



CITY OF LOS ANGELES

Department of City Planning – Project Planning

City Hall – 200 N. Spring Street, Rooms 620, 621, and 721 – Los Angeles, CA 90012
 Metro Development Services Center (DSC) | 201 N. Figueroa St., 4th Floor | Los Angeles, CA 90012
 Marvin Braude Constituent Services Building – 6262 Van Nuys Boulevard Room 430 – Van Nuys, CA 91410
 West Los Angeles – 1111 Sawtelle Boulevard, 2nd floor – Los Angeles, CA 90025

**VERMONT/WESTERN
 STATION NEIGHBORHOOD AREA PLAN (SNAP) SPECIFIC PLAN
 SUBAREA A – NEIGHBORHOOD CONSERVATION
 ADMINISTRATIVE CLEARANCE**

Accessory Dwelling Unit (AB 2299 and SB1069)

Case Number:			Date:
Project Address:			
Legal Description:	Lot(s): _____ Block: _____ Tract: _____		
Zoning:			
Project Description:	ADU: <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Conversion <input type="checkbox"/> New Construction PCIS #: _____ Accessory Dwelling Unit Square Footage _____		
Related Case:			
Lot Area:		Number of Parking Spaces Provided:	
Applicant Name:			
Applicant Contact Information:	Phone:	Email:	
Owner Name:			
Owner Contact Information:	Phone:	Email:	

A Project Permit Compliance Approval is not required (pursuant to AB2299 and SB1069) for the reasons below:

- The accessory dwelling unit (ADU) is not intended for sale separate from the primary residence and may be rented.
- The lot is zoned for single-family or multi-family use and contains an existing permitted single-family dwelling.
- The ADU is either attached to the existing dwelling unit or located within the living area of the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling.
- The total area of floor space for a detached ADU shall not exceed 1,200 square feet. Limits on total residential floor area on a lot apply separately and may limit allowable ADU square footage.
- The total area of floor space for an attached ADU shall not exceed 1,200 square feet and 50 percent of the existing living area.
- No passageway shall be required in conjunction with the construction of an ADU.
- Detached ADUs shall be subject to the setback requirements set forth in LAMC 12.21 C.5 and the SNAP.
- No setback shall be required for an existing garage that is converted to an ADU, and a setback of no more than five feet from the side and rear lot lines shall be required for an ADU that is constructed above a garage.
- Parking requirements for accessory dwelling units shall not exceed one parking space per unit or bedroom. These spaces may be provided as tandem parking on an existing driveway and within the required front yard.
- Parking shall not be required in the following instances:
 - It is located within one-half mile of public transit;
 - It is within an historically significant historic district;

- It is part of the existing property residence or existing accessory structure; or
- There is a car share vehicle located within one block of the ADU.

When converting the existing primary residence or legal existing accessory structure:

- ADU shall have independent exterior access.
- The rear and side yard setbacks are sufficient for fire safety and the structure complies with Building and Residential codes.
- The conversion doesn't involve the addition of floor area.

Therefore, the proposed project qualifies for an Administrative Clearance. In order to be approved for an Administrative Clearance, the project must comply with only the applicable provisions of the Vermont/Western SNAP found in the table below.

This application and project plans have been reviewed by the staff of the Project Planning Division. All ADU projects must comply with the application provisions of the Vermont/Western SNAP (Ord. No. 173,749 and subsequent amendments thereto) and Design Guidelines. New construction (detached ADU) and extensive remodel projects (attached ADU or conversion) must comply with applicable Development Standards in addition to the SNAP provisions and Design Guidelines.

Regulations

Section	Regulation	Complies	Not Applicable
7.A	Residentially Zoned Properties	<input type="checkbox"/>	<input type="checkbox"/>
7.D	Transitional Height	<input type="checkbox"/>	<input type="checkbox"/>
7.E	Building Setback	<input type="checkbox"/>	<input type="checkbox"/>
7.G.4.c	Existing Buildings – Maintenance of Off-Street Parking	<input type="checkbox"/>	<input type="checkbox"/>

Development Standards

	Development Standards	Complies	Not Applicable
1	Utilities	<input type="checkbox"/>	<input type="checkbox"/>
2	Pedestrian Access	<input type="checkbox"/>	<input type="checkbox"/>
3	Alley Access	<input type="checkbox"/>	<input type="checkbox"/>
4	Curb Cuts	<input type="checkbox"/>	<input type="checkbox"/>
5	Driveways	<input type="checkbox"/>	<input type="checkbox"/>
6	Parking Lots and Structures	<input type="checkbox"/>	<input type="checkbox"/>
7	Trash, Service Equipment, Satellite dishes	<input type="checkbox"/>	<input type="checkbox"/>
8	Roofs and Rooftop Appurtenances	<input type="checkbox"/>	<input type="checkbox"/>
9	Roof Lines	<input type="checkbox"/>	<input type="checkbox"/>
10	Privacy	<input type="checkbox"/>	<input type="checkbox"/>
11	Façade Relief	<input type="checkbox"/>	<input type="checkbox"/>

Design Guidelines

	Design Guidelines	Complies	Not Applicable
1	General Building Design	<input type="checkbox"/>	<input type="checkbox"/>

2	Architectural Features	<input type="checkbox"/>	<input type="checkbox"/>
3	Shade	<input type="checkbox"/>	<input type="checkbox"/>
4	Building Color	<input type="checkbox"/>	<input type="checkbox"/>

The proposed Accessory Dwelling Unit must comply with all other regulations of its subject zone and all other provisions of the Los Angeles Municipal Code (LAMC) and must receive approval from the Los Angeles Department of Building and Safety (LADBS). This Administrative Clearance is based on the information provided by the applicant. If, at a later date, this information is found to be incorrect or incomplete, this sign-off will become invalid, and any development occurring at that time must cease until appropriate entitlements are obtained.

Name, Position
 Central Project Planning
 Email
 Phone