

# ADMINISTRATIVE REVIEW



## WESTWOOD VILLAGE SPECIFIC PLAN Administrative Review Sign-Off Checklist

### Related Code Sections

Section 3A of the Westwood Village Specific Plan (Administrative Review) authorizes ministerial review for projects in compliance with Specific Plan; Ordinance No. 187,644 established the Westwood Village Specific Plan. Procedures for Administrative Review are governed by LAMC Section 13B.3.1. of Chapter 1A.

### Purpose

This form is used to evaluate Projects within the Westwood Village Specific Plan area. Completing this form will determine whether the proposed project qualifies for Administrative Review.

### Filing Instructions

This checklist is required for Projects requesting Administrative Review. The Applicant shall complete this Checklist for Administrative Review and include plans, drawings, calculations, and other documents necessary to demonstrate compliance. Plans shall clearly illustrate how the proposed Project complies with all applicable Specific Plan regulations. Upon reviewing an Applicant's plans, the Project Planner will determine whether a Project qualifies for Administrative Review.

## THIS SECTION TO BE COMPLETED BY THE APPLICANT

### Applicant Information

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 1. Cultural Resource Evaluation (Specific Plan Section 6)

Cultural Resource Evaluation Question	Completed by Applicant
a. Does the Project involve a locally significant historic resource (Cultural Resource) listed in Table 1 of the Specific Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the Project involve the demolition, relocation, removal, or significant alteration of a locally significant historic resource (Cultural Resource) listed in Table 1?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 2. Administrative Review Evaluation (Specific Plan Section 3 A)

The Project qualifies for an Administrative Review pursuant to Section 3 of the Specific Plan for at least one of the reasons below:

- The project is a signage project that complies with Section 11, and no adjustment, modification, specific plan exception, or Certificate of Appropriateness is required. Sign Programs do not qualify for Administrative Review.
- The project is a change of use, and no façade alteration, new construction, or expansion, or a Limited Use (Section 5 B) is proposed.

## 3. Checklist for Signage Projects (Specific Plan Section 11)

Westwood Village Specific Plan Regulation	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Project Complies?	Staff Comments
a. The following types of signs are prohibited: roof signs, Monument Signs, off-site commercial signs, signs having flashing lights or moving parts, mural signs, projecting signs, Sandwich Signs, and Cabinet Signs. <sup>1</sup>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<sup>1</sup> See Specific Plan for exceptions to regulations.

Westwood Village Specific Plan Regulation	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Project Complies?	Staff Comments
b. Each Premise shall be permitted one wall sign or awning sign and one Village Pedestrian Sign or window sign. <sup>2</sup>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>c. For single-story buildings or structures occupied by one Premise and abutting a public street, the combined sign area of all wall and awning signs shall not exceed 3 square feet per each foot of street frontage.</p> <p>For multi-story buildings or structures occupied by one Premise and abutting a public street, the combined sign area of wall and awning signs shall not exceed that permitted for a single-story building by 10%.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
d. For theaters, the total sign area of wall and awning signs shall not exceed 3.5 square feet for each foot of street frontage.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
e. For all buildings occupied by more than one Premise, the sign area of wall and awning signs for each Premise shall not exceed 1.5 square feet for each foot of Store Frontage of the Premise.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
f. For Premises abutting an alley, the sign area permitted for each additional sign allowed for Premises abutting an alley shall not exceed 1 square foot for each lineal foot of building wall occupied by the premise abutting the alley on which the sign is located.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<sup>2</sup> See Specific Plan for exceptions to regulations.

Westwood Village Specific Plan Regulation	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Project Complies?	Staff Comments
g. Wall or awning signs shall not exceed 75 square feet, except that signs attached to theaters shall not exceed 320 square feet; and a sign which abuts an alley shall not exceed 50 square feet.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
h. Building or Business Identification Signs shall not exceed 4 square feet.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
i. Village Pedestrian Signs (blade signs) shall not exceed 4 square feet and shall be limited to a vertical or horizontal dimension of 30 inches. Lettering shall be limited to 30% of the sign area.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
j. Window Signs shall not exceed 4 square feet or 15% of the window area, whichever is less.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
k. The height to the top of any sign shall be limited to 20 feet above the elevation of the sidewalk or edge of the roadway nearest the sign. Except that premises that take their primary access from an exterior walkway open to the public may measure from the highest level of such exterior walkway directly under the sign, and signs that are located on an Unoccupied Tower of a theater may exceed 20 feet.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
l. Wall signs shall not project more than 18 inches from the face of the building to which it is attached. When a Village Pedestrian Sign is attached to a wall, the sign shall project no more than 30 inches from the wall to which it is attached.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Note: Sign area for Wall and Awning Signs shall be calculated separately for each street or alley that the building abuts and may not be accumulated.

#### 4. Checklist for Change of Use Projects (Specific Plan Sections 5 B, 5 C, and 9 G)

- The Project does not propose a Prohibited Use identified in Section 5 C.
- The Project does not propose Façade alterations, new construction, expansion, a Limited Use identified in Section 5 B.
- The Project meets the criteria for Automobile Parking Relief pursuant to Section 9 G.

### THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF

#### Staff Comments

Reference checklist standard item number and comments, as needed.

#	Additional Comments

#### Staff Review

<b>Planner Signature</b>	<b>Phone Number</b>
<b>Print Name</b>	<b>Date</b>