



REFERRAL FORMS:

TRANSPORTATION STUDY ASSESSMENT

DEPARTMENT OF TRANSPORTATION - REFERRAL FORM

RELATED CODE SECTION: Los Angeles Municipal Code Section 16.05 and various code sections.

PURPOSE: The Department of Transportation (LADOT) Referral Form serves as an initial assessment to determine whether a project requires a Transportation Assessment.

GENERAL INFORMATION

- Administrative: Prior to the submittal of a referral form with LADOT, a Planning case must have been filed with the Department of City Planning.
- All new school projects, including by-right projects, must contact LADOT for an assessment of the school's proposed drop-off/pick-up scheme and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed.
- Unless exempted, projects located within a transportation specific plan area may be required to pay a traffic impact assessment fee regardless of the need to prepare a transportation assessment.
- Pursuant to LAMC Section 19.15, a review fee payable to LADOT may be required to process this form. The applicant should contact the appropriate LADOT Development Services Office to arrange payment.
- LADOT's Transportation Assessment Guidelines, VMT Calculator, and VMT Calculator User Guide can be found at <http://ladot.lacity.org>.
- A transportation study is not needed for the following project applications:
 - Ministerial / by-right projects
 - Discretionary projects limited to a request for change in hours of operation
 - Tenant improvement within an existing shopping center for change of tenants
 - Any project only installing a parking lot or parking structure
 - Time extension

SPECIAL REQUIREMENTS

When submitting this referral form to LADOT, include the completed documents listed below.

- Copy of Department of City Planning Application (CP-7771.1).
- Copy of a fully dimensioned site plan showing all existing and proposed structures, parking and loading areas, driveways, as well as on-site and off-site circulation.
- If filing for purposes of Site Plan Review, a copy of the Site Plan Review Supplemental Application.
- Copy of project-specific VMT Calculator¹ analysis results

LADOT DEVELOPMENT SERVICES DIVISION OFFICES: Please route this form for processing to the appropriate LADOT Office as follows:

Metro	West LA	Valley
213-972-8482	213-485-1062	818-374-4699
100 S. Main St, 9 th Floor Los Angeles, CA 90012	7166 W. Manchester Blvd Los Angeles, CA 90045	6262 Van Nuys Blvd, 3 rd Floor Van Nuys, CA 91401

TO BE VERIFIED BY PLANNING STAFF PRIOR TO LADOT REVIEW

1. PROJECT INFORMATION

Case Number: _____

Project Name: _____

Address: _____

Project Description: _____

Seeking Existing Use Credit (will be calculated by LADOT): Yes _____ No _____ Not sure _____

Applicant Name: _____

Applicant E-mail: _____ Applicant Phone: _____

2. PROJECT REFERRAL TABLE

	Land Use (list all)	Size / Unit	Daily Trips ¹
Proposed			
	<i>Total trips¹:</i>		

- a. Does the proposed project involve a discretionary action? Yes No
- b. Would the proposed project generate 250 or more daily vehicle trips¹? Yes No
- c. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station²? Yes No n/a

If **YES** to **a.** and **b.** or **c.**, or to **all** of the above, the Project must be referred to LADOT for further assessment.

¹To calculate the project's total daily trips, use the VMT Calculator. Under 'Project Information', enter the project address, land use type, and intensity of all proposed land uses. Select the '+' icon to enter each land use. After you enter the information, copy the 'Daily Vehicle Trips' number into the total trips in this table. Do not consider any existing use information for screening purposes. For additional questions, consult LADOT's [VMT Calculator User Guide](#) and the LADOT Transportation Assessment Guidelines (available on the LADOT website).

² Relevant transit lines include: Metro Red, Purple, Blue, Green, Gold, Expo, Orange, and Silver line stations; and Metrolink stations.

