

BUREAU OF ENGINEERING
PLANNING CASE REFERRAL FORM (BOE-PCRF)
(For Discretionary Projects)

City of Los Angeles, Bureau of Engineering (BOE) / Department of City Planning (DCP)

Part I. To be Completed by Applicant *DCP Case Number (if available):* _____

Applicant/Owner Name/Phone/Email: _____

Contact Name/Phone/Email: _____

Project address: _____ APN: _____

Project description (attach ZIMAS map with highlighted parcel(s)):

Is there a tract or parcel map being filed in conjunction with this application? Yes No

If yes, Tract Map No: _____ Parcel Map No: _____

Has the Tract/Parcel report been prepared and submitted to DCP by BOE staff? Yes No

If yes, please refer to the Tract or Parcel map conditions. If not, then proceed.

Is any part of this project on a corner lot? Yes No

Applicant / Representative: _____ **Date:** _____

Part II. To be Completed by BOE Staff

What is/are the street classification(s) for the adjacent streets (list all)?

Does the project front an intersection of two major or secondary highways? Yes No

If yes, additional dedication may be required for dual left-turn pockets. If no, how far is the project from the nearest major/secondary intersection? Additional dedication may be required if within the standard flare section. Dedication and improvements are to be consistent with Standard Street Dimensions. See Standard Plan S-470-0.

Apparent width of existing half right of way (street centerline to property line): _____ ft.
Standard dimension for half right of way (from S-470-0), (street centerline to property line): _____ ft.

Apparent width of existing half roadway (street centerline to curb face): _____ ft.
Standard street dimension for half roadway (street centerline to curb face): _____ ft.

Form Prepared By: _____ **Date:** _____

Part II. (Continued)

Is the lot connected to the sewer? Yes No

Distance from subject lot to nearest main line sewer: _____ ft.

Is the subject lot(s) within the hillside ordinance boundary? Yes No

Preliminary Required Improvements: _____

BOE-PCRF Recommendation >>> Dedication Required: Yes No
Street Widening Required: Yes No
Other Improvements Required: Yes No

NOTE: The information provided in this form is only a “preliminary recommendation” by BOE, which provides the applicant with a general understanding of what may be required by BOE. If the BOE-PCRF Recommendations for Dedication or Street Widening is marked “Yes”, a formal investigation and engineering report will be required. The engineering report will be provided after submittal of all documentation and payment of fees. Measurements and statements contained herein may be adjusted in the engineering report.

Street Trees: If the BOE-PCRF Recommendation for Street Widening is marked “Yes”, street tree removals may be required. All street tree removals must be approved by the Board of Public Works. Applicant shall contact the Urban Forestry Division at (213) 847-3077 before proceeding with the Master Land Use Application.

In all cases, the Applicant will be required to close any unused driveways; remove and reconstruct broken, off-grade, or bad order concrete curb, gutter, driveways or sidewalk; and install/replace public improvements, such as driveway aprons and access ramps, to meet ADA requirements.

Applicants with a BOE-PCRF Recommendation of “Yes” for Dedication or Street Widening are advised to submit the following documents and pay the BOE investigation fee.

- 1) BOE investigation fee.
- 2) Two (2) copies of the planning master land use application.
- 3) Two (2) copies of the project site plan.
- 4) Two (2) copies of the radius map.
- 5) Pictures of the existing building, sidewalk, curb, and gutter.

Due to the possible implications that dedications and improvements may have on the development of a project, applicants that do not pay the BOE investigation fee for the preparation of a detailed engineering report may have their application placed on hold until such information is provided. Questions and concerns regarding the engineering report may be presented at the hearing.