

**Exhibit E – Second Status of Project Review Letter dated
April 28, 2023 (includes Affordable Housing Referral Form
No. PAR-2022-5834-AHRF and LADOT Transportation Study
Assessment Form)**

**DEPARTMENT OF
CITY PLANNING**

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April 28, 2023

Transmitted via email

Applicant/Owner

Janet Jha
5353 Del Moreno Dr.
Woodland Hills, CA 91364

Case Number(s): CPC-2022-8993-GPA-ZC-
HD-K- BL-ZV-ZAA-WDI-VHCA *or* CPC-2022-
9268-DB-HCA

Representative

Akhilesh Jha
13123 Hoyt St.
Pacoima, CA 91331

Application Type: General Plan
Amendment, Zone Change, Height District
Change, K District Removal, Building Line
Removal, Zone Variance, Zoning
Administrator Adjustment, Waiver of
Dedication and Improvements, Vesting
Housing Crisis Act

CEQA: ENV-2022-8994-EAF

Case Numbers: CPC-2022-9268-DB-HCA
and ENV-2022-9270-EAF

Application Type: Density Bonus, Housing
Crisis Act

CEQA: ENV-2022-9270-EAF

Location: 13916 W. Polk Street

Plan Area: Sylmar

Neighborhood Council: Sylmar

Council District: 7 - Rodriguez

Second Status of Project Review

The above referenced cases, filed on December 9, 2022, associated with plans dated December 21, 2022, were submitted to the Department of City Planning Development Services Center and forwarded to the Valley Project Planning Division for review. On January 6, 2023, a "Status of Project Review" letter was emailed to the project owner/applicant and representative stating that the application you have submitted is not complete and also does not comply with objective zoning standards, as described in detail in the Status of Project Review letter. On April 5, 2023, revised application materials were emailed by the project applicant to the Department of City Planning. Additional materials not submitted on April 5, 2023 were provided via USPS on a CD received by the Department on April 11, 2023. Staff has reviewed these application materials and is now sending you this "Second Status of Project Review" to inform you that the application

you have submitted with revised materials is still not complete. The application also does not comply with objective zoning standards as described in detail below.

Furthermore, the Department notes that the project is now going to be a condominium project based on the communication dated April 5, 2023. That was not identified in the applicant's original application dated December 9, 2022 or preliminary application dated June 17, 2022, and the documents thus submitted are not considered an application for a subdivision under Title 7 of the California Government Code, Section 66410 et seq. (State Subdivision Map Act) and Los Angeles Municipal Code (LAMC) Section 17.00. The documents submitted thus far cannot be considered a complete application for a subdivision because: (1) no such subdivision application has been paid for or filed; and (2) none of the items on the filing instructions Nos. CP-6110 [Tentative Tract Maps for 5 or More Parcels - Tentative Tract Map Filing Instructions and Checklist.pdf \(lacity.org\)](#) and CP-6111 [Subdivider's Statement Form \(lacity.org\)](#) have been provided.

Your application materials indicate that you believe the proper entitlement path for your project to be Density Bonus pursuant to the Housing Crisis Act, California Government Code Section 65915 and LAMC Section 12.22 A.25. The Department's position is that the proper entitlement path is a General Plan Amendment, Zone Change, Height District Change, K District Removal, Building Line Removal, Zone Variance, Zoning Administrator Adjustment, and Waiver of Dedication and Improvement pursuant to a Vesting Housing Crisis Act Preliminary Application (G.C. §65941.1), all of which are codified in the Los Angeles City Charter Section 558 and the Los Angeles Municipal Code and are subject to the findings under Government Code Section 65589.5(d). While your application materials indicate that you are requesting project approval under Government Code Section 65589.5(d), that section does not specify the entitlement process. We are now confirming that Density Bonus subject to the Housing Crisis Act is not the proper entitlement process.

This communication is not a disapproval of the project. Instead, this communication serves to identify the process for which the project is to be reviewed, the items still needed to complete the application, and the items still needed for environmental review. In the course of reviewing and processing your case, the Department requires that you clarify, amplify, correct, or otherwise supplement the information provided for in the application in accordance with Government Code Section 65944 of the California Government Code including submittal of an application for Case No. CPC-2022-8993-GPA-ZC-HD-K-BL-ZV-ZAA-WDI-VHCA and ENV-2022-8994-EAF and submittal of a Tentative Tract Map in compliance with the State Subdivision Map Act and LAMC Section 17.00. The Department also requires various documents related to CEQA and is not constrained in requesting information for the purposes of CEQA analysis.

The Department's position is that the proper entitlement path is a General Plan Amendment, Zone Change, Height District Change, K District Removal, Building Line Removal, Zone Variance, Zoning Administrator Adjustment, and Waiver of Dedication and Improvement pursuant to the Vesting Housing Crisis Act and has provided a correction list for those entitlements in this correspondence. Your revised application materials provided on April 5, 2023 indicate that you do not believe this project is subject to Measure JJJ. The Department's position is that the project is subject to Measure JJJ as codified in LAMC Section 11.5.11. In addition, the Department also includes in this correspondence a Corrections list for the entitlement path that you have filed, CPC-2022-9268-DB-HCA, which is incomplete, and that list of items is also contained within this letter under that separate case number heading. You indicated in your materials submitted on April 5, 2023 that you have applied to other City departments to process

materials (such as PZA, RUD letter). Because those materials have not yet been received to supplement your application packet, the materials are listed below as reasons why your application is still considered incomplete.

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
For Case No. CPC-2022-8993-GPA-ZC-HD-K-BL-ZV-ZAA-WDI-VHCA				
1	Payment of filing fees pursuant to Article 9 of the LAMC	<p>You have not paid fees for this entitlement case. See Department of City Planning Filing Instructions Form No. CP-7810</p> <p>City Planning Application Filing Instructions.pdf (lacity.org)</p> <ul style="list-style-type: none"> • Required payment of filing fees - Invoice No. 84895 • As of August 5, 2020, invoices can be paid online by credit card or e-check 		
2	Department of City Planning Application (Form No. CP-7771.1)	<p>A revised application was provided on 4/5/23 but the application needs to be amplified, corrected, clarified, and supplemented as indicated. See Department of City Planning Filing Instructions Form No. CP-7810</p> <p>City Planning Application Filing Instructions.pdf (lacity.org)</p> <p>Project description - The project description must include all aspects of the request, including but not limited to, demolition of any existing structures, new construction, proposed use, floor area, height, parking, and any phased development. The description must include any removal of on- and off-site trees. As currently written, the proposed use states: "multifamily houses for sale" and the project description states: "See the attached description" but no attached description is provided. The applicant shall submit the Project Description as one was not included.</p> <p>The applicant is required to amplify, correct, clarify and supplement the project description and also include answers to the following questions:</p> <ul style="list-style-type: none"> • How many total units are proposed for construction? • Are the units for sale or for rent? • How many market rate units are proposed? 		

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		<ul style="list-style-type: none"> • How many affordable units are proposed? • Will an on-site property manager unit be provided pursuant to California Code of Regulations Title 25 Section 42? If so, state in project description. • What is the total floor area proposed? • Will there be any removal of on- and/or off-site trees? If yes, what type and how many trees? • How many automobile parking spaces are proposed to be provided? <ul style="list-style-type: none"> • Section 2 – Housing Component Information p. 2 is unclear. Specify whether the applicant is adding 32 or 12 market rate units? Also consistency is required between the Department of City Planning Application which shows 28 affordable units and other application materials provided on 4/5/23 (Citywide Design Guidelines shows 8 low income units; Declaration Supporting Requested Incentives and Waivers shows 8 low income units; Attachment to Class 32 CE shows 8 low income units). You must make all application documents consistent. • Public Right-of-Way Information is incomplete. According to the application materials, the applicant is not required to dedicate land in the public right-of-way. Provide documentation from BOE to show that no dedication is required via the BOE Referral Form which is a required form for applications. Also, consistency between the Department of City Planning Application and the Declaration Supporting Requested Waivers and Incentive is needed as follows: If no dedication is required, state why the applicant is requesting to waive dedications along Polk and Lyle Streets as stated in the Declaration Supporting Requested Waivers and Incentives provided on 4/5/23 and as stated in the Supplemental Application for the Waiver of Dedication and/or Improvement (WDI) provided for Polk Street on 4/5/23 and Lyle Street on 4/11/23. These materials must be clarified and made consistent. • Clarify Actions Requested - Actions requested needs to be amplified, corrected, clarified and 		

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		<p>supplemented including the authorizing LAMC Section and the LAMC Section from which relief is requested. The revised application provided on 4/5/23 states "See the attached document for authorizing code section" but no attachment to the Department of City Planning Application was provided. You shall provide the document for authorizing code section as this was not provided to us but you stated that it was.</p> <ul style="list-style-type: none"> • "Action Requested, Narrative" needs to be amplified, corrected, clarified and supplemented to identify the correct type of entitlement requested (e.g., General Plan Amendment pursuant to LAMC Sections 11.5.6 and 11.5.11 and City Charter Section 555; Zone Change pursuant to LAMC Sections 11.5.11 and 12.32 F; Height District Change pursuant to LAMC Sections 11.5.11 and 12.32 F; K District Removal pursuant to LAMC Section 12.32 S or 12.24 X.5; Building Line Removal, Zone Variance, Zoning Administrator Adjustment pursuant to LAMC Section 12.28; Waiver of Dedication and Improvement pursuant to LAMC Section 12.37 I). Additionally, you are required to describe the details of the request by identifying the correct LAMC requirement and/or deviation requested. The current Actions requested document lists the entitlements requested as Density bonus only and shall be corrected as described above. • Actions requested must be amplified, corrected, clarified and supplemented to show compliance with LAMC Sections 11.5.6 and 11.5.11 (Measure JJJ) which applies to applications for 10 or more dwelling units involving a General Plan Amendment, Zone Change or Height District Change that results in increased allowable residential floor area, density or height. You stated in updated materials provided on 4/5/23 that you do not believe the project is subject to Measure JJJ. As codified in LAMC Section 11.5.11, compliance with Measure JJJ is required because the application was filed in 2022, well after the effective date of Measure JJJ in 2016. 		

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		<ul style="list-style-type: none"> Section 4 of the Department of City Planning Application states that there is no intent to file a Subdivision. However, “multifamily homes for sale” (as described in Section 2 of this application) requires the filing of a Subdivision application pursuant to the State Subdivision Map Act and LAMC Section 17.00. Previously submitted application materials filed on 12/9/22 indicate that the applicant is requesting to develop apartment units. The updated application materials submitted on 4/5/23 indicate that the applicant is requesting to develop for sale condominiums, an intent and entitlement path that was not disclosed in the original application materials or the Preliminary Application for vesting. A subdivision requires the filing of a subdivision application for a Tentative Tract Map. The materials provided do not constitute a complete subdivision application for a Tentative Tract Map. A completed Subdivider’s Statement is required with all associated application materials as described on the Tentative Tract Map Filing Instructions. You must complete a subdivision application which requires the following in addition to all of the application materials identified in the filing instructions which are linked below. You must pay a filing fee at the Development Services Center in accordance with LAMC Section 19.02. You must provide a Tentative Tract Map prepared by a licensed surveyor or registered civil engineer that meets all technical requirements listed in Form CP-6110 and BOE Requirements listed in Form CP-6110 and show any and all easements on the tentative map. Provide one 24 x 36 inch full size copy and four 11 x 17 inch reduced size copies of the tentative tract map. One full and one reduced size copy of the map must be stamped by LADBS-Grading Division and BOE after you have a pre-filing review with LADBS-Grading and BOE and pay associated fees. You must provide a completed Subdivider’s Statement Form CP-6111 and you must fill in all information on that form including street address; legal description; APN; total number of lots; number of ground lots; tract area net, gross, net after required dedication; tract proposed for residential condominiums units 		

