

# REFERRAL FORM



## VENTURA/CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN Project Preview Pre-Application Worksheet

### Project Information

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

Council District: \_\_\_\_\_ Neighborhood Council: \_\_\_\_\_

Zone(s) (existing and proposed if applicable): \_\_\_\_\_

Plan Designation (select all that apply):

- Specific Plan Land Use Designation; Specific Plan Map Page No. \_\_\_\_\_
  - Neighborhood and General Commercial
  - Community Commercial
  - Regional Commercial
- Special District; Specific Plan Map Page No. \_\_\_\_\_
  - Pedestrian Oriented Area (POA)
  - Restricted Use Area
  - Pedestrian Development District
  - Regionally Impacted Area

Existing Use(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

Project Description (describe use, floor area, proposed scope of work):

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### Signage (Section 8)

If a project only involves signage, complete only this section.

Select all that apply:

- Lot Frontage: \_\_\_\_\_ feet
- Wall Sign(s); Number (max. 1 per tenant on primary frontage & 1 on secondary frontage, alley, or parking area): \_\_\_\_\_;  
Total Area of all Wall & Projecting Signs (max. 2 sq. ft. per ft. lot frontage): \_\_\_\_\_ sq. ft.
- Window Sign(s)
- Monument Sign(s); Number (max. 1 per 200 ft. lot frontage): \_\_\_\_\_;  
Area of each (max. 600 sq. ft. per side): \_\_\_\_\_
- Projecting Sign(s); Number (max. 1 per building): \_\_\_\_\_;  
Area of each (max. 16 sq. ft.): \_\_\_\_\_

- Pole Sign(s)
  - Refacing Existing Pole Sign(s); Number: \_\_\_\_\_; Permit No. for Existing Signs: \_\_\_\_\_
  - New Pole Sign(s) (only permitted in Neighborhood and General Commercial plan area, not permitted on corner lots)
    - Number (max. 1 per frontage in Shopping Centers, 1 per lot otherwise): \_\_\_\_\_;
    - Area of each (max. 35 sq. ft. per face): \_\_\_\_\_;
    - Height of each (max. 20 ft.): \_\_\_\_\_
- Multi-Tenant Site (Sign Analysis Required)
- Main Sign Program for Multi-Tenant Site (Sign Program Attached)
- Others: \_\_\_\_\_

## Special Districts (Section 5.C)

(Identify if the site is located in a Special District and check all that apply.)

### Pedestrian Oriented Area (POA)

Pedestrian Serving Uses (Defined in Specific Plan Section 4)

- Tier I or Retail uses on the Ground Floor of the building along at least 75% of the frontage of a building.
- Tier II uses (Only if POA has a vacancy rate of 12% or higher within that POA. If so, provide a vacancy report for the respective POA.)
- Direct pedestrian access to the sidewalk or Courtyard is maintained (if business fronts a sidewalk or Courtyard).
- 50% of wall frontage is window space, display case, or public art using nonreflective glass.
- Project does not propose any of the following uses: Drive-Through Establishments, motor and recreational vehicle sales and/or rentals, maintenance, repair, and accessory installation, or car washes.

### Regionally Impacted Area

- Project does not propose any of the following uses: Drive-Through Establishments, Auto-Related Uses, Hotels/Motels.

### Pedestrian Development District

- Project does not propose any of the following uses: Drive-Through Establishments, Auto-Related Uses.

### Restricted Use Area

- Project does not propose any of the following uses: Drive-Through Establishments, Auto-Related Uses.

## Floor Area Ratio (FAR) (Section 6.B)

Existing FAR: \_\_\_\_\_ Proposed FAR: \_\_\_\_\_

Floor Area Ratio Limitation (select all that apply):

- Community Commercial and Regional Commercial, west of 405 freeway: 1.25: 1
- Community Commercial and Regional Commercial, west of 405 freeway, Mixed-Use Project: 1.5:1
- Regional Commercial, east of 405 freeway: 1.5:1
- Community Commercial on Ventura Boulevard, between Radford Avenue and Colfax Avenue in Studio City: 1.0:1
- Neighborhood and General Commercial: 1.0:1

## Yards and Setbacks (Section 7.A)

### Access Requirements

- No parking area and/or driveway is placed directly in front of a building.
- All businesses have an entrance with direct access from the sidewalk without crossing a parking area or driveway.

