

ADMINISTRATIVE REVIEW

REDEVELOPMENT PROJECT AREA DESIGN FOR DEVELOPMENT – SIGNS Administrative Review & Referral Form



Related Code Section

[Los Angeles Municipal Code \(LAMC\) Section 13.B.12](#) authorizes Redevelopment Plan implementation procedures.

Purpose

This Administrative Review and Referral form determines the appropriate review process for proposed Redevelopment Plan Projects (Project) within a Redevelopment Project Area that has a Design for Development for Signs, including the Adelante Eastside, Broadway Manchester, Council District 9, Crenshaw, Mid City Corridors, Vermont Manchester, Watts Corridors, Western – Slauson, and Westlake Redevelopment Plan Areas. Proposed development activity within Redevelopment Project Areas must conform to the Design for Development.

General Information

- A Project includes any proposed development activity within a Redevelopment Project Area with an Unexpired Redevelopment Plan, that includes the issuance of a sign permit. Refer to [LAMC Section 13.B.12](#) for the full definition.
- Billboard – any sign structure that accommodates a sign larger than 4 feet by 8 feet if located in Adelante Eastside, or 50 square feet if located in Broadway Manchester, Council District 9, Crenshaw, Mid City Corridors, Vermont Manchester, Watts Corridors, Western – Slauson, Westlake, that is placed on or affixed to one or more poles, columns or posts and is structurally independent from the building.
- Building Face – the area of a building façade is determined by multiplying the height of a building or structure by the length of the building or structure fronting on a public street or sidewalk.
- Pole Sign – any sign structure that is placed on or affixed to one or more poles or posts and the pole or post of which exceed(s) a height of 8 feet as measured from the existing or artificially created to the bottom of the sign.
- Review process options available:
 - Administrative Review - Design for Development
 - Project Adjustment
- For questions, contact the Redevelopment Plan Unit at planning.redevelopment@lacity.org

Submittal Instructions

To obtain a Redevelopment Clearance or a Pre-Application Review (Referral), please go to our [Online Application Portal](#). If you do not already have an Angeleno account, you will need to **create an account** before submitting the request. Once you have created an account, please click **My Projects** and then click **Create New Project** then click **Redevelopment Project Area Administrative Review (Permit Clearance) or Pre-Application Review (Referral)**.

Please review submittal requirements in [Redevelopment Plan Administrative Review Instructions \(CP-3540\)](#).

Online Application Portal: <https://plncts.lacity.gov/oas>

This form shall be completed by the Applicant and reviewed and signed by City Planning DSC Redevelopment Plan Unit Staff prior to filing an application for an entitlement, administrative review, or building permit. Any modifications to the content(s) of this form after its authorization by Staff is prohibited. City Planning reserves the right to require an updated Referral Form for the project if more than 180 days have transpired since the referral date, or as necessary, to reflect project modifications, policy changes, bus route changes, bus schedule changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

TO BE COMPLETED BY THE APPLICANT

Redevelopment Plan Area (select from drop-down menu): Choose an item.

I am requesting a (check one below):

☐ **Permit Clearance(s)** * If there are multiple permit clearance requests for the same site, they should be combined in one application form and one application in the Portal.

☐ **Referral for Case Filing**

Applicant Information

Applicant Name _____

Address _____

Telephone _____ Email _____

Project Information

Note: Include All Lots associated with the Project Site.

Project Address(es): _____

Assessor Parcel Number(s): _____

Project Type(s): ☐ Billboard ☐ Illuminated Sign ☐ Pole Sign
☐ Projecting Sign ☐ Rooftop Sign (Prohibited) ☐ Wall Sign
☐ Other: _____

Proposed Scope: ☐ Existing Sign ☐ New Sign ☐ Sign Demolition

Project Description **(Note: include all requested entitlements):**

Please fill in all fields for each sign. **(Note: do not leave any blank spaces)**

Lot Area: _____ Total Number of Signs: _____

Redevelopment Plan Land Use: _____

Sign 1 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

Sign 2 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

Sign 3 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

Sign 4 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

Sign 5 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

Sign 6 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

Sign 7 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

Sign 8 Details: Sign Type: _____

Sign Width (sf): _____ Sign Height (sf): _____ Sign Area (sf): _____

Building Face Width (sf): _____ Building Face Height (sf): _____ Building Face Area (sf): _____

TO BE COMPLETED BY CITY STAFF

Sign DFD Regulations – All Plans

Design For Development Regulation	Conformance			Staff Comments
	N/A	Y	N	
No billboard shall be permitted in the project area *N/A Adelante Eastside and CD 9 Corridors - see additional requirements on page 6-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No pole sign shall be permitted in the project area whether or not attached to buildings * N/A Adelante Eastside, for CD 9 Corridors see additional requirements on page 6-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No sign structure shall be located or mounted on a rooftop or on poles or other structures that pass through a rooftop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No sign structure shall be cantilevered over rooftops or otherwise encroach into the airspace above any building or structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No sign structure shall encroach over or upon a public right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Sign Area available for signage copy for any single sign shall not exceed: Broadway Manchester, Mid City, Vermont Manchester: 100 sq ft Crenshaw, Western/Slauson: 75 sq ft Watts Corridors: 96 sq ft CD 9: 200 sq ft (10x20) * N/A Westlake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design For Development Regulation	Conformance			Staff Comments
	N/A	Y	N	
<p>The total amount of sign area located on any Building Face shall not exceed ____ % of said Building Face</p> <p>Broadway Manchester, Mid City, Vermont Manchester: 10%</p> <p>Crenshaw, Western/Slauson, Watts Corridors: 25%</p> <p>* N/A for Westlake, Adelante Eastside, CD 9</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No sign structure may contain flashing rotating or hazardous lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No sign structure may contain rotating, revolving, or other moving parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All existing signs not in conformance with these design standards shall be deemed non-conforming uses. Accordingly, any modification, alteration, redesign, reconstruction, or renovation of an existing non-conforming sign structure shall conform to the design standards contained herein if the cost the work exceeds 30% (or 50% in Adelante Eastside) of the replacement value of the sign structure. Notwithstanding the foregoing, there shall be no increase in the overall size or dimensions of any existing sign or increase in sign area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minor Variations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Complies with Additional Regulations:</p> <p>Adelante Eastside</p> <p>Council District 9</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Historic Review:

Staff Notes:

Case Number: _____

Signature below only indicates that the Redevelopment Plan Unit staff reviewed the proposed project. All official clearances are noted on the clearance summary sheet for issuance of a permit from LADBS on PCIS, including Administrative Sign-Off/Approval.

ADMINISTRATIVE REVIEW – Project Conforms to Plan. No Referral Required – below Section is N/A. No fee is collected.		
Staff Signature	Date	Phone Number
Print Name	Email	

PROJECT PLANNING REFERRAL – Select if Minor Variation / Project Adjustment is required below. Collect required fee(s) prior to filing.		
<input type="checkbox"/> Project Adjustment Required		
INITIAL REVIEW BY		
Staff Signature	Date	Phone Number
Print Name	Email	