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		<p>and square footage; parking for each unit, guest parking; species, size, and number of protected trees and shrubs on-site and proposed by you to be removed and show these trees and shrubs superimposed on the tentative map. This site is in a fault rupture study area and you must provide a completed Form CP-6114 for Development in Hazard, Flood Hazard, and Hillside area. If a haul route is requested provide a completed Form CP-6119. Provide your proposal on a separate sheet and list any requested adjustments to zoning regulations or waivers of dedications and/or improvements pursuant to LAMC Section 17.03 A. On the Subdivider Statement you must also provide the name, address, phone number, and email address of record owner; the name, address, phone number, and email address of applicant/ representative; the name, address, phone number, and email address of the engineer/licensed surveyor; and select primary contact for project information and provide phone number and email address. You must provide Findings that are detailed and justify how your project complies with the State Subdivision Map Act Section 66474 and disclose and address any deviations you are requesting in the findings. You must provide a Certified Tree Report that meets all of the requirements in the Tree Report Template Form CP-4068. You must provide a completed Solar Report Form CP-6720. You must provide one copy of Tentative Grading Calculations Form CP-6115 if you are grading in excess of 2,500 cubic yards. You must submit a copy of related concurrent actions requested. You must submit a completed Citywide Design Guidelines Compliance Review Form CP-4056 and identify how the proposed tentative tract map meets the intent of each guideline. You must provide a completed Preliminary Zoning Assessment Form CP-4064 completed by you and reviewed and signed by City agencies identified on that form. You must provide an SB 8 Replacement Unit Determination Letter from LAHD. You must provide an Index Map and Color Photographs of the site and surrounding area. You must provide Building Permits and Certificates of Occupancy. You</p>		

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		<p>must provide a ZIMAS Parcel Profile Report. You must provide one duplicate printed copy of the case file that Planning will submit to the Certified Neighborhood Council. You must provide one electronic copy of all application materials.</p> <p>See links below:</p> <ul style="list-style-type: none"> • Subdivider's Statement Form (lacity.org) • Tentative Tract Maps for 5 or More Parcels - Tentative Tract Map Filing Instructions and Checklist.pdf (lacity.org) • Hillside, Hazard, Flood - Information for Development in Hazard, Flood Hazard and Hillside Areas.pdf (lacity.org) • Tentative Grading Calculations.pdf (lacity.org) • Haul Route.pdf (lacity.org) • Solar Report.pdf (lacity.org) • Citywide Design Guidelines Compliance Review Form.pdf (lacity.org) • Preliminary Zoning Assessment Form March 2023 (lacity.org) • Tree Report Template (lacity.org) 		
3	Affordable Housing Referral Form (Form No. CP-4043)	<ul style="list-style-type: none"> • The following need to be amplified, corrected, clarified, and supplemented as indicated below as well as indicated on the signed Affordable Housing Referral Form. Planners Renata Dragland and Rina Lara provided corrections on the Affordable Housing Referral Form as well as in attachments. You submitted these documents on 12/9/23 but have not made the corrections as shown and requested. You are required to make these corrections. These corrections are again included as an attachment to this letter. • Once the form has been corrected, you need to obtain the review and signature of LACP DSC Housing Services Unit (HSU) Staff. Any modifications to the content(s) of this form after its authorization by HSU Staff is prohibited. LACP reserves the right to require an updated Referral Form for the project if more than 180 days have transpired since the referral 		

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		<p>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.</p> <ul style="list-style-type: none"> • The applicant's Affordable Housing Referral Form Detailed Description of the Proposed Project (p. 3) is for the development of 40 residential units for rent with 8 units to be rented to low income families. This description is inconsistent with the Project Description provided on pages 1 and 2 of the Department of City Planning Application Form dated 4/5/23 which states the project is the development of 40 for-sale residential units with 28 units for sale to low income families. You shall make these documents consistent. • Update parking information so that it is consistent between the Affordable Housing Referral Form and Department of City Planning Application Form. • See link: Affordable Housing Referral Form.pdf (lacity.org) 		
4	Preliminary Zoning Assessment Referral (CP-4064)	<p>A revised Preliminary Zoning Assessment (PZA) Form was provided on 4/5/23. This form shall be amplified, corrected, clarified, and supplemented:</p> <ul style="list-style-type: none"> • You shall correct inconsistencies with unit numbers (your form states 45 units, but the main application states 40, form states 9 low income units but other application materials show 28 affordable or 8 low income). You are required to make all application materials consistent. The PZA form states the project will be 96,876 square feet but other application materials propose 99,868 square feet of floor area and 100,260 square feet of building area. You are required to make square footage calculations consistent on all application materials. Provide parking numbers. Section I shall be completed by the applicant and needs to be made consistent with all application materials. Section II is completed by the Preliminary Application and Review Program (PARP) Unit. Section III shall be completed along with stamped and signed 		

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		<p>project plans by LADBS Staff at the conclusion of a zoning Plan Check.</p> <ul style="list-style-type: none"> You stated in the application materials submitted on 4/5/23 that the applicant is requesting review under AB 2345 and AB 2442. Please Consult with the Department of City Planning Housing Unit to determine if AB 2345 and AB 2442 can be utilized for the proposed project. The PZA form is required because it serves as an inter-agency referral for City Planning applications associated with a Housing Development Project. As a part of a City Planning application, this completed form shall be accompanied by architectural plans stamped and signed by DBS Plan Check staff following the completion of a zoning Plan Check. As stated on the PZA form, the following is the requirement and must be provided by you: <ul style="list-style-type: none"> You are required to submit architectural plans stamped by LADBS. Communication from the applicant on 4/5/23 states that this information was provided to LADBS. Any plans reviewed and stamped by LADBS must be consistent with all application materials and must be submitted to Planning by you. Completion of Section II by DCP Staff is required with all information corrected by you to be consistent with all other application materials. This has not been provided. Completion of Section III to be completed by DBS Plan Check Staff is required and has not been provided. Communication from the applicant on 4/5/23 states that the materials have been submitted to LADBS. Any forms signed and stamped by LADBS must be made consistent with all other application materials by you. You must resubmit all inconsistent materials for review and signature by DBS Plan Check. Required PZA plans stamped by DBS Plan Check Staff have not 		

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		<p>been provided. Any plans signed and stamped by LADBS must be consistent with all other application materials. You must correct any inconsistencies and resubmit to LADBS Plan Check for review and signature.</p> <ul style="list-style-type: none"> • For assistance, contact planning.parp@lacity.org. • See link for form and additional instructions: Preliminary Zoning Assessment Referral Form.pdf (lacity.org) 		
5	Tree Report and Urban Forestry Referral Form required	<p>A revised Tree Disclosure Statement was provided on 4/5/23 and identifies the presence of five trees in the public right of way. A Tree Report was provided on 4/11/23 but this report only identifies two trees and does not meet City standards for preparation of a Tree Report. An updated Tree Report that complies with the City standards that discloses all trees on site and in the adjacent right-of-way must be provided by you.</p> <p>Amplify, correct, clarify, and supplement the Tree Report provided on 4/11/23 and also provide the following information to meet City standards:</p> <ul style="list-style-type: none"> • Community Plan Area and Council District • Related Entitlement and/or Environmental Case Number(s), as applicable • Applicant/Owner Name and Contact Information • Date Report Prepared (must be within the last 12 months) • Table of Contents • List of Figures and Tables • Executive Summary of the of the findings and recommendations of the report, including the methodology to determine such findings and recommendations, and an accompanying summary of the proposed project and any other relevant information. • Number of tree removals proposed • Project location map • Aerial view of project site with proposed project location and 		

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		<p>boundaries</p> <ul style="list-style-type: none"> Proposed development including easements, off-site improvements, construction staging areas and ingress/egress to staging areas, proposed topographical features, grading plan, landscape modifications, avoidance and minimization measures Narrative of field methodology Identification table of street trees in the adjacent public right-of-way with required information (see Form CP-4068) Identification table of trees on site with requested information (see Form CP-4068) Site plan identifying locations and species of existing trees and shrubs (protected and non-protected) (see Form CP-4068 Tree Report Template linked below) <p>Tree Report Template (lacity.org)</p>		
6	Citywide Design Guidelines Compliance Review (CP-4056)	<ul style="list-style-type: none"> This is required for proposed construction of 5 or more dwelling units pursuant to the City Planning Application Filing instructions (Form CP- 7810). A revised form was provided on 4/5/23 but needs to be amplified, corrected, clarified and supplemented as indicated below: Clarify the number of low income units to be provided. This form shows 8 low income units and is inconsistent with the Department of City Planning Application submitted on 4/5/23. All forms must be made to be consistent. Clarify floor and building area (99,868 square feet of floor area and 100,260 square feet of building area) and make it consistent with other application materials (e.g, PZA Form). All materials must be consistent. Revise the Citywide Design Guidelines form to show compliance with plans. The form references plan sheet numbers but does not point out elements of site and building design that address the design guidelines. Identify with plan sheet references exactly how the project satisfies Guideline 1. For 		

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		<p>example, Guideline 1 references walkways on Sheet A1 but Sheet A1 is the existing site plan showing a single-family dwelling to be demolished. You need to show the pedestrian walkways on a specific plan sheet and reference these walkways in the design guidelines to explain how the driveway design protects the pedestrian experience. Show the path around the 12-plex. Neither the guidelines or plans incorporate any active engagement with the public street or public space. Neither the guidelines or plans show how human scale is maintained. This needs to be corrected. (Guidelines 1-3). Regarding Guideline 4, identify with plan sheet references exactly how the project recognizes and respects the equine district. On the revised application materials provided on 4/5/23, the applicant states that there are no equine uses. This is not correct. The Sylmar Community Plan Map identifies equine trails in the immediate vicinity. You must explain how horse trails and horse keeping uses will be impacted by the project. Provide specific information on the height and square footage of abutting and adjacent properties. Explain how a three- / four-story multi-plex respects the context of the abutting one story single-family uses. Regarding Guideline 6, show the referenced playroom, event room, and conference room on the plans with the square footage of each of these recreational amenities also shown on the plans. Calculate and apply the square footage of recreational amenities toward the common open space requirement. Regarding Guideline 7, the applicant does not explain how design elements been very carefully arranged to protect site users and you need to be explain this. This guideline is merely restated by the applicant and is not answered. Regarding Guideline 8, street trees and equine trails are unique natural resources/features. The applicant is required to discuss how mature trees will be protected and show the retention of mature</p>		

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		<p>trees on the plans. In your discussion of Guideline 8, clearly identify equine uses in the vicinity. Furthermore, the Sylmar Community Plan (adopted June 10, 2015) discusses unique resources such as the semi-rural atmosphere and open space areas. Elaborate on these resources. Regarding Guideline 9, clearly discuss how the site layout, building massing, and building orientation have been chosen to lower energy demand and increase the comfort and well-being of users. For example, are solar panels used? The intent of Guideline 10 is to capture stormwater and promote habitat via green features. Explain how and where will landscaping be provided and how this guideline will be met. Explain how this guideline will be fulfilled while the applicant deviates from landscaping and LID requirements. All explanations must be provided on the guidelines form and must identify the plan sheet that corresponds to the guideline.</p> <ul style="list-style-type: none"> • See Citywide Design Guidelines Compliance Review Form.pdf (lacity.org) • See CP-4057 linked below for sample: Citywide Design Guidelines SAMPLE.pdf (lacity.org) 		
7	Building Permits and Certificates of Occupancy	<ul style="list-style-type: none"> • Building Permits and Certificates of Occupancy for existing buildings or structures are missing, and these documents are required. • These documents may be obtained from the Los Angeles Department of Building and Safety via the link: Search Online Building Records LADBS • An Application for a Building Permit and Certificate of Occupancy No. 23010-10000 – 01121 was submitted on 4/5/23. This is not a Building Permit or Certificate of Occupancy for the existing structure(s) on site which is still required. 		
8	Low Impact Development (LID) Referral	<ul style="list-style-type: none"> • Low Impact Development (LID) Referral Form must be obtained from the Bureau of Sanitation for all projects which add, 		

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	Form	<p>create, or replace 500 square feet of impervious area. This form has not been provided. Please be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance and state NPDES water permit requirements.</p> <ul style="list-style-type: none"> • Contact the Bureau of Sanitation via the link: LA Sanitation (lacitysan.org) 		
9	Replacement Unit Determination (RUD) Letter	<ul style="list-style-type: none"> • This letter has not been provided and is required. The Replacement Unit Determination (RUD) Letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single-family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. In this instance, the applicant requests a multi-family project and is subject to the HCA. The RUD will determine whether any replacement units are required, their affordability levels, and any applicable occupant protections. On 4/5/23, the applicant indicated in revised materials that the RUD form was submitted to LAHD. Provide the LAHD RUD letter to the Planning Department. For assistance, contact lahd- landuse@lacity.org. 		
10	Plot Plan	<p>See Form CP-7752 for Instructions and Example as linked here:</p> <p>Plot Plan Instructions.pdf (lacity.org)</p> <p>A revised Plot/Site Plan was provided on 4/5/23 but it is not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Provide Plot Plans that are clear and legible.</p> <p>The following need to be amplified, corrected, clarified, and supplemented directly on the revised 4/5/2023 plot plan/site plan as</p>		