### Front Yard

Existing Front Yard Setback: \_\_\_\_\_

Proposed Front Yard Setback): \_\_\_\_\_

- Required 18" minimum landscaped setback included.

Front Yard Limitation (select all that apply):

- Regional Commercial and Community Commercial:**
  - 10 feet maximum
  - Alternative: 10 - 40 feet for 50 feet or 50% of the frontage, whichever is less
  - Articulated Alternative: if less than 50% is less than 18 inches; 25% 10 feet setback, other 25% between 10-20 feet
- Neighborhood and General Commercial:**
  - If the lot width is less than 100 feet: 60-foot maximum or average of all existing structures on block
  - If the lot width is between 100 - 200 feet lot width: 20 feet maximum for at least 33% of length of front lot line; and, a maximum for the remainder of the lot line of 60 feet or the average setback of existing buildings on the block (whichever is less)
  - If the lot width is greater than 200 feet lot width: a maximum of 20 feet for at least 50% length of lot width; and, a maximum for the remainder of the lot line of 60 feet or the average setback of existing buildings on the block (whichever is less)

## Side Yards

Existing Side Yard Setback(s): \_\_\_\_\_

Proposed Side Yard Setback(s): \_\_\_\_\_

Side Yard Limitation (select all that apply):

- Regional and Community Commercial:** No side yard permitted; except, that an accessway including a 20-foot maximum driveway to be used for vehicular access to parking areas, four-foot maximum pedestrian walkway, and a minimum 18-inch to five-foot maximum landscape buffer may be provided
- Neighborhood and General Commercial:** Maximum 10 feet; except, that an accessway including a 20-foot maximum driveway to be used for vehicular access to parking areas, four-foot maximum pedestrian walkway, and a minimum 18-inch to five-foot maximum landscape buffer may be provided
- Corner Lots:** For the side facing side street, minimum 18 inches, with a maximum 15-foot landscaped setback

## Rear Yard

Existing Rear Yard Setback:

Proposed Rear Yard Setback: \_\_\_\_\_

Rear Yard Limitation (select all that apply):

- Adjacent to street: 15 feet
- Adjacent to residential uses: 20 feet
- Abutting an alley that separates a residential use from a commercial rear lot line: 20 feet, as measured from the alley midpoint

## Lot Coverage (Section 7.B)

Existing Lot Coverage: \_\_\_\_\_

Proposed Lot Coverage: \_\_\_\_\_

Lot Coverage Limitation (select all that apply):

- Regional and Community Commercial:** no more than 75%
- Neighborhood and General Commercial:** no more than 60%

## Landscaping (Section 7.D)

Landscaping Regulations (select all that apply):

- Surface Parking Lots
  - Parking Area: \_\_\_\_\_ sq. ft., min. 15% parking area landscaped;  
Amount of parking area landscaped: \_\_\_\_\_ sq. ft.; \_\_\_\_\_%
  - Proposed trees (1 tree/4 spaces, 30" box size, 10 feet tall with canopy 50% height of the tree): \_\_\_\_\_
  - Minimum 10-foot landscape buffer for surface parking area adjacent to streets, alley, parking structure, or residential uses
  - Minimum 30-inch landscape buffer for surface parking area not adjacent to streets, alley, parking structure, or residential uses
- Parking Structures
  - Minimum 10-foot landscape buffer, except where adjacent to another structure
  - Roof area: \_\_\_\_\_ sq. ft., min. 4% roof devoted to planting;  
Amount of roof area planted: \_\_\_\_\_ sq. ft.; \_\_\_\_\_%
- Yards, Setbacks, and Building Frontages
  - Min. 60% of Front Yard in excess of 18" to be landscaped;  
\_\_\_\_\_ sq. ft.; \_\_\_\_\_%
  - Alternative: Where sidewalk dining or water feature is provided, min. 30% of Front Yard in excess of 18" to be landscaped, with the remainder to be finished to City standards for sidewalks or other paving materials: \_\_\_\_\_%
- Gas Station or Auto Repair Uses
  - Min. 10% of lot area not covered by building footprint must be street-adjacent landscaped buffer; \_\_\_\_\_ sq. ft.; \_\_\_\_\_%
  - Min. 1 tree per 250 sq. ft. of landscaped area; number of trees proposed: \_\_\_\_\_
  - Min. 3-foot landscaped buffer adjacent to commercial uses
  - Min. 5-foot landscaped buffer adjacent to streets and alleys
  - Min. 7-foot landscaped buffer adjacent to residential uses
- Auto Repair Only (Additional Requirements)
  - Landscaped buffer must include a wall, fence, berm, or a combination of these elements, except across necessary driveways or walkways. Any wall or fence shall be planted with vines.
  - If an outdoor seating area is provided, min. 5% of the area must be landscaped;  
\_\_\_\_\_ sq. ft.; \_\_\_\_\_%
- Vacant Lots
  - If any lot becomes vacant with no Project, the owner shall maintain a solid, living, green ground cover of landscaping on the entire vacant lot.

