

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Section 19.15 of Article 9, Chapter I of the Los Angeles Municipal Code to add and adjust Transportation Demand Management fees and other related assessment and permit fees paid to the Department of Transportation.

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

Section 1. Section 19.15 of Article 9, Chapter I of the Los Angeles Municipal Code is amended in its entirety to read as follows:

**SEC. 19.15. DEPARTMENT OF TRANSPORTATION ASSESSMENT,  
TRANSPORTATION DEMAND MANAGEMENT COMPLIANCE AND  
MONITORING, CONDITION CLEARANCE, AND PERMIT ISSUANCE FEES.**

A. **Fees.** The following specific fees shall be paid to the Department of Transportation (Department) for the preparation and processing of transportation assessments, review of site Transportation Demand Management (TDM) plans and monitoring data, clearance of conditions, and permit sign-offs in connection with obtaining any environmental clearance and/or permit issuance related tasks:

(1)	Building Permit Sign-Offs ( <b>See Note 1</b> ) .....	\$595
(2)	Dedication & Widening Waivers .....	\$675
(3)	Department Referral Form ( <b>See Note 2</b> ) .....	\$670
(4)	Driveway Permit Sign-Offs ( <b>See Note 3</b> ) .....	\$810
(5)	Haul Route Review .....	\$650
(6)	Master Plan/Complex Circulation Review ( <b>See Note 4</b> ) .....	\$2,360
(7)	Project Condition Clearance ( <b>See Note 5</b> ) .....	\$455
(8)	Revocable Permit .....	\$370
(9)	Bureau of Engineering Referral (e.g., Street Vacation, Quitclaim, Rejection of Future Dedication, etc.) .....	\$1,495
(10)	Subdivision Report .....	\$370
(11)	Hillside Development Construction Management Plan .....	\$685

(12)	Engineering Services (e.g., Timing Charts, Related Projects List, Inspections, etc.).....	<b>See Subsection (c)</b>
(13)	Planning Services (e.g., Travel Data Requests, Travel Demand Model Runs, etc.) .....	<b>See Subsection (d)</b>
(14)	Bike Parking in Public Right-of-Way, pursuant to Sec. 4C.3. ( <i>Bicycle Parking</i> ) ( <b>See Note 6</b> ) .....	\$560
(15)	Site TDM Plan Review Level 1 Projects .....	\$835
(16)	Site TDM Plan Review Level 2 and Level 3 Projects .....	\$1,770
(17)	Site TDM Plan Review that includes TDM Strategies Requiring Agency Pre-Approval ( <b>See Note 7</b> ) .....	\$3,240
(18)	Annual TDM Plan Compliance Documentation Review Level 1 and Level 2 Projects .....	\$615
(19)	Annual TDM Plan Compliance Documentation Review and Monitoring Report Review Level 3 Projects .....	\$2,505
(20)	Annual TDM Plan Compliance Documentation Review Level 1 and Level 2 Projects with Transportation Management Organization (TMO) Credit ( <b>See Note 8</b> ) .....	\$330
(21)	Annual TDM Plan Compliance Documentation Review and Monitoring Report Review Level 3 Projects with TMO Credit ( <b>See Note 8</b> ) .....	\$835
(22)	Vehicle Miles Traveled (VMT) Tool/Calculator Review .....	\$1,375
(23)	Technical Study ( <b>See Note 9</b> ) .....	\$2,105
(24)	Transportation Assessment Memorandum of Understanding (MOU).....	\$1,850
(25)	Transportation Assessment Review ( <b>See Note 10</b> ).....	\$7,870
(26)	Transportation Assessment Review/Plan Review – Expedited .....	<b>See Subsection (e)</b>
(27)	Major Projects Transportation Assessment Review ( <b>See Note 11</b> ).....	\$9,690

(28) Long-Term Worksite Traffic Control Plan Review (Over 72 Hours).....	\$2,465
---	---------

**Note 1:** For a project with multiple addresses and permits (i.e., multi-family units), a charge of \$595 shall be assessed per distinct site plan and not per unit. For example: if, for a 100-unit small lot subdivision condominium project, each unit falls into one of three different site plan options, then the Department review fee would be \$1,785 (\$595 x 3) even if there are 100 separate building permits to approve.

**Note 2:** The Department Referral Form also may be submitted to the Department in the form of a Site Plan Review Form. If this is the case, the Department Referral Form fee would still apply.

**Note 3:** When reviewing a Building Permit application that also includes a Driveway Permit Sign-Off, the applicant should not be charged two fees (Building Permit and Driveway Permit). Instead, the applicant should be charged only the Building Permit fee if the driveway plan does not include a new curb cut. If the driveway plan does include a new curb cut, then the applicant should be charged only the Driveway Permit Sign-Off fee.

**Note 4:** This fee applies to a Master Plan or similar large scale project with complicated circulation plans that require considerable staff time to review.

**Note 5:** A charge of \$455 for the first three condition clearances plus \$200 for each additional condition clearance.