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		<p>indicated:</p> <ul style="list-style-type: none"> • Provide a Summary Table on the revised Plot Plan that identifies all relevant information to the proposed project and include the number of existing housing units, the number of housing units to be demolished, and the number of housing units proposed to be provided including a breakdown of market rate and affordable units that is consistent with all other application materials. • Floor plans show “recreational unit” which you need to clarify and describe on the plot plan. • Provide landscaping that is required and that is provided; • You need to index parking spaces to be provided to applicable plan sheets; • The allowable maximum heights per the zoning code for all buildings and structures is incorrect and you need to provide correct heights. • Sheet numbers and Symbols Legend are inconsistent and need to be corrected for consistency (e.g., Sheet A13 is provided but is not shown on the Legend); • Provide the requested entitlements including any affordable housing incentives where applicable; • Automobile Parking/Bicycle Parking/Loading: parking areas (including stalls) is unclear and you need to provide clarification. Indicate where on the project site bicycle parking, resident parking, and guest parking stalls are to be provided. According to the plan Sheet G1, 0 long-term bicycle parking spaces are provided, but bicycle parking is shown on plan Sheet A2. This inconsistency needs to be clarified. Explain why bicycle parking is labeled 1 and 2. This is unclear and needs to be clarified. • Sidewalks and Rights-of-Way Easements: dimension all sidewalk widths and show the location of bus stops/shelters, power poles and overhead utility lines, street trees and other infrastructure (i.e., bike racks, utility boxes, tree wells, equine trails) located 		

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		<p>along the property frontage.</p> <ul style="list-style-type: none"> • Trees: indicate the location, size, type, and general condition of all trees and shrubs located within the public right(s)-of-way. Refer to the Landscape Plan Instructions for applicable requirements (CP-6730) linked here: Landscape Plan Instructions.pdf (lacity.org) • Adjacent land uses: show the approximate location, zone, uses, yards/setbacks, height, and footprint of buildings and structures on adjacent properties. • Provide a legend for Sheet A1 (Existing Site Plan). A legend is necessary to properly explain what is shown on the plans. • Label the diagram adjoining the mechanical equipment area to explain what the diagram is showing. • Show square footage and dimensions of all open space areas including balconies. 		
11	Floor Plan	<p>See Form CP-7751 for Instructions and Example as linked here:</p> <p>Microsoft Word - Floor Plan Instructions.docx (lacity.org)</p> <p>Revised Floor Plans were provided on 4/5/23, but these plans are unclear. An illegible or inadequate floor plan was submitted and cannot be accepted as it is illegible and is missing information.</p> <p>The following need to be amplified, corrected, clarified and supplemented directly on the revised floor plans dated 4/5/2023 as indicated:</p> <ul style="list-style-type: none"> • Provide a calculation of Maximum Residential Floor Area permitted and Maximum Residential Floor Area provided pursuant to LAMC Section 12.07 C.5. • Boundaries: Floor Plans shall include the entire building subject to the approval. On Sheets A4-A5, you need to clarify whether these are floor plans for the entire site or for one four-plex. Provide floor plans for the entire site OR clearly indicate that each four-plex is to be identical. 		

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		<ul style="list-style-type: none"> • Provide the number of units on the 2nd and 3rd floor plans. The number of units is unclear. • Some rooms are labeled “room” but the type of room needs to be shown (e.g., bedroom, living room, dining room). • Clarify recreational unit. Provide the function of the unit (for example, game room, exercise room, play room for children). • You need to clarify Sheet A3 (1st floor plan). The garage area, as depicted, is unclear. Please clarify/amplify/correct the garage information for the entire proposed development. 		
12	Elevations	<p>See Form CP-7817 for instructions and examples linked here: Elevation Instructions.pdf (lacity.org)</p> <p>Revised Elevations were provided on 4/5/23 but they are not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Applications filed with Elevations that do not substantially conform with these instructions are unclear and illegible. The following need to be amplified, corrected, clarified, and supplemented directly on the Elevations as indicated:</p> <ul style="list-style-type: none"> • If the applicant is requesting to deviate from Transitional Height requirements pursuant to LAMC Section 12.21.1 A.10, show distance from adjacent properties and structures. The distance from adjacent properties and structures is not shown. • Specify the approximate albedo or percentage of sunlight reflected by specific building materials and colors. • Indicate the approximate location and height of structures, trees, and existing topography on all adjacent properties for neighborhood context and landscaping. • The application materials describe the project as “three stories” but the elevations on Sheets A8 and A9 show four stories. Additionally, Sheets A6 and A7 are described as 4th Floor Plans. This is not 		

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		<p>consistent, and you must correct all materials to be consistent.</p> <ul style="list-style-type: none"> Color elevations are required for all City Planning Commission cases that identify materials to be used. Indicate materials to be used. 		
13	Sections	<p>Sections were provided on 4/5/23, but the materials are inconsistent with other application materials. The Citywide Design Guidelines, PZA Form, Declaration Supporting Requested Incentives and Waivers, and Attachment to Class 32 CE all describe a project with three stories. This is inconsistent with Sheet A10 of the Sections which shows a 4th floor. Correct all application materials for consistency.</p>		
14	Landscape and Open Space Plans	<ul style="list-style-type: none"> No Landscape and Open Space plans were provided. Sheets A6 (4th floor plan) and A7 (roof plan) provided on 4/5/23 do not meet the requirements and guidelines for landscape and open space plans. These plans must be prepared by a landscape professional. Landscape and irrigation plans are required for any discretionary application which involves new construction. Show landscaping referenced in Citywide Design Guidelines submitted with applicant materials. Refer to Landscape Plan Instructions (CP-6730): Landscape Plan Instructions.pdf (lacity.org) Open Space Plan is required for projects proposing six or more dwelling units. Show recreational facilities and balconies. Refer to Landscape Plan Instructions (CP-6730): Landscape Plan Instructions.pdf (lacity.org) 		
15	Related Planning Cases	<p>Provide a copy of Ordinance No. 99,113 which established the 37 foot Building Line. On 4/5/23, you indicated that you do not have a copy of this ordinance. Contact the Los Angeles City Clerk at clerk.lacity.gov or the Development Services Center at Development Services Los Angeles City Planning (lacity.org) to order a copy of this ordinance.</p>		

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16	Findings / Specialized Requirements for Zone Change (ZC), Height District Change (HD), Building Line (BL) (CP-7774 ZC)	<ul style="list-style-type: none"> • The process for Zone Change, Height District Change, and Building Line Removal are codified in LAMC Sections 12.32 F and 11.5.11 (Zone Change); Section 12.32 F (Height District Change); and Section 12.32 R (Building Line Removal). • You must provide a thorough justification of your request expressly including language regarding the proposed project's conformity with public necessity, convenience, general welfare, and good zoning practice. Discuss how your project is consistent with the General Plan including, the Sylmar Community Plan text, land use, and footnotes. See instructions and Form CP-7774 ZC linked here: Zone Change.pdf (lacity.org) 		
17	Zone Variance (CP-7302 zv)	<ul style="list-style-type: none"> • LAMC Section 12.27 authorizes a Zoning Administrator to grant variances from property development standards established by the Code. • The project deviates from Code requirements for automobile parking; requests all parking spaces to be compact spaces, requests deviation in required back up space; other parking deviations as needed; deviations from bicycle parking requirements; deviations from landscape requirements; deviations from recycling area requirements. • However, no information was provided for a Zone Variance which is required. Provide a detailed justification/explanation of how the proposed project complies with each of the five findings required for each Zone Variance. • See instructions and form CP-7302 ZV linked here: Microsoft Word - 7302 zv.docx (lacity.org) 		
18	Removal from K District or Zoning Administrator Adjustment	<ul style="list-style-type: none"> • K District Removal pursuant to LAMC Section 12.32 S requires justification for the removal of the K District. Clarify, amplify, correct, or otherwise supplement the justification currently provided. You must 		

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		<p>explain how adoption of the proposed K District Removal will be in conformity with public necessity, convenience, general welfare and good zoning practice.</p> <ul style="list-style-type: none"> • OR depending on the building design, a Zoning Administrator Adjustment pursuant to LAMC 12.24 X.5 (Dwelling Adjacent to an Equinekeeping Use). Provide all information required for a ZAA identified in Form CP-7781 ZAA linked here: Zoning Administrator Adjustment.pdf (lacity.org) 		
19	Zoning Administrator Adjustment (CP-7781)	<ul style="list-style-type: none"> • Pursuant to LAMC Section 12.28, an approval to deviate from yard setbacks, spaces between buildings, and passageway requirements is required but the Specialized Requirements form, CP-7781, has not been provided and it is required. • See Form CP-7781 ZAA linked here and provide all required materials and information: Zoning Administrator Adjustment.pdf (lacity.org) 		
20	Waiver of Dedication and/or Improvement to the Public Right of Way Process and Supplemental Application Form CP-4047	<ul style="list-style-type: none"> • LAMC Section 12.37 I authorizes the waiver of street dedications and improvements. • A Supplemental Application was provided on 4/5/23 for Polk Street but is incomplete. A Supplemental Application was provided on 4/11/23 for Lyle Street but is incomplete. Complete Section 4 on both applications to give details and describe exact dimensions on proposed dedication or improvement relief being requested. Also include if you are requesting relief from the required curb radius, if known. See Form CP-4047 linked here: Waiver of Street Dedication and Improvements - Supplemental Application.pdf (lacity.org) • Comply with additional instructions on Form CP-4048 linked here: Waiver of Street Dedication and Improvements - Instructions (lacity.org) 		
For ENV-2022-8994-EAF				
21	Payment of filing fees pursuant to Article 9 of the LAMC	<p>You have not paid fees for this case. Fees are required. See Department of City Planning Filing Instructions Form No. CP-7810</p> <p>City Planning Application Filing Instructions.pdf (lacity.org)</p>		

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		<ul style="list-style-type: none"> Payment of filing fees - Invoice No. 84895. As of August 5, 2020, invoices can be paid online by credit card or e-check. 		
22	Environmental Assessment Form Application (CP-1204)	<p>A revised form was provided on 4/5/23 but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> Section 3.B, Recreational Facilities and Open Space: application states that 8 facilities will be provided for party events, get-togethers, games, conference rooms. Clarification is needed. Provide the square footage of these facilities and explain where these facilities will be located. Identify the location of the facilities and reference specific plan sheets. 		
23	Geology and Soils Approval Letter	<p>This is required for projects within a fault zone - Sierra Madre Fault Zone – San Fernando which your project is located within. This letter has not been provided. An Application for Review of Technical Reports and a Geotechnical Engineering Investigation were both received on 4/11/23. These reports do not take the place of a Geology and Soils Approval Letter.</p> <p>Provide a copy of an approved Geology and Soils Letter from the Department of Building and Safety.</p>		
24	Associated Application	<p>A duplicate copy of the application for the associated entitlement, Case No. CPC-2022-8993-GPA-ZC-HD-K-BL-ZV-ZAA-WDI-VHCA including Plot/Site Plans, Floor Plans, Elevations, Sections, Landscape and Open Space Plans, Color Photos and Index Map, and Tree Report is required and has not been provided.</p>		
For Case No. CPC-2022-9268-DB-HCA				
25	Department of City Planning Application (Form No. CP-7771.1)	<p>A revised application was provided on 4/5/23 but the application needs to be amplified, corrected, clarified and supplemented as indicated. See Department of City Planning Filing Instructions Form No. CP-7810 City Planning Application Filing Instructions.pdf (lacity.org)</p> <ul style="list-style-type: none"> Project description - The project 		

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		<p>description must include all aspects of the request, including but not limited to, demolition of any existing structures, new construction, proposed use, floor area, height, parking, and any phased development. The description must include any removal of on- and off-site trees. As currently written, the proposed use states: "multifamily houses for sale" and the project description states: "See the attached description" but no attached description was provided. The applicant is required to amplify, correct, clarify and supplement the project description and also include answers to the following questions:</p> <ul style="list-style-type: none"> • How many total units are proposed for construction? • How many market rate units are proposed? • How many affordable units are proposed? • Will an on-site property manager unit be provided pursuant to California Code of Regulations Title 25 Section 42? If so, state in project description. • What is the total floor area proposed? • Will there be any removal of on- and/or off-site trees? If yes, what type and how many trees? • How many automobile parking spaces are proposed to be provided? <p>• Section 2 – Housing Component Information p. 2 is unclear. Specify whether the applicant adding 32 or 12 market rate units. Also, consistency is required between the Department of City Planning Application which shows 28 affordable units and other application materials provided on 4/5/23 (Citywide Design Guidelines shows 8 low income units; Declaration Supporting Requested Incentives and Waivers shows 8 low income units; Attachment to Class 32 CE shows 8 low income units). Make all documents consistent.</p> <p>• Public Right-of-Way Information is incomplete. According to the application materials, the applicant is not required to dedicate land in the public right-of-way. Provide the Planning Case</p>		

