings 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Prohibitions <ul style="list-style-type: none"> No sign structure shall be located or mounted on a rooftop or on poles or other structures that pass through a rooftop 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Prohibitions <ul style="list-style-type: none"> No sign structure shall be cantilevered over rooftops or otherwise encroach into the airspace above any building or structure. 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Maintenance <ul style="list-style-type: none"> The building and ground area around a sign structure shall be properly maintained at all times. All unused mounting structures, hardware and wall perforations from any previous sign shall be removed, and building surfaces shall be restored to their original condition 		<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	
9. Sign Area <ul style="list-style-type: none"> The Sign Area available for signage copy for any single sign shall not exceed 100 sq ft 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Sign Area <ul style="list-style-type: none"> The total amount of sign area located on any Building Face shall not exceed 10% of said Building Face 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Quality <ul style="list-style-type: none"> All sign structures shall be designed as an integral part of the building on which they are located, and shall reflect a high level of architectural and construction quality 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Signage Copy <ul style="list-style-type: none"> All signage copy shall be properly maintained and free from damaged sign material and other unsightly conditions, including graffiti 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Sign Structures <ul style="list-style-type: none"> All sign structures shall be at all times kept in good repair and maintained in a safe and sound condition and in conformance with all applicable codes 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Wiring <ul style="list-style-type: none"> Razor wire, barbed wire, concertina wire or other barriers preventing unauthorized access to any sign, if any, shall be hidden from public view 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Sign Structure <ul style="list-style-type: none"> No sign structure may contain flashing rotating or hazardous lights 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Moving Parts <ul style="list-style-type: none"> No sign structure may contain rotating, revolving, or other moving parts. 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Public Right of Way <ul style="list-style-type: none"> No sign structure shall encroach over or upon a public right of way 		<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	
18. Non-conforming Uses <ul style="list-style-type: none"> Any modification, alteration, redesign, reconstruction, or renovation of an existing non-conforming sign structure shall conform to the design standards contained herein, if the cost of the work exceeds 30% of the replacement value of the sign supporting structure. There shall be no increase in the overall size or dimensions of any existing sign or increase in sign area 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Minor Variations	<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"/> Project Compliance Required	<input type="checkbox"/> Project Adjustment Required	
INITIAL REVIEW BY		
Staff Signature	Date	Phone Number
Print Name	Email	