Verified by: Planning Staff Name: _____ Phone: _____
 Signature: _____ Date: _____

TO BE COMPLETED BY LADOT

3. PROJECT INFORMATION

	Land Use (list all)	Size / Unit	Daily Trips
Proposed	Office - General Office	433.175 kSF	
	Retail - High-Turnover Sit-Down Restaurant	12.141 kSF	
<i>Total new trips:</i>			3,383
Existing	Retail - General Retail	16.932 kSF	
	Office - General Office	4.883 kSF	
	<i>Total existing trips:</i>		
<i>Net Increase / Decrease (+ or -)</i>			+ 2,868

- a. Is the project a single retail use that is less than 50,000 square feet? **Yes** **No**
- b. Would the project generate a net increase of 250 or more daily vehicle trips? **Yes** **No**
- c. Would the project result in a net increase in daily VMT? **Yes** **No**
- d. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station? **Yes** **No** n/a
- e. Does the project include the construction, or addition of 50 or more dwelling units or guest rooms or combination thereof, and/or 50,000 or more square feet of non-residential? **Yes** **No**
- f. Project size:
 - i. Does the project contain a lot that is 0.5-acre or more in total gross area? **Yes** **No**
 - ii. Is the project's frontage 250 linear feet or more along a street classified as an Avenue or Boulevard per the City's General Plan? **Yes** **No**
 - iii. Is the project's building frontage encompassing an entire block along a street classified as an Avenue or Boulevard per the City's General Plan? **Yes** **No**

VMT Analysis

If **YES** to **a.** and **NO** to **d.** a VMT analysis is **NOT** required.
 If **YES** to both **b.** and **c.**; or to **d.** a VMT analysis **is** required.

Access, Safety, and Circulation Assessment

If **YES** to **b.**, a project access, safety, and circulation evaluation may be required.
 If **YES** to **b.** and **e.** and either **f.i.**, **f.ii.**, or **f.iii.**, an access assessment may be required.

LADOT Comments:

Please note that this form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, etc. These items require separate review and approval by LADOT. Qualifying Existing Use to be determined per LADOT's Transportation Assessment Guidelines.

4. Specific Plan with Trip Fee or TDM Requirements: **Yes** **No**

Fee Calculation Estimate: _____

VMT Analysis Required (Question b. satisfied): **Yes** **No**

Access, Safety, and Circulation Evaluation Required (Question b. satisfied): **Yes** **No**

Access Assessment Required (Question b., e., and either f.i., f.ii. or f.iii satisfied): **Yes** **No**

Prepared by DOT Staff Name: _____ Phone: _____

Signature: _____ Date: _____



CITY OF LOS ANGELES VMT CALCULATOR Version 1.2

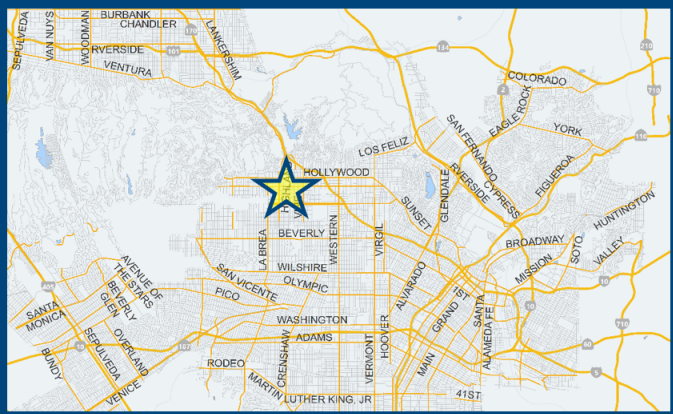
Project Screening Criteria: Is this project required to conduct a vehicle miles traveled analysis?

Project Information

Project:

Scenario: [WWW](#)

Address:



If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a fixed-rail or fixed-guideway transit station?

Yes No

Existing Land Use

Land Use Type	Value	Unit
Office General Office	4.883	ksf
Retail General Retail	16.932	ksf
Office General Office	4.883	ksf

Click here to add a single custom land use type (will be included in the above list)

Proposed Project Land Use

Land Use Type	Value	Unit
Retail Quality Restaurant	12.141	ksf
Retail High-Turnover Sit-Down Restaurant	12.141	ksf
Office General Office	433.175	ksf

Click here to add a single custom land use type (will be included in the above list)

Project Screening Summary

Existing Land Use	Proposed
515 Daily Vehicle Trips	3,383 Daily Vehicle Trips
3,411 Daily VMT	24,843 Daily VMT
Tier 1 Screening Criteria	
Project will have less residential units compared to existing residential units & is within one-half mile of a fixed-rail station. <input type="checkbox"/>	
Tier 2 Screening Criteria	
The net increase in daily trips < 250 trips	2,868 Net Daily Trips
The net increase in daily VMT ≤ 0	21,432 Net Daily VMT
The proposed project consists of only retail land uses ≤ 50,000 square feet total.	12.141 ksf
The proposed project is required to perform VMT analysis.	

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