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		<p>Referral Form from BOE to show that no dedication is required. Also, consistency between the Department of City Planning Application and the Declaration Supporting Requested Waivers and Incentive is needed as follows: If no dedication is required, state why the applicant is requesting to waive dedications along Polk and Lyle Streets in the Declaration Supporting Requested Waivers and Incentives. If no dedication is proposed, explain why the applicant requested a Waiver for Polk Street (4/5/23) and Lyle Street (4/11/23). All of these materials must be clarified and made consistent.</p> <ul style="list-style-type: none"> Clarify Actions Requested – Actions requested needs to be amplified, corrected, clarified and supplemented including the authorizing LAMC Section and the LAMC Section from which relief is requested. Identify the LAMC Section which authorizes your request, or if requesting relief from an LAMC regulation, identify the LAMC Section which permits the relief. The revised application provided on 4/5/23 states “See the attached document for authorizing code section” but no attachment to the Department of City Planning Application was provided. This attachment is required. <p>Section 4 of the Department of City Planning Application states that there is no intent to file a Subdivision. However, “multifamily homes for sale” (as described in Section 2 of this application) requires the filing of a Subdivision application pursuant to the State Subdivision Map Act and LAMC Section 17.00. Previously submitted application materials filed on 12/9/22 indicate that the applicant is requesting to develop apartment units. The updated application materials submitted on 4/5/23 indicate that the applicant is requesting to develop for sale condominiums, an intent and entitlement path that was not disclosed in the original application materials or the Preliminary Application for Vesting. A subdivision requires the filing of a subdivision application and a Tentative Tract Map. The materials provided do not constitute a complete subdivision</p>		

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		<p>application for a Tentative Tract Map. A completed Subdivider's Statement is required with all associated application materials as described on the Tentative Tract Map Filing Instructions. You must complete a subdivision application which requires the following in addition to all of the application materials linked in the filing instructions which are linked below. You must pay a filing fee at the Development Services Center in accordance with LAMC Section 19.02. You must provide a Tentative Tract Map prepared by a licensed surveyor or registered civil engineer that meets all technical requirements listed in Form CP-6110 and BOE Requirements listed in Form CP-6110 and show any and all easements on the tentative map. Provide one 24 x 36 inch full size copy and four 11 x 17 inch reduced size copies of the tentative tract map. One full and one reduced size copy of the map must be stamped by LADBS-Grading Division and BOE after you have a pre-filing review with LADBS-Grading and BOE and pay associated fees. You must provide a completed Subdivider's Statement Form CP-6111 and you must fill in all information on that form including street address; legal description; APN; total number of lots; number of ground lots; tract area net, gross, net after required dedication; tract proposed for residential condominiums units and square footage, parking for each unit, guest parking; species, size, and number of protected trees and shrubs on-site and proposed by you to be removed and show these trees and shrubs superimposed on the tentative map. This site is in a fault rupture study area, and you must provide a completed Form CP-6114 for Development in Hazard, Flood Hazard, and Hillside area. If a haul route is requested provide a completed Form CP-6119. Provide your proposal on a separate sheet and list any requested adjustments to zoning regulations or waivers of dedications and/or improvements pursuant to LAMC Section 17.03 A. On the Subdivider Statement you must also provide the name, address, phone number, and email address of record owner; the name, address, phone number, and email address of applicant/representative; the name, address, phone</p>		

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		<p>number, and email address of the engineer/licensed surveyor; and select primary contact for project information and provide phone number and email address. You must provide Findings that are detailed and justify how your project complies with the State Subdivision Map Act Section 66474 and disclose and address any deviations you are requesting in the findings. You must provide a Certified Tree Report that complies with the requirements on Form CP-4068. You must provide a completed Solar Report Form CP-6720. You must provide one copy of Tentative Grading Calculations Form CP-6115 if you are grading in excess of 2,500 cubic yards. You must submit a copy of related concurrent actions requested. You must submit a completed Citywide Design Guidelines Compliance Review Form CP-4056. You must provide a completed Preliminary Zoning Assessment Form CP-4064 completed by you and reviewed and signed by City agencies identified on that form. You must provide an SB 8 Replacement Unit Determination Letter from LAHD. You must provide an Index Map and Color Photographs of the site and surrounding area. You must provide Building Permits and Certificates of Occupancy. You must provide a ZIMAS Parcel Profile Report. You must provide one duplicate printed copy of the case file that Planning will submit to the Certified Neighborhood Council. You must provide one electronic copy of all application materials. See links below:</p> <p>Subdivider's Statement Form (lacity.org)</p> <p>Tentative Tract Maps for 5 or More Parcels - Tentative Tract Map Filing Instructions and Checklist.pdf (lacity.org)</p> <ul style="list-style-type: none"> • Hillside, Hazard, Flood - Information for Development in Hazard, Flood Hazard and Hillside Areas.pdf (lacity.org) • Tentative Grading Calculations.pdf (lacity.org) • Haul Route.pdf (lacity.org) • Solar Report.pdf (lacity.org) • Citywide Design Guidelines Compliance 		

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		Review Form.pdf (lacity.org) <ul style="list-style-type: none"> Preliminary Zoning Assessment Form March 2023 (lacity.org) Tree Report Template (lacity.org) 		
26	Declaration Supporting Requested Incentives and Waivers	<p>A revised Declaration Supporting Requested Waivers and Incentives was provided on 4/5/23 requesting two incentives and an unclear number of waivers. Paragraph 1 of the document states that 15 waivers are requested but only 13 are listed. Clarification is required. This document states that 8 low income units will be provided which is inconsistent with the Department of City Planning Application Housing Component Information. All documents need to be consistent. The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> Requested Incentive – FAR: LAMC Section 12.07 C.5 which regulates Maximum Residential Floor Area (RFAR). See LAMC Section 12.03, Definitions, which differentiates between “Floor Area” and “Floor Area, Residential.” Confirm required FAR and RFAR with LADBS. Requested Incentive – LID: Provide LID Referral Form, or other documentation from LASAN regarding required LID standard and deviation requested. This is required but it has not been provided in the application. Requested Waiver – Street dedications on Polk and Lyle Streets: You must answer these questions: Specify what dedications/improvements are required? Specify what you are requesting to waive? You do not provide this information. In addition, Waivers of Dedication and Improvements shall not be requested as a Density Bonus Incentive / Waiver. Instead, a Waiver of Dedication and Improvement (WDI) per 12.37 must be applied for by the applicant and payment of fees is required from the applicant. Requested Waiver – Covered Parking: Show required parking calculations based on the number of habitable rooms per unit 		

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		<p>and verify with LADBS Plan Check when you submit the PZA Form.</p> <ul style="list-style-type: none"> • Requested Waiver – Height and Number of Stories – provide information on roof pitch per LAMC 12.21.1 A.1; confirm number of stories and height with LADBS. Plans and sections show four stories but this form and other application materials (e.g., Citywide Design Guidelines, Class 32 CE Attachment) show three stories. You are required to correct all application materials for consistency. • Requested Waiver – Transitional Height: Confirm with LADBS when you submit your PZA Form that Transitional Height applies pursuant to LAMC Section 12.21.1 A.10. • Requested Waiver – front yard setback: Confirm required front yard setback with LADBS pursuant to LAMC Section 12.07 C.1; does prevailing setback apply? Confirm with LADBS when you submit your PZA Form. • Requested Waiver – rear and side yard setbacks: Confirm all yard requirements for a three-story structure with LADBS if a three-story structure is proposed. Confirm all yard requirements for a four-story structure if a four-story structure is proposed. You can confirm with LADBS when you submit your PZA Form. • Requested Waiver – Passageway and Space Between Buildings – confirm requirements with LADBS pursuant to LAMC Sections 12.21 C.2(a) and (b). You can confirm with LADBS when you submit your PZA Form. • Requested Waiver – Bicycle Parking: Confirm requirements with LADBS (when you submit your PZA Form) pursuant to LAMC Section 12.21 A.16; how many long-term and how many short-term spaces are required? • Requested Waiver – Landscape Requirement: Specify the square footage of landscaping required pursuant to LAMC Sections 12.40 –12.43 and 12.21 G. You must show on the plans and explain in 		

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		<p>your narrative how much landscaping the applicant intends to provide. Both in your narrative and on the plans, show the square footage of landscape deviation requested.</p> <ul style="list-style-type: none"> Note that no request is made based on the application materials submitted on 4/5/23 to deviate from open space or recyclable area requirement. If you are requesting to deviate from open space or recyclable area requirements, this must be stated in your application materials. 		
27	Updated Affordable Housing Referral Form (Form No. CP-4043)	<ul style="list-style-type: none"> The following need to be amplified, corrected, clarified, and supplemented as indicated below as and also please see instructions on the signed Affordable Housing Referral Form. Planners Renata Dragland and Rina Lara provided corrections on the Affordable Housing Referral Form as well as in attachments. You have submitted these documents but have not made the corrections as shown and requested. You are required to make these corrections. These corrections have again been included as an attachment to this letter. Once the form has been corrected, you need to obtain the review and signature of LACP DSC Housing Services Unit (HSU) Staff. Any modifications to the content(s) of this form after its authorization by HSU Staff is prohibited. LACP 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. The applicant's Affordable Housing Referral Form Detailed Description of the Proposed Project (p. 3) on the form dated 12/21/22 is for the development of 40 residential units for rent with 8 units to be rented to low income families. This description is inconsistent with the Project Description 		

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		<p>provided on pages 1 and 2 of the Department of City Planning Application Form dated 4/5/23 which states the project is the development of 40 for-sale residential units with 28 units for sale to low income families. You shall make these documents consistent.</p> <ul style="list-style-type: none"> • Update parking information so that it is consistent between the Affordable Housing Referral Form and Department of City Planning Application Form. • See link: Affordable Housing Referral Form.pdf (lacity.org) 		
28	Preliminary Zoning Assessment Form (CP-4064)	<p>A revised Preliminary Zoning Assessment (PZA) Form was provided on 4/5/23. This form shall be amplified, corrected, clarified, and supplemented:</p> <ul style="list-style-type: none"> • You shall correct inconsistencies with unit numbers (form states 45 units, but main application states 40, form states 9 low income units but other application materials show 28 affordable or 8 affordable. You must make all materials consistent. The PZA form states the project will be 96,876 square feet but other application materials propose 99,868 square feet of floor area and 100,260 square feet of building area. Make square footage calculations consistent on all application materials. Provide parking numbers. Section I shall be completed by the Applicant and needs to made consistent with all application materials. Section II is completed by the Preliminary Application and Review Program (PARP) Unit. Section III shall be completed along with stamped and signed project plans by LADBS Staff at the conclusion of a zoning Plan Check. • You stated in the application materials submitted on 4/5/23 that the applicant is requesting review under AB 2345 and AB 2442. You need to request assistance from the Department of City Planning Housing Unit and ask if this project is eligible to utilize AB 2345 and AB 2442. • The PZA form is required because it serves as an inter-agency referral for City 		

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		<p>Planning applications associated with a Housing Development Project. As a part of a City Planning application, this completed form shall be accompanied by architectural plans stamped and signed by DBS Plan Check staff following the completion of a zoning Plan Check. As stated on the PZA Form, the following is required and must be provided by you:</p> <ul style="list-style-type: none"> • Submit architectural plans stamped by LADBS. Communication from the applicant on 4/5/23 states that this information was provided to LADBS. Any plans reviewed and stamped by LADBS must be consistent with all application materials and must be submitted to Planning by you. • Completion of Section II by DCP Staff is required with all information corrected by you to be consistent with all other application materials. This has not been provided. • Completion of Section III to be completed by DBS Plan Check Staff is required and has not been provided. Communication from the applicant on 4/5/23 states that the materials have been submitted to LADBS. Any forms signed and stamped by LADBS are required to be made consistent with all other application materials. You must make all materials consistent and resubmit all inconsistent materials for review and signature by LADBS Plan Check. • Plans stamped by DBS Plan Check Staff is required and has not been provided. Any plans signed and stamped by LADBS must be consistent with all other application materials. You must make all materials consistent and resubmit all inconsistent materials for review and signature by LADBS Plan Check. • For assistance, contact planning.parp@lacity.org. <p>See link for form and additional instructions: Preliminary Zoning Assessment Referral Form.pdf (lacity.org)</p>		