## Height Limitation (Section 7.E)

Note: Exceptions in LAMC Section 12.21.1 B.2-3 of Chapter 1 do not apply when calculating height under the Specific Plan. Roof structures must be included in height measurement.

Existing Height: \_\_\_\_\_

Proposed Height: \_\_\_\_\_

Height Limitation (Check Specific Plan for requirements):

- 30 feet
- 45 feet
- 75 feet
- 82 feet - exemption for Mixed-Use Projects in the Regional Commercial plan designation area east of the San Diego Freeway

## Stepbacks

- Stepback is required if:
  - Project is located in **Community Commercial** or **Neighborhood and General Commercial**, abuts a major or secondary highway, and exceeds 30 feet: the project shall be stepped back at least 10 feet at every 15-foot increment of the building over 25 feet in height
  - Project is located in **Regional Commercial**, abuts a major or secondary highway, and exceeds 45 feet: the project shall be stepped back at least 10 feet at every 10-foot increment of the building over 45 feet in height

## Parking (Section 7.F)

### Required Parking

Minimum Parking Ratio (select all that apply):

- Located in an AB 2097 area
- 1:100 (restaurant/gym)
  - \_\_\_\_\_ new sq. ft. proposed, \_\_\_\_\_ minimum spaces
- 1:200 (medical)
  - \_\_\_\_\_ new sq. ft. proposed, \_\_\_\_\_ minimum spaces
- 1:250 (retail/commercial/yoga)
  - \_\_\_\_\_ new sq. ft. proposed, \_\_\_\_\_ minimum spaces
- 1:300 (office)
  - \_\_\_\_\_ new sq. ft. proposed, \_\_\_\_\_ minimum spaces
- 1:200 (real estate or insurance office)
  - \_\_\_\_\_ new sq. ft. proposed, \_\_\_\_\_ minimum spaces
- Other per Specific Plan: \_\_\_\_\_
- Other per LAMC: \_\_\_\_\_

**Total Required Parking:** \_\_\_\_\_

## Provided Parking

Parking Provided On-Site: \_\_\_\_\_

Parking Provided via Alternative Parking Options (select all that apply):

- Public Parking Facilities within 1500 feet or within Pedestrian Oriented Area: \_\_\_\_\_
- Alternative monthly in-lieu fee for changes of use or additions <1000 sq. ft.: \_\_\_\_\_
- Off-Site Parking: \_\_\_\_\_
- Shared Parking Agreement: \_\_\_\_\_

**Total Provided Parking:** \_\_\_\_\_

## Streetscape Design (Section 14.B)

The adopted Streetscape and Design Guidelines for these communities are the Woodland Hills, Tarzana, Encino, Sherman Oaks, and Studio City-Cahuenga Pass Streetscape and Design Guidelines which can be accessed online at: <https://planning.lacity.gov>

Streetscape Plan Area: \_\_\_\_\_

Proposed off-site improvements, such as: sidewalks, brick pavers, street trees, etc., consistent with the adopted Streetscape Plan:

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## Preliminary Traffic Assessment (Section 10.A)

Does the Project include any of the following? (select all that apply):

- Floor Area of 10,000 square feet or more
- A Convenience Market, fast food restaurant or gas station
- A retail or service establishment which has a Drive-Through or external automatic teller machine (ATM) facility

If so, a Preliminary Traffic Assessment by the Los Angeles Department of Transportation (LADOT) is required, except for single-family dwelling projects and interior remodeling or tenant improvements within a Shopping Center (provided that no Drive-Through or ATM is involved).

LADOT may be contacted at the following:

LADOT Valley Development Review

Mail: 6262 Van Nuys Boulevard, 3rd Floor, Van Nuys, CA 91401

E-Mail: [ladot.devreview.sfv@lacity.org](mailto:ladot.devreview.sfv@lacity.org)

Telephone: (818) 374-4699