



INSTRUCTIONS:

REDEVELOPMENT PLAN AREA - VARIOUS LOCATIONS

Administrative Review and Referral Instructions

General Information

Review the Redevelopment Plan that applies to the location of your project. Copies of the Redevelopment Plans are available at the Development Services Center (DSC) public counters or on the web at Planning4la.org.

Determining a Project - A Project is any proposed development activity within a Redevelopment Project Area with an Unexpired Redevelopment Plan that is issued a permit for building, grading, demolition, sign or change of use (refer to 11.5.14 of the Los Angeles Municipal Code for the full definition).

Related Entitlements - A Project with an additional entitlement request (e.g., Zoning Variance, Conditional Use, Specific Plan review, etc.) must contact the Development Services Center Public Counter for information on filing procedures for the related entitlement.

Administrative Review and Referral Form - The form must be filled out and completed by the Project applicant. The Redevelopment Plan Unit staff will review the completed form to verify conformance with the related Redevelopment Plan.

A. Filing Information and Instructions

1. Administrative Review and Referral Form Processing

- a. **Confirm Location** - In the Redevelopment Plan document that applies to your project location confirm the proposed use is listed, refer to the "Land Uses Permitted in the Project Area" section of the Redevelopment Plan.
- b. **Corresponding Checklist** - On the Administrative Review and Referral Form mark each check box for the listed requirement, based upon how the Projects conform with the Plan requirement. You will select either "N/A", "Yes" or "No" for each of the requirements.
- c. **Special Instructions** – There may be additional instructions for specific sections of the Plan, when required provide evidence that the proposed Project conforms with the Redevelopment Plan
- d. **Form Submittal** – All forms and related materials shall be submitted to the Development Services Center Redevelopment Plan Unit.

2. Project Review Options

a. Administrative Review

The Submittal Package includes a completed *Administrative Review and Referral Form*, and the *Documents and Materials* for Administrative Review, see **section B** of this form.

*NOTE: For an Administrative Review **clearance**, the project must conform to the Permitted Land Uses section of the relevant Redevelopment Plan, and if applicable the Administrative Review and Referral Design for Development.*

b. Design for Development (DFD)

The Submittal Package includes the *Administrative Review and Referral Form*, and the *Documents and Materials* required for Design for Development, see **section C** of this form.

c. Project Compliance and/or Project Adjustment

The Submittal Package includes the *Administrative Review and Referral Form*, and the *Documents and Materials* for *Project Compliance and/or Project Adjustment*, see **section B2** of this form.

B. SUBMITTAL REQUIREMENTS

1. Administrative Review and Referral

- a. Two (2) copies of the Administrative Review and Referral Form.
- b. **Plans** - Two (2) sets of project Architectural Plans drawn to scale on paper 11 x 17 or on 8 ½ x 11 if legible , include the following items:
 - i. Plot Plan - see form CP-7752 for plot plan guidelines.
 - ii. Floor Plan - see form CP-7751 for floor plan guidelines.
 - iii. Elevations - see form CP-7817 for elevation plan guidelines.
- c. **ZIMAS Profile Report** - (include zoning map and aerial map) – Printed from <http://zimas.lacity.org>.
- d. **Vicinity Map** - Provide a map that shows the area surrounding the project site and a major cross street. A google map, ZIMAS map or a Thomas Brothers map may be used.
- e. **Building and Safety Permits** – Provide copies of all the project permit(s) (i.e., building, grading, demolition, sign or change of use), and of the Clearance Summary Worksheet(s) for the proposed Project.

2. Project Compliance and Project Adjustment

Single Entitlement - When the Project Compliance or Project Adjustment is the only entitlement needed submit the items listed below with the completed application.

or

When a proposed development requires either a Project Compliance or Project Adjustment, and will also require a **Design for Development** only one set of materials and documents will be required.

- a. **ZIMAS Profile Report** - (include zoning map and aerial map) Printed from <http://zimas.lacity.org>.
- b. **Vicinity Map** - Provide a map that shows the area surrounding the project site and a map or cross street. A google map, ZIMAS map or a Thomas Brothers map may be used.
- c. **Project Description and Justification** - Provide a detailed written description of how the project complies with the Redevelopment Plan standards.

Depending on the Redevelopment Plan a written *justification* also may be required for the project (i.e., Commercial Uses in Residential Areas when located in the North Hollywood Redevelopment Plan)

Not all Redevelopment Plans require a justification, review the individual Plan to determine if it will be needed for the project.

- d. **Plans** - Two (2) sets of project Architectural Plans drawn to scale on paper 11 x 17, or on 8½ x 11 if legible, include the following items:
 - i. Plot Plan - see form CP-7752 for plot plan guidelines.
 - ii. Floor Plan - see form CP-7751 for floor plan guidelines.
 - iii. Elevations - see form CP-7817 for elevation plan guidelines.
- e. **Building and Safety Permits** – Provide copies of all the project permit(s) (i.e., building, grading, demolition, sign or change of use), and of the Clearance Summary Worksheet(s) for the proposed Project.
- f. **Environmental** – Based on the California Environmental Quality Act criteria, the project will either be issued a Categorical Exemption or the Environmental Assessment Form. The Department of City Planning Public Counter staff will determine the appropriate environmental clearance process.

1111. ADDITIONAL REQUIREMENTS

1. Design for Development, for Signs

A proposed sign in a Redevelopment Project Area requires Design for Development (design review), the listed items shall be included with the application.

Sign Plans must include the following:

- a. **Sign Specification Data Sheet:**
 - i. Dimensions - length, height, depth, square feet
 - ii. Sign Type - reverse channel, blade, monument, etc.
 - iii. Illumination - back lighting, internal lighting, ground up lighting, etc.
 - b. **Elevation(s)** - The elevation(s) of the building or photo simulation with the sign(s) fully dimensioned.
 - c. **Plans** - Two (2) set of project Architectural Plans drawn to scale on paper 11 x 17 or on 8 ½ x 11 if legible, include the following items:
 - i. Plot Plan - see form CP-7752 for plot plan guidelines.
 - ii. Floor Plan - see form CP-7751 for floor plan guidelines.
 - iii. Elevations - see form CP-7817 for elevation plan guidelines.
- 2. Residential Hotels** – For a Residential Hotel contact the Housing and Community Investment Department (HCID) for required applications and documents. Attach HCID required application and supplemental documents to the Administrative Review Form.
- 3. All other DFDs** – Provide submittal requirements under Section 2B.