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29	Housing Crisis Act Vesting Preliminary Application (CP-4062)	<p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> Any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by PARP Unit staff as stated on page 1 of the form. Updated Affordable Housing Referral Form is required. See CP-4062, Section 5, Affordable Housing Incentives, Waivers, Concessions and Parking Reductions, Footnote 6 (page 3) states: "Projects proposing Density Bonus "On-Menu" incentives through a ministerial process or "Off-Menu" incentives, waivers, concessions and parking reductions through a discretionary process must be reviewed by the Los Angeles City Planning Housing Services Unit and obtain a signed Affordable Housing Referral Form prior to filing an application." An updated Affordable Housing Referral Form is required per the comment above. 		
30	Tree Report and Urban Forestry Referral Form Required	<p>A revised Tree Disclosure Statement was provided on 4/5/23 and identifies the presence of five trees in the public right-of way. A Tree Report was provided on 4/11/23 but this report identifies two on-site trees and does not identify trees in the public right-of-way. This report also does not meet City standards. An updated Tree Report that discloses all trees on site and in the adjacent public right-of-way is required and must be provided by you.</p> <p>Amplify, correct, clarify, and supplement the Tree Report provided on 4/11/23 and also provide the following information to meet City standards:</p> <ul style="list-style-type: none"> Community Plan Area and Council District Related Entitlement and/or Environmental Case Number(s), as applicable Applicant/Owner Name and Contact Information Date Report Prepared (must be within the last 12 months) Table of Contents List of Figures and Tables Executive Summary of the of the 		

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		<p>findings and recommendations of the report, including the</p> <ul style="list-style-type: none"> • Methodology to determine such findings and recommendations, and an accompanying summary of the proposed project and any other relevant information. • Number of tree removals proposed • Project location map • Aerial view of project site with proposed project location and boundaries • Proposed development including easements, off-site improvements, construction staging areas and ingress/egress to staging areas, proposed topographical features, grading plan, landscape modifications, avoidance and minimization measures • Narrative of field methodology • Identification table of street trees in the adjacent public right-of-way with required information (see Form CP-4068) • Identification table of trees on site with requested information (see Form CP-4068) • Site plan identifying locations and species of existing trees and shrubs (protected and non-protected) (see Form CP-4068) <p>• See Tree Report Template (CP-4068) linked here: Tree Report Template (lacity.org)</p>		
31	Building Permits and Certificates of Occupancy	<ul style="list-style-type: none"> • Building Permits and Certificates of Occupancy are required for existing buildings and structures and these documents are missing. • These documents may be obtained from the Los Angeles Department of Building and Safety via the link: • Search Online Building Records LADBS <p>An Application for a Building Permit and Certificate of Occupancy No. 23010-10000 – 01121 was submitted on 4/5/23. This is not a</p>		

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		Building Permit or Certificate of Occupancy for the existing structure(s) on site which is still required.		
32	Replacement Unit Determination (RUD) Letter	<ul style="list-style-type: none"> • This form is required and has not been submitted. Replacement Unit Determination (RUD) Letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single-family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. In this instance, the applicant requests a multi-family project and is subject to the HCA. • On 4/5/23, the applicant indicated in revised materials that the RUD form was submitted to LAHD. Provide the Planning Department RUD letter. For assistance, contact LAHD-landuse@lacity.org 		
33	Findings	<p>This was provided but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> • Compliance with LAMC Section 12.22 A.25(e)(2) (i) "The façade of any portion of a building that abuts a street shall be articulated with a change of material or with a break in plane so that the façade is not a flat surface." Project plans do not clearly indicate the portion of the building that abuts a street. Narrative references sheet numbers A3.1 through A.3.4 which are not in the plans provided with application materials. As written, the applicant's finding is inadequate and needs to be amplified. • Compliance with LAMC Section 12.22 A.25(e)(2) (ii) has not been depicted and shall be depicted. This code section states "All buildings must be oriented to the street by providing entrances, windows, architectural features and/or balconies on the front and along any street-facing elevations." The project plans do not clearly indicate the portion of the building that abuts a street and so the Department cannot determine consistency. The narrative references sheet 		

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		<p>numbers A2.2 to A2.4 which are not in the plans provided with application materials. As written, the applicant's finding is inadequate.</p> <ul style="list-style-type: none"> • Compliance with LAMC Section 12.22 A.25(g)(2)(c)(i) needs to be supplemented and amplified. The requirement states "The Incentive is not required in order to provide for affordable housing costs..." Applicant states: "As explained previously, the incentives are required to provide affordable housing cost. Without these three additional incentives, the project will be cost-prohibitive and will not be an economically feasible project." Which three additional incentives is the applicant referencing? As written, the applicant's finding is inadequate. • Compliance with LAMC Section 12.22 A.25(g)(2)(c)(ii) must supplemented and amplified. The requirement states "...Inconsistency with the zoning ordinance or general plan land use designation shall not constitute a specific, adverse impact upon the public health or safety." Explain how the project will not have a specific adverse impact upon the RA-1-K Zone and/or the Very Low I Residential land use designation. As written, the applicant's finding is inadequate. 		
34	Plans - Plot/Site Plan	<p>See Form CP-7752 for Instructions and Example as linked here:</p> <p>Plot Plan Instructions.pdf (lacity.org)</p> <p>A revised Plot/Site Plan was provided on 4/5/23 but it is not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Provide Plot Plans that are clear and legible. The following need to be amplified, corrected, clarified, and supplemented directly on the Plot Plan as indicated.</p> <ul style="list-style-type: none"> • Provide a Summary Table on the Plot Plan that identifies all relevant information to the proposed project and include the number of existing housing units; the number of housing units to-be-demolished; the number of housing units 		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>proposed to be provided including a breakdown of market rate and affordable units that is consistent with all other application materials.</p> <ul style="list-style-type: none"> • Floor plans show “recreational unit” which you need to clarify and describe on the site/plot plan. • Landscaping that required and that is provided; • You need to index parking spaces to be provided to applicable plan sheets; • You need to correct the allowable maximum height for all buildings and structures; • You need to provide the requested entitlement, including any affordable housing incentives where applicable; • Sheet numbers and Symbols Legend are inconsistent and need to be corrected for consistency (e.g., Sheet A13 is provided but is not shown on the Legend), • Automobile Parking/Bicycle Parking/Loading: parking areas (including stalls) is unclear. Indicate where on the project site bicycle parking, resident parking, and guest parking stalls are to be provided According to the plan Sheet G1, 0 long-term bicycle parking spaces are provided, but bicycle parking is shown on plan Sheet A2. You need to correct this inconsistency. You need to explain why bicycle parking is labeled 1 and 2. This is unclear and needs to be clarified. • Sidewalks and Rights-of-Way Easements: dimension all sidewalk widths and show the location of bus stops/shelters, power poles and other infrastructure (i.e., bike racks, utility boxes, tree wells, equine trails) located along the property frontage. • Trees: indicate the location, size, type, and general condition of all trees and shrubs located within the public right(s)-of-way. • Refer to the Landscape Plan Instructions.pdf (lacity.org) for applicable requirements (Form CP-6730). • Adjacent land uses: show the approximate location, zone, uses, yards/setbacks, height, and footprint of buildings and structures on 		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>adjacent properties.</p> <ul style="list-style-type: none"> • Provide a legend for Sheet A1 (Existing Site Plan). Explain on the plans what the drawing shows. • Label the diagram adjoining the mechanical equipment area to explain what the diagram is showing. • Show square footage and dimensions of all open space areas including balconies. 		
35	Plans – Floor Plans	<p>See Form CP-7751 for Instructions and Example as linked here:</p> <p>Microsoft Word - Floor Plan Instructions.docx (lacity.org)</p> <p>Revised Floor Plans were provided on 4/5/23, but these plans are unclear. An illegible or inadequate floor plan was submitted and cannot be accepted as it is illegible and is missing information. The following need to be amplified, corrected, clarified, and supplemented directly on the plans as indicated:</p> <ul style="list-style-type: none"> • Provide a calculation of Maximum Residential Floor Area permitted and Maximum Residential Floor Area provided pursuant to LAMC Section 12.07 C.5. • Boundaries: Floor Plans shall include the entire building subject to the approval. On Sheets A4-A5, you need to clarify whether these are floor plans for the entire site or for one four-plex. Provide floor plans for the entire site OR clearly indicate on the plans that each four-plex is to be identical. • Provide the number of units shown on the 2nd and 3rd floor plans. The number of units is unclear and must be provided directly on the plans. • Some rooms are labeled “room” but the type of room needs to be shown (e.g., bedroom, living room, dining room). • Clarify recreational unit by describing the function of the unit directly on the plans. For example, is this a game room? Exercise room? Play area? • You need to clarify what is being shown 		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		on Sheet A3 (1 st floor plan) and provide this clarification on the plans. Show if these are separate garages for the entire site or garages for a portion of the 12-plex.		
36	Plans – Roof Plans	<p>Roof plans were provided on 4/5/23. These plans need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> Clarify and dimension hatched area, as this has not been done on the plans. 		
37	Plans - Elevations	<p>See Form CP-7817 for instructions and examples linked here: Elevation Instructions.pdf (lacity.org)</p> <p>Revised Elevations were provided on 4/5/23 but they are not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Applications filed with Elevations that do not substantially conform with these instructions, are unclear and illegible. The following need to be amplified, corrected, clarified, and supplemented directly on the Elevations as indicated:</p> <ul style="list-style-type: none"> If the applicant is requesting to deviate from Transitional Height requirements pursuant to LAMC Section 12.21.1 A.10, show distance from adjacent properties and structures. The distance from adjacent properties and structures is not shown. Specify the approximate albedo or percentage of sunlight reflected by specific building materials and colors. Indicate the approximate location and height of structures, trees, and existing topography on all adjacent properties for neighborhood context and landscaping. Application materials describe the project as “three stories” but the elevations on Sheets A8 and A9 show four stories. Additionally, Sheets A6 and A7 are described as 4th Floor Plans. This is not consistent, you must make all materials consistent. Color elevations are required for all City Planning Commission cases that identify materials to be used. Indicate materials to 		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		be used.		
38	Sections	Sections were provided on 4/5/23, but the materials are inconsistent with other application materials that describe the project as three stories. This is inconsistent with Sheet A10 of the Sections which shows a 4 th floor. Correct all of these materials for consistency.		
39	Landscape and Open Space Plans	<ul style="list-style-type: none"> No Landscape and Open Space plans were provided. Sheets A6 (4th floor plan) and A7 (roof plan) provided on 4/5/23 do not meet the requirements and guidelines for landscape and open space plans. You must provide plans that are prepared by a landscape professional and meet all requirements stated in Form CP-6730. <p>Landscape and irrigation plans are required for any discretionary application which involves new construction. Show landscaping referenced in Citywide Design Guidelines submitted with applicant materials. Refer to Landscape Plan Instructions (CP-6730): Landscape Plan Instructions.pdf (lacity.org)</p> <ul style="list-style-type: none"> Open Space Plan is required for projects proposing six or more dwelling units. Show recreational facilities and balconies. Refer to Landscape Plan Instructions (CP-6730): Landscape Plan Instructions.pdf (lacity.org) 		
40	Related Planning Cases	Provide a copy of Ordinance No. 99,113 which established the 37 foot Building Line as this has not been provided. On 4/5/23, you indicated that you do not have a copy of this ordinance. Contact the Los Angeles City Clerk at clerk.lacity.gov or the Development Services Center at Development Services Los Angeles City Planning (lacity.org) to order a copy of this ordinance.		
41	Project Housing Incentives Findings/Special Requirements Form CP-3251	<p>See Density Bonus, Conditional Use, Public Benefit Project Housing Incentives.pdf (lacity.org)</p> <p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> Affordable Housing Referral Form shall be completed by the applicant and reviewed 		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>and signed by Development Services Center (DSC) Housing Services Unit (HSU) Staff. The form signed by HSU staff dated 12/12/2022 is for a proposed project to develop 40 residential units with 8 units for low income families. The applicant's Department of City Planning Application is for a proposed project to develop 40 residential units for sale with 28 affordable for-sale units. In addition, this Affordable Housing Referral Form has many corrections which have been noted on the form by City Planning Staff, and which is again included in this letter as an attachment. An unsigned Affordable Housing Referral Form was provided which proposes 45 units. However, this form requires corrections as described above. Revise the form to be consistent with all application materials and request review from HSU staff.</p> <p>See link to Affordable Housing Referral Form: Affordable Housing Referral Form.pdf (lacity.org)</p> <p>Preliminary Zoning Assessment Form (CP-4064). This form shall be amplified, corrected, clarified, and supplemented to correct inconsistencies with unit numbers (form states 45 units, but main application states 40), low income units (form states 8), parking numbers, square footage of project. You must make all of the information provided on the PZA Form consistent with other application materials. As a part of a City Planning application, this completed form shall be accompanied by architectural plans stamped and signed by DBS Plan Check staff following the completion of a zoning Plan Check. Review of the referral form by City staff is intended to identify and determine compliance with City zoning and land use requirements necessary to achieve the proposed project and to ascertain if any zoning issues or necessary approvals are associated with the project and site that need to be resolved through a discretionary City Planning action. You have not submitted architectural plans for the DBS</p>		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>Plan Review and you shall submit this. Completion of Section II by DCP Staff is required. Completion of Section III to be completed by DBS Plan Check Staff is required. Plans stamped by DBS Plan Check Staff is required. See link to Preliminary Zoning Assessment Form: Preliminary Zoning Assessment Form March 2023 (lacity.org)</p> <p>Replacement Unit Determination (RUD) Letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single- family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. In this instance, the proposed project is a multi-family use. This letter is thus required but has not been submitted. The RUD will determine whether any replacement units are required, their affordability levels, and any applicable occupant protections. For assistance, please contact lahd-landuse@lacity.org.</p> <ul style="list-style-type: none"> ○ Citywide Design Guidelines Compliance Review Form CP- 4056)/Plans: This form is required pursuant to the City Planning Application Filing instructions (Form CP- 7810). A revised form was provided on 4/5/23 but needs to be amplified, corrected, clarified and supplemented as indicated. ○ Clarify the number of low income units to be provided. This form shows 8 low income units and needs to be made consistent with the Department of City Planning Application submitted on 4/5/23. All forms must be made consistent. ○ Clarify floor and building area (99,868 square feet of floor area and 100,260 square feet of building area) and make it consistent with other application materials. All materials must be consistent. ○ Revise form to show compliance with plans. The form references 		