**Note 6:** A charge of \$560 to review the first five bicycle racks installed in the public right-of-way, plus \$415 for each additional five bike racks, not to exceed a total of \$975.

**Note 7:** This fee applies if the TDM Plan includes any TDM strategies that need to be pre-approved by the Department, Los Angeles Metropolitan Transportation Authority, or other authorizing agency as defined in the TDM Program Guidelines.

**Note 8:** If the party responsible for submitting either Annual TDM Plan Compliance Documentation and/or an Annual TDM Monitoring Report is a current member of a Transportation Management Organization (TMO) that is certified in accordance with the Department's TMO Certification Guidelines, the party shall only be required to pay a \$330 annual monitoring fee for Level 1 and Level 2 Projects, and a \$835 annual monitoring fee for Level 3 Projects. The responsible party may include, but is not necessarily limited to, a property owner or property manager.

**Note 9:** A “technical study” can include, but is not limited to, technical memorandums (defined in the Department’s Transportation Assessment Guidelines), trip generation assessments, transportation assessment supplements, a user defined TDM Strategy review, shared parking analysis, etc. The fee includes the cost to process a study MOU, if required.

**Note 10:** A charge of \$7,870 for the first five study intersections plus \$500 per each additional study intersection, not to exceed a total of \$25,000.

**Note 11:** Any project that is required to assess access to pedestrian, bicycle, and transit facilities as indicated in the Department of City Planning’s Transportation Study Assessment Referral Form and/or a Transportation Assessment MOU, shall pay the Major Project Transportation Assessment Review fee.

**Special Note:** If a project is approved by the Department through the subdivision clearance or building permit process and all applicable fees have been paid, future approvals will not require additional fees as long as there have been no substantial changes to the approved portion of the project.

**B. Transportation Review Fee Fund.** Each fee collected pursuant to this section shall include a flat technology support fee to be deposited into Transportation Review Fee Fund No. 50Y. This fund shall be used exclusively by the Department to provide funding for the continual enhancement of development review-related information technology systems and for the procurement costs associated with equipment, software, materials, staff training, and, if needed, consultant services. With the exception of the flat technology support fee deposited into Transportation Fee Fund No. 50Y, the remaining fees collected shall be credited to the General Fund. The technology support fee, which is included in the fees listed above, is applied as follows: \$100 for Department review services that cost under \$1,000; \$300 for services between \$1,000 and \$3,000; and \$500 for services that are \$3,000 or more.

**C. Engineering Services.** The Department shall offer engineering services for unique services that take under 10 hours to complete. These engineering services include, but are not limited to, providing access to signal timing charts, gathering related project lists, performing field engineering work related to a Traffic Control Plan, conducting Short Term Worksite Traffic Control Plan Review (72 hours or less), inspecting sites, etc. A charge of \$155 shall be assessed for each hour of services, or a proportional fee for each fractional hour.

**D. Planning Services.** The Department shall offer planning services for unique services that take under 10 hours to complete. These planning services include, but are not limited to, providing access to forecasted and empirical travel data and travel diagnostics for a specific defined area. A charge of \$145 shall be assessed for each hour of services, or a proportional fee for each fractional hour.

**E. Expedited Services.** The Department shall offer expedited services in the review of any of the processes listed above, including transportation assessments, Site TDM Plans, and B-permit design plans. Project applicants can choose to pay a higher review fee to allow Department staff to work overtime hours to expedite their review. The actual review fee to process a transportation assessment, which will be greater than the standard transportation assessment review fee, will be determined by the Department during the preparation of the Transportation Assessment MOU executed between the Department and the applicant's representative. The fee shall be based on the applicant's desired completion date, the availability of staff to work overtime, and the affected division's workload. During times of peak workloads, the expedited review fee may be utilized by the Department to procure an outside firm from the Department's pre-screened list of consultants to conduct the review of the assessment. Similarly, the actual fee to process Long-Term Worksite Traffic Control Plans (over 72 hours) or B-permit design plans shall be established by the Department at the predesign meeting with the applicant's representative.

**F. Fee Revisions.** The Department shall provide an annual review of the fees established pursuant to this section, and shall submit recommendations for changes in these fees to the City Council. The fees shall be revised by the Department to account for any staff salary cost of living adjustments. Notice of any increased fees shall be in accordance with Government Code Sections 66018 and 6062a.

Sec. 2. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

HYDEE FELDSTEIN SOTO, City Attorney

By Michael D. Nagle  
MICHAEL D. NAGLE  
Deputy City Attorney

Date April 30, 2025

File No. \_\_\_\_\_

M:\GENERAL COUNSEL DIVISION\ORDINANCES AND REPORTS\ORDINANCES - FINAL YELLOW\ORDINANCE LAMC 19.15 - DOT Assessments and Permit Issuance Fees.docx

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

\_\_\_\_\_

\_\_\_\_\_

Ordinance Passed \_\_\_\_\_

Approved \_\_\_\_\_