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		<p>plan sheet numbers but does not point out elements of site and building design that address the design guidelines. Identify with plan sheet references exactly how the project satisfies each guideline. For example, Guideline 1 references walkways on Sheet A1 but Sheet A1 is the existing site plan and does not show project walkways. You need to show the pedestrian walkways on plans and these plan sheets and walkways need to be referenced on the design guidelines form. You need to explain how the driveway design protects the pedestrian experience on the design guidelines form and show the driveway design on your plans. Show the path around the 12-plex. Discuss on your form and show in the plans how the project incorporates active engagement with the public street or public space. Discuss on your form and show in the plans how the project maintains human scale. (Guidelines 1-3)</p> <ul style="list-style-type: none"> ○ Regarding Guideline 4, identify with plan sheet references exactly how the project recognizes and respects the equine district. On the revised application materials provided on 4/5/23, the applicant states that there are no equine uses. This is not correct. The Sylmar Community Plan Map identifies equine trails in the immediate vicinity. You must explain how horse trails and horse keeping uses will be impacted by the project. Provide specific information on the height and square footage of abutting and adjacent properties. Explain how a three- / four-story multi-plex respects the context of the abutting one story single-family uses. Regarding Guideline 6, show the referenced play room, event room, and 		

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		<p>conference room on the plans with the square footage of each of these recreational amenities on the plans and calculate and apply toward the common open space requirement. Show these calculations on the guidelines form and on the plans. On the guidelines form, Guideline 7 is merely restated by the applicant and is not answered. You must provide an amplified answer, and you must explain in detail how design elements have been very carefully arranged to protect site users. Reference specific plan sheets in your response.</p> <p>Regarding Guideline 8, street trees and equine trails are unique natural resources/features. The applicant is required to discuss and explain how mature trees be protected. Show the proposed retention, removal, and replacement of trees on the landscape and plot plan, and reference these plan sheets in your response on the guidelines form. As previously stated, the applicant is required to clearly identify equine uses in the vicinity.</p> <p>Furthermore, the Sylmar Community Plan (adopted June 10, 2015) discusses unique resources such as the semi-rural atmosphere and open space areas. Elaborate on these resources. Regarding Guideline 9, clearly discuss how the site layout, building massing, and building orientation have been chosen to lower energy demand and increase the comfort and well-being of users. For example, are solar panels used? The intent of Guideline 10 is to capture stormwater and promote habitat via green features. You must explain how and where landscaping will be provided and reference this landscaping on the landscape plan. You must explain how landscaping</p>		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>and LID requirements will be met to meet the requirements of Guideline 10.</p> <p>See Citywide Design Guidelines Compliance Review Form.pdf (lacity.org)</p>		
For Case No. ENV-2022-9270-EAF				
42	Environmental Assessment Form (EAF) Form No. CP-1204	<p>A revised form was provided on 4/5/23 but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> Section 3.B, Recreational Facilities and Open Space: application states that 8 facilities will be provided for party events, get-togethers, games, conference rooms. Clarification is needed. Provide the square footage of these facilities and explain where these facilities will be located. Identify the location of the facilities and reference specific plan sheets. 		
43	Geology and Soils Approval Letter	<p>This is required for projects within a fault zone - Sierra Madre Fault Zone – San Fernando which your project is located within. This letter has not been provided. An Application for Review of Technical Reports and a Geotechnical Engineering Investigation were both received on 4/11/23. These reports do not take the place of a Geology and Soils Approval Letter from the Department of Building and Safety which is required and must be provided.</p>		
45	Findings for Class 32 Exemptions	<p>An updated Attachment to the Class 32 Categorical Exemption was provided on 4/5/23. The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> Project description – correct the number of low income units (8 units shown) to be consistent with the Department of City Planning Application provided on 4/5/23 (28 affordable units shown). Correct the number of stories shown (three-stories) to be consistent with elevations and sections (four stories shown). Unusual circumstances – The site is 		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>located on an earthquake fault. LADBS approval of a Geology and Soils report is required.</p> <ul style="list-style-type: none"> • Scenic resources – see the Sylmar Community Plan at planning.lacity.org for discussion of scenic resources in the geographic area. There is no discussion of these resources in the revised attachment and a discussion of scenic resources is required. • The findings provided by the applicant do not demonstrate that there will be no significant noise impacts on surrounding residential uses. A Noise Study prepared by a licensed acoustical engineer is required. • Traffic Study –submit attached LADOT Transportation Study Assessment to LADOT. Additionally, discuss specific bus and other public transit opportunities in the area and provide the location and distance from the subject site. • Consistency with Zoning and General Plan Designation – specifically discuss how a 40 foot in height, three-story, 99,868 square foot fourplex with 40 units complies with the RA-1-K Zone and Very Low I Residential land use designation and associated single-family uses. 		

We are happy to schedule a meeting with you via telephone or google meets should you need help or clarification of the above requirements. If no clarification is needed, the application materials for Case No. CPC-2022-8993-GPA-ZC-HD-K-BL-ZV-ZAA-WDI-VHCA and the associated environmental case and the application materials for a tentative tract map can be filed at the Downtown Metro Development Services Center to the attention of Maritza Przekop at maritza.przekop@lacity.org or Noah McCoy at noah.mccoy@lacity.org. The address for the Downtown Metro DSC is as follows:

Department of City Planning
Metro Development Services Center
201 N. Figueroa Street, 4th Floor
Los Angeles, CA 90012
Phone: (213) 482-7077

Materials for Case No. CPC-2022-9268-DB-HCA and the associated environmental case can be submitted to me directly.

Additional information on planning processes, announcements, and upcoming policies is available on the Department's webpage at www.planning.lacity.org.

The case file for Case No. CPC-2022-9268-DB-HCA and the associated environmental case is located at my office location indicated below, and arrangements to review the case file can be made.

Thank you.

Laura Frazin Steele

Laura Frazin Steele, City Planner
Valley Project Planning Division
Department of City Planning
6262 Van Nuys Boulevard, Room 430
Van Nuys, CA 91401

Phone: 818.374.9919

e-mail: laura.frazinsteele@lacity.org

cc: Council District 7

ATTACHMENTS

AFFORDABLE HOUSING REFERRAL FORM

TRANSPORTATION STUDY ASSESSMENT FORM

REFERRAL FORM

PAR-2022-5834-AHRF

CPC 2022-9268

**AFFORDABLE HOUSING REFERRAL FORM**

This form is to serve as a referral to the Los Angeles City Planning's (LACP) Development Services Center (DSC) for Affordable Housing case filing purposes (in addition to the required Department of City Planning Application and any other necessary documentation); and to the City of Los Angeles Housing Department (LAHD), Department of Building and Safety (LADBS), or other City agency for project status and entitlement need purposes. All Applicants are required to provide a complete set of architectural plans at the time that this form is submitted for review. Any application submitted that is missing any required materials will be considered incomplete and will not be reviewed until all materials are submitted.

This form shall be completed by the Applicant and reviewed and signed by LACP DSC Housing Services Unit (HSU) 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 HSU Staff is prohibited. LACP 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.

THIS SECTION TO BE COMPLETED BY HSU STAFF ONLY**Planning Staff Name & Title:** Renata D. Dragland, City Planner**Planning Staff Signature:**

A handwritten signature in blue ink that reads "R. Dragland".

Referral Date: 12/12/2022**Expiration Date:** 6/10/2023**TRANSPORTATION QUALIFIERS (if applicable)**☐ Major Transit Stop☐ Paratransit / Fixed Bus Route☒ Other: N/A**Location of Transit:** N/A**Qualifier #1:** N/A**Service Interval #1:** N/A**Service Interval #2:** N/A**Qualifier #2:** N/A**Service Interval #1:** N/A**Service Interval #2:** N/A

Service Intervals are calculated by dividing 420 (the total number of minutes during the peak hours of 6 am to 9 am and 3 pm to 7 pm) by the number of eligible trips.

Referral To:

☐ Planning DSC - Filing

☐ 100% Affordable per AB 2345¹

☐ SB 35

☐ AB 2162

☐ Measure JJJ

☒ Other: Subject to Measure JJJ. See Attachment A & email from R. Dragland dated 10/14/22.

Notes:

This Affordable Housing Referral Form (AHRF) does NOT constitute a Planning Application. Please see comments from Planning colored in blue on this form in addition to comments noted on "Attachment A" dated 12/12/22, and email dated 10/14/22 from Renata Dragland. A complete City Planning Application including plans, related materials must be submitted, and related fees paid.

THIS SECTION TO BE COMPLETED BY THE APPLICANT

APPLICANT INFORMATION

Applicant Name: Janet Jha

Phone Number: 310-995-4859

Email: akhilesh.jha@gmail.com

I. PROPOSED PROJECT

1. PROJECT LOCATION/ZONING

Project Address(es): 13916 W Polk St, Sylmar, CA 91342

Assessor Parcel Number(s): 2503007002

Community Plan: None

Existing Zone: RA-1-K

Land Use Designation: Very Low I Residential

Number of Parcels: 1

Site Size (sf): 48,284.1

☐ Specific Plan ☐ DRB/CDO ☐ HPOZ ☐ Redevelopment Project Area

☐ Enterprise Zone ☐ Q Condition/D Limitation (Ordinance No.):

☐ Other Pertinent Zoning Information (specify): ZI-2462, ZI-2438, BL case 1276

¹ AB 1763 incentives were amended by AB 2345.

2. DETAILED DESCRIPTION OF PROPOSED PROJECT

The proposed housing project is for the development of 40 residential units for rent. Eight units will be rented to Low-Income families. It will use State Density Bonus Law, Housing Accountability Law, Housing Crisis Act, and other relevant laws.

3. DETAILED DESCRIPTION OF EXISTING SITE AND DEVELOPMENT

A single family house of 1961 sf area, three bedrooms, and two bathrooms.

Existing Uses Dwelling Unit (DU) Square Footage (SF)	Existing No. of DUs or Non-Residential SF	Existing No. of DUs or Non-Residential SF to be Demolished	Proposed ² No. of DUs or Non-Residential SF
Guest Rooms			
Studios			
One Bedrooms			
Two Bedrooms			
Three Bedrooms	1	1	
4 Bedrooms			40
Non-Residential SF			
Other			

² Per AB 2556, replacement units shall be equivalent to the number of units and number of bedrooms of the existing development.

4. APPLICATION TYPE

☐ Density Bonus (per LAMC Section 12.22 A.25 or Government Code Section 65915) with only **Base Incentives** filed in conjunction with another discretionary approval.

☐ Density Bonus with **On-Menu Incentives** (specify):

- 1) _____
- 2) _____
- 3) _____
- 4) _____

'A
Subject
JJJ.

☒ Density Bonus with **Off-Menu Incentives** (specify):

- 1) Please see the attached document of the list of Incentives
- 2) _____
- 3) _____
- 4) _____

'A
Subject
JJJ.

☒ Density Bonus with **Waivers of Development Standards** (specify):

- 1) Please see the attached document of the list of Waivers
- 2) _____
- 3) _____
- 4) _____

☐ Greater Downtown Housing Incentive Area per LAMC Section 12.22 A.29

☐ Affordable Housing per LAMC Section 11.5.11 (Measure JJJ)

☐ Public Benefit Project per LAMC Section 14.00 A.2

☐ General Plan Amendment per LAMC Section 11.5.6

Request: _____

☐ Zone/Height District Change per LAMC Section 12.32

Request: _____

☐ Conditional Use per LAMC Section 12.24 U.26

☐ Site Plan Review per LAMC Section 16.05

☐ Specific Plan Project Permit Compliance per LAMC Section 11.5.7 C

☐ Community Design Overlay per LAMC Section 13.08

* Needs to be revised for the proposed project that triggers Measure JJJ requirements pursuant to LAMC Sections 11.5.6A, 11.5.11, 12.32F, and City Charter Section 555. See Attachment A and email from R. Dragland dated 10/14/22 for required Planning entitlements and project inconsistencies.

☐ Coastal Development Permit per LAMC Section 12.20.2 or 12.20.2.1

☐ Tract or Parcel Map per LAMC Section 17.00 or 17.50

☐ Other (specify): _____

5. ENVIRONMENTAL REVIEW

☒ Project is Exempt³

☒ Not Yet Filed

☐ Filed (Case No.): _____

6. HOUSING DEVELOPMENT PROJECT TYPE

CHECK ALL THAT APPLY:

☒ For Rent ☐ For Sale ☐ Mixed-Use Project ☐ Residential Hotel

☐ Extremely Low Income ☐ Very Low Income ☒ Low Income ☐ Moderate Income

☒ Market Rate ☐ Supportive Housing ☐ Senior

☐ Special Needs (describe): _____

☐ Other Category (describe): _____

7. DENSITY CALCULATION

A. Base Density: Maximum density allowable per zoning

Lot size (including any ½ of alleys)⁴ 42,805 SF (a)

Density allowed by Zone ~~47,500~~ * SF of lot area per DU (b)

No. of DUs allowed by right (per LAMC) 2-1 * DUs (c) [c = a/b, round down to whole number]

Base Density 3-1 * DUs (d) [d = a/b, round up to whole number]

B. Maximum Allowable Density Bonus⁵ 5- N/A * DUs (e) [e = dx1.35, round up to whole number]

* Pursuant to LAMC Section 12.07 A, one-family dwelling use is permitted in RA zoned sites. Therefore, the project does not reach the 5 minimum units required for a Housing Development Project for Affordable Housing Incentives – Density Bonus, per LAMC Section 12.22 A.25. Pursuant to the LAMC Section 12.22 A.25, Housing Development Project definition: ...For the purpose of establishing the minimum number of five dwelling units, Restricted Affordable Units shall be included and density bonus units shall be excluded. The Affordable Housing Referral Form (AHRF) also needs to be revised because the proposed project triggers Measure JJJ requirements pursuant to LAMC Sections 11.5.6A, 11.5.11, 12.32F, and City Charter Section 555. See Attachment A and email from R. Dragland dated 10/14/22 for required Planning entitlements and project inconsistencies.

³ Project may be exempt from CEQA review if it qualifies for a CEQA Exemption or is a Ministerial Project (aka, "By Right").

⁴ If there is a related subdivision case, the lot area shall be calculated based on the site area after a dedication of land has been provided.

⁵ Per AB 2345, 100% affordable housing developments may request an 80% density increase or unlimited density if the project site is within 0.5 miles of a Major Transit Stop.

C. Proposed Project: Please indicate total number of DUs requested and break down by levels of affordability set by each category (California Department of Housing and Community Development [HCD] or United States Department of Housing and Urban Development [HUD]). For information on HCD and HUD levels of affordability please contact LAHD at hcidla.landuse@lacity.org.

	Total	HCD (State)	HUD (TCAC)
Market Rate	32	N/A	N/A
Managers Unit(s) - Market Rate		N/A	N/A
Extremely Low Income (ELI) 5% ELI = 2	2	2	N/A
Very Low Income (VLI)			
Low Income (LI) 15% LI = 6	8 6	8 6	N/A
Moderate Income			
Permanent Supportive Housing — ELI			
Permanent Supportive Housing — VLI			
Permanent Supportive Housing — LI			
Seniors — Market Rate		N/A	N/A
Other			
Other			
Other			
Other			
TOTAL No. of DUs Proposed	40	(f)	
TOTAL No. of Affordable Housing DUs	8 (2 ELI+6 LI)*	(g)	
No. of Density Bonus DUs	39*	(h) [If f>c, then h=f-c; if f<c, then h= 0]	
Percent of Density Bonus Requested	3,900*	(i) {i = 100 x [(f/d) – 1]} (round down)	
Percent of Affordable Set Aside	20% of total*	(j) [g/d, round down to a whole number]	

* The base density is 1 unit, and the proposed project results in a residential density increase greater than 35%, therefore JJJ requires that *the Project shall provide no less than 5% of the total units at rents affordable to Extremely Low Income households, and either 6% of the total units at rents affordable to Very Low Income households or 15% of the total units at rents affordable to Lower Income households, inclusive of any Replacement Units* (LAMC Section 11.5.11(a)1.(ii). Needs to be revised for the proposed project that triggers Measure JJJ requirements pursuant to LAMC Sections 11.5.6A, 11.5.11, 12.32F, and City Charter Section 555. See Attachment A and email from R. Dragland dated 10/14/22 for required Planning entitlements and project inconsistencies.

8. SITE PLAN REVIEW CALCULATION

An application for Site Plan Review (SPR) may be required for projects that meet any of the SPR thresholds as outlined in LAMC Section 16.05 C, unless otherwise exempted per LAMC Section 16.05 D. For Density Bonus projects involving bonus units, please use the formula provided below to determine if the project meets the SPR threshold for unit count. If the project meets the threshold(s) but qualifies under the exemption criteria per Section 16.05 D, please confirm the exemption with LACP's DSC HSU.

21 units allowed by right (permitted by LAMC) – 4* existing units = 17 units

☐ **YES, SPR is required.**

Proposed by-right units minus existing units is equal to or greater than 50⁶

☒ **NO, SPR is not required.**

Base Density units minus existing units is less than 50

☐ **Exempt.**

Specify reason: _____

* Needs to be revised for the proposed project that triggers Measure JJJ requirements pursuant to LAMC Sections 11.5.6A, 11.5.11, 12.32F, and City Charter Section 555. See Attachment A and email from R. Dragland dated 10/14/22 for required Planning entitlements and project inconsistencies.

II. DENSITY BONUS (LAMC SECTION 12.22 A.25, ORDINANCE NO. 179,681)

9. PARKING OPTIONS

CHECK ALL THAT APPLY:

☐ **Automobile Parking Reductions via Bicycle Parking for Residential Uses⁷. Choose only one of the options, if applicable:**

☐ 10%

☐ 15% (*Only for residential projects or buildings located within 1,500 feet of a Major Transit Stop*)

☐ 30% (*If selecting the 30% parking reduction, the project will be ineligible for any of the Parking Options listed below*)

If selecting the 30% parking reduction, provide the following information:

Required Parking per LAMC: _____

Required Parking after the 30% reduction: _____

⁶ Site Plan Review may also be required if other characteristics of the project exceeds the thresholds listed in LAMC Section 16.05.

⁷ Any project utilizing Parking Option 3 may not further reduce automobile parking via bicycle parking.

J/A ☒ **Automobile Parking for Residential Uses (choose only one of the following options):**

Subject

o JJJ.

Note: Any fractional numbers are rounded up.

☐ **Parking Option 1.** Based on # of bedrooms, inclusive of Handicapped and Guest parking.

	# of DUs	Spaces/DU	Parking Required	Parking Provided
0-1 Bedroom		1		
2-3 Bedrooms		1.5		
4 or more Bedrooms	40	2.5	100	40
Stalls Reduced via Bike Parking				Subtract:
TOTALS	90			40

☐ **Parking Option 2.** Reduced only for Restricted Affordable Units and up to 40% of required parking for Restricted Affordable Units may be compact stalls.

	# of DUs	Spaces/DU	Parking Required	Parking Provided
Market Rate (Including Senior Market Rate)		Per Code		
Restricted Affordable		1		
VLI/LI Senior or Disabled		0.5		
Restricted Affordable in Residential Hotel		2.5		
Stalls Reduced via Bike Parking				Subtract:
TOTALS				

☐ **Parking Option 3 [AB 2345 (2020)].** Applies to two types of projects:

- 100% affordable housing developments consisting solely of affordable units, exclusive of a manager's unit(s), with an affordable housing cost to lower income families; or
- Mixed-income developments consisting of 11% VLI or 20% LI units.

☐ **100% Affordable Housing Developments.** There is no minimum parking requirement for any of the following 100% affordable housing developments described below. Check all that apply:

☐ A housing development located within 0.5 miles of a Major Transit Stop.

☐ A housing development for individuals who are 62 years of age or older with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day.

- ☐ **Special Needs Housing Development**, as defined in Section 51312 of the Health and Safety Code (H&SC), with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day.
- ☐ **Supportive Housing Development**, as defined in Section 50675.14 of the H&SC.
- ☐ **Mixed-Income Developments** consisting of 11% VLI or 20% LI units.

	Spaces/Unit	Parking Required	Parking Provided
Located within 0.5 miles of Major Transit Stop with unobstructed access to project	0.5		

Major Transit Stop is defined as a site containing an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. It also includes major transit stops that are included in the applicable regional transportation plan.

Bus Rapid Transit is defined as public mass transit service provided by a public agency or by a public-private partnership that includes all of the following features:

- 1) Full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
- 2) Transit signal priority.
- 3) All-door boarding.
- 4) Fare collection system that promotes efficiency.
- 5) Defined stations.

10. INCENTIVES

A. Qualification for Incentives

Below is the minimum Required Restricted Affordable Housing Units, calculated as a percentage of the base density allowed on the date of the application. Check only one:

Incentives	% Very Low Income	% Low Income	% Moderate Income
One	<input type="checkbox"/> 5% to <10%	<input type="checkbox"/> 10% to <20%	<input type="checkbox"/> 10% to <20%
Two	<input type="checkbox"/> 10% to <15%	<input type="checkbox"/> 20% to <30%	<input type="checkbox"/> 20% to <30%
Three	<input type="checkbox"/> 15% or greater	<input checked="" type="checkbox"/> 30% or greater	<input type="checkbox"/> 30% or greater

N/A. Subject to Measure JJJ, complete Items 13 through 15 below.

100% Affordable Housing Developments may request up to four (4) incentives and one (1) Waiver of Development Standard. Check this box if this applies to the project.

N/A. **B. Project Zoning Compliance & Incentives** (Only for projects requesting a Density Bonus with Incentives/Waivers) *

	Permitted w/o Incentives	Proposed per Incentives	On-Menu	Off-Menu
<input type="checkbox"/> Yard/Setback (each yard counts as one incentive)				
<input type="checkbox"/> Front (1)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Front (2)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Side (1)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Side (2)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rear	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Coverage	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Width	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Floor Area Ratio ⁸	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Height/Stories ⁹	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overall Height	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Transitional Height(s)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Open Space	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Density Calculation	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Averaging (all count as one incentive — check all that are needed)				
<input type="checkbox"/> FAR				
<input type="checkbox"/> Density				
<input type="checkbox"/> Parking				
<input type="checkbox"/> Open Space				
<input type="checkbox"/> Vehicular Access				
<input checked="" type="checkbox"/> Other Off-Menu Incentives (specify): <u>Please see the attached document</u>				
<u>Please see the attached document</u>				
<input checked="" type="checkbox"/> Waiver of Development Standards (specify): <u>Please see the attached document</u>				
<u>Please see the attached document</u>				
<input type="checkbox"/> 100% Affordable Housing Development shall receive a height increase of three additional stories up to 33 additional feet. Check the box if this applies to your project.				

TOTAL No. of Incentives Requested: On-Menu _____ Off-Menu 3*

TOTAL No. of Waivers Requested: 14*

⁸ See LAMC Section 12.22 A.25(f)(4) for additional requirements.

⁹ See LAMC Section 12.22 A.25(f)(5) for additional requirements.

* Needs to be revised for the proposed project that triggers Measure JJJ requirements pursuant to LAMC Sections 11.5.6A, 11.5.11, 12.32F, and City Charter Section 555. See Attachment A and email from R. Dragland dated 10/14/2 for required Planning entitlements and project inconsistencies.

11. COVENANT

All Density Bonus projects are required to prepare and record an Affordability Covenant to the satisfaction of the LAHD's Occupancy Monitoring Unit **before** a building permit can be issued. For more information, please contact the LAHD at hcidla.landuse@lacity.org.

III. GREATER DOWNTOWN HOUSING INCENTIVE AREA (LAMC SEC. 12.22 A.29, ORDINANCE NO. 179,076)

12. GREATER DOWNTOWN HOUSING INCENTIVE AREA (GDHIA)

A. Eligibility for Floor Area Bonus

NOTE: The affordability levels required are set by the HUD/TCAC. For information on HCD and HUD levels of affordability please contact the LAHD at hcidla.landuse@lacity.org.

- ☐ 5% of the total number of DUs provided for VLI households; and
- ☐ One of the following shall be provided:
 - ☐ 10% of the total number of DUs for LI households; or
 - ☐ 15% of the total number of DUs for Moderate Income households; or
 - ☐ 20% of the total number of DUs for Workforce Income households, and
- ☐ Any DU or Guest Room occupied by a household earning less than 50% of the Area Median Income (AMI) that is demolished or otherwise eliminated shall be replaced on a one-for-one basis within the Community Plan area in which it is located

B. Incentives

NOTE: Must meet all three (3) eligibility requirements from 12.A above and provide a Covenant & Agreement (See #11).

CHECK ALL THAT APPLY:

- ☐ A 35% increase in total floor area
- ☐ Open Space requirement pursuant to LAMC Section 12.21 G reduced by one-half, provided that a fee equivalent to amount of the relevant park fee, pursuant to LAMC Section 19.17, shall be paid for all dwelling units. See LAMC Section 12.29 A.29(c) for exceptions
- ☐ No parking required for units for households earning less than 50% AMI
- ☐ No more than one parking space required for each dwelling unit

C. Additional Incentives to Produce Housing in the GDHIA

- ☐ No yard requirements except as required by the Urban Design Standards and Guidelines
- ☐ Buildable area shall be the same as the lot area (for the purpose of calculating buildable area for residential and mixed-use)

- ☐ Maximum number of dwelling units or guest rooms permitted shall not be limited by the lot area provisions, as long as the total floor area utilized by guest rooms does not exceed the total floor area utilized by dwelling units
- ☐ No prescribed percentage of the required open space that must be provided as either common open space or private open space

IV. MEASURE JJJ¹⁰ (LAMC Sec. 11.5.11, Ordinance No. 184, 745)

13. AFFORDABLE REQUIREMENTS*

A certain percentage of affordable units is required based on the total number of units in the project.
Fill out either A or B below:

A. Rental Projects

- ☐ No less than the affordability percentage corresponding to the level of density increase requested or allowed:
 - ☐ _____ % VLI **OR** ☐ _____ % LI
- ☒ For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35%:
 - ☒ 5% ELI **AND** ☐ 6% VLI **OR** ☒ 15% LI
- ☐ For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35%:
 - ☐ 5% ELI **AND** ☐ 11% VLI **OR** ☐ 20% LI

Required Number of Affordable Units

ELI 2 VLI _____ LI 8-6

B. For Sale Projects

- ☐ No less than the affordability percentage corresponding to the level of density increase requested or allowed:
 - ☐ _____ % VLI **OR** ☐ _____ % LI **OR** ☐ _____ % Moderate Income
- ☐ For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35% or allows a residential use where not previously allowed:
 - ☐ 11% VLI **OR** ☐ 20% LI **OR** ☐ 40% Moderate Income

Required Number of Affordable Units

VLI _____ LI _____ Moderate Income _____

* Needs to be revised for the proposed project that triggers Measure JJJ requirements pursuant to LAMC Sections 11.5.6A, 11.5.11, 12.32F, and City Charter Section 555. See Attachment A and email from R. Dragland dated 10/14/22 for required Planning entitlements and project inconsistencies.

¹⁰ All fractional amounts in Sections 13 and 14 shall be rounded up to the next whole number.

14. ALTERNATIVE COMPLIANCE OPTIONS

In lieu of providing the affordable units on site, there are three (3) other options available to comply with Measure JJJ Affordable Requirements. Select one, if applicable; otherwise leave this section blank.

A. Off-Site Construction – Construction of affordable units at the following rate:

- ☐ Within 0.5 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.0
- ☐ Within 2 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.25
- ☐ Within 3 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.5

Updated Required Number of Affordable Units

ELI _____ VLI _____ LI _____ Moderate Income _____

B. Off-Site Acquisition – Acquisition of property that will provide affordable units at the following rate:

- ☐ Within 0.5 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.0
- ☐ Within 1 mile of the outer edge of the Project, Affordable Units in Section 13 x 1.25
- ☐ Within 2 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.5

Updated Required Number of Affordable Units

ELI _____ VLI _____ LI _____ Moderate Income _____

C. In-Lieu Fee – From the Affordability Gaps Study published by the Los Angeles City Planning

Total In-Lieu Fee _____ (Note: Final fee TBD if/when the project is approved)

15. DEVELOPER INCENTIVES*

Please describe up to a maximum of three (3) incentives:

- 1) _____

- 2) _____

- 3) _____

Disclaimer: This review is based on the information and plans provided by the applicant at the time of submittal of this form. Applicants are advised to verify any zoning issues such as height, parking, setback, and any other applicable zoning requirements with LADBS.

* Needs to be revised for the proposed project that triggers Measure JJJ requirements pursuant to LAMC Sections 11.5.6A, 11.5.11, 12.32F, and City Charter Section 555. See Attachment A and email from R. Dragland dated 10/14/22 for required Planning entitlements and project inconsistencies.



REFERRAL FORMS:

TRANSPORTATION STUDY ASSESSMENT

DEPARTMENT OF TRANSPORTATION - REFERRAL FORM

RELATED CODE SECTION: Los Angeles Municipal Code Section 16.05 and various code sections.

PURPOSE: The Department of Transportation (LADOT) Referral Form serves as an initial assessment to determine whether a project requires a Transportation Assessment.

GENERAL INFORMATION

- Administrative: Prior to the submittal of a referral form with LADOT, a Planning case must have been filed with Los Angeles City Planning.
- All new school projects, including by-right projects, must contact LADOT for an assessment of the school's proposed drop-off/pick-up scheme and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed.
- Unless exempted, projects located within a transportation specific plan area may be required to pay a traffic impact assessment fee regardless of the need to prepare a transportation assessment.
- Pursuant to LAMC Section 19.15, a review fee payable to LADOT may be required to process this form. The applicant should contact the appropriate LADOT Development Services Office to arrange payment.
- LADOT's Transportation Assessment Guidelines, VMT Calculator, and VMT Calculator User Guide can be found at <http://ladot.lacity.org>.
- A transportation study is not needed for the following project applications:
 - Ministerial / by-right projects
 - Discretionary projects limited to a request for change in hours of operation
 - Tenant improvement within an existing shopping center for change of tenants
 - Any project only installing a parking lot or parking structure
 - Time extension
 - Single family home (unless part of a subdivision)
- This Referral Form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, and other issues. These items require separate review and approval by LADOT.

SPECIAL REQUIREMENTS

When submitting this referral form to LADOT, include the completed documents listed below.

- ☐ Copy of Department of City Planning Application ([CP-7771.1](#)).
- ☐ Copy of a fully dimensioned site plan showing all existing and proposed structures, parking and loading areas, driveways, as well as on-site and off-site circulation.
- ☐ If filing for purposes of Site Plan Review, a copy of the Site Plan Review Supplemental Application.
- ☐ Copy of project-specific VMT Calculator analysis results.

TO BE VERIFIED BY PLANNING STAFF PRIOR TO LADOT REVIEW

LADOT DEVELOPMENT SERVICES DIVISION OFFICES: Please route this form for processing to the appropriate LADOT Development Review Office as follows (see [this map](#) for geographical reference):

Metro

213-972-8482
100 S. Main St, 9th Floor
Los Angeles, CA 90012

West LA

213-485-1062
7166 W. Manchester Blvd
Los Angeles, CA 90045

Valley

818-374-4699
6262 Van Nuys Blvd, 3rd Floor
Van Nuys, CA 91401

1. PROJECT INFORMATION

Case Number: _____

Address: _____

Project Description: _____

Seeking Existing Use Credit (will be calculated by LADOT): Yes _____ No _____ Not sure _____

Applicant Name: _____

Applicant E-mail: _____ Applicant Phone: _____

Planning Staff Initials: _____ Date: _____

2. PROJECT REFERRAL TABLE

	Land Use (list all)	Size / Unit	Daily Trips ¹
Proposed ¹			
	Total trips ¹ :		
a. Does the proposed project involve a discretionary action?			Yes <input type="checkbox"/> No <input type="checkbox"/>
b. Would the proposed project generate 250 or more daily vehicle trips ² ?			Yes <input type="checkbox"/> No <input type="checkbox"/>
c. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station ³ ?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES to a. and b. or c. , or to all of the above, the Project <u>must</u> be referred to LADOT for further assessment.			
Verified by: Planning Staff Name: _____ Phone: _____			
Signature: <u>Laura Frazin Steele</u> Date: _____			

¹ Qualifying Existing Use to be determined by LADOT staff on following page, per LADOT's Transportation Assessment Guidelines.

² To calculate the project's total daily trips, use the VMT Calculator. Under 'Project Information', enter the project address, land use type, and intensity of all proposed land uses. Select the '+' icon to enter each land use. After you enter the information, copy the 'Daily Vehicle Trips' number into the total trips in this table. Do not consider any existing use information for screening purposes. For additional questions, consult LADOT's [VMT Calculator User Guide](#) and the LADOT Transportation Assessment Guidelines (available on the LADOT website).

³ Relevant transit lines include: Metro Red, Purple, Blue, Green, Gold, Expo, Orange, and Silver line stations; and Metrolink stations.

Project Information

Project:

13916 W Polk Street 91342

Scenario:

Address:

13916 W POLK ST. 91342

Is the project replacing an existing number of residential units with a smaller number of residential units AND is located within one-half mile of a fixed-rail or fixed-guideway transit station?

Yes

No

Existing Land Use

Land Use Type	Value	Unit
Housing Single Family	1	DU
Housing Single Family	1	DU

Click here to add a single custom land use type (will be included in the above list)

Proposed Project Land Use

Land Use Type	Value	Unit
Housing Affordable Housing - Family	8	DU
Housing Multi-Family	32	DU
Housing Affordable Housing - Family	8	DU

Click here to add a single custom land use type (will be included in the above list)

Reset all user inputs (clean template)

Project Screening Summary

Existing Land Use	Proposed Project
8 Daily Vehicle Trips	206 Daily Vehicle Trips
80 Daily VMT	2,116 Daily VMT

Tier 1 Screening Criteria

Project will have less residential units compared to existing residential units & is within one-half mile of a fixed-rail station. ☐

Tier 2 Screening Criteria

The net increase in daily trips < 250 trips	198 Net Daily Trips
The net increase in daily VMT ≤ 0	2,036 Net Daily VMT
The proposed project consists of only retail land uses ≤ 50,000 square feet total.	0.000 ksf

The proposed project is not required to perform VMT analysis.

Measuring the Miles

4/19/23 Calculated by Planning Staff

TO BE COMPLETED BY LADOT

3. PROJECT INFORMATION

	Land Use (list all)	Size / Unit	Daily Trips
Proposed			
	Total new trips:		
Existing			
	Total existing trips:		
	Net Increase / Decrease (+ or -)		

- a. Is the project a single retail use that is less than 50,000 square feet? Yes ☐ No ☐
- b. Would the project generate a net increase of 250 or more daily vehicle trips? Yes ☐ No ☐
- c. Would the project generate a net increase of 500 or more daily vehicle trips? Yes ☐ No ☐
- d. Would the project result in a net increase in daily VMT? Yes ☐ No ☐
- e. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station? Yes ☐ No ☐
- f. Does the project trigger Site Plan Review (LAMC 16.05)? Yes ☐ No ☐
- g. Project size:
- i. Would the project generate a net increase of 1,000 or more daily vehicle trips? Yes ☐ No ☐
- ii. Is the project's frontage 250 linear feet or more along a street classified as an Avenue or Boulevard per the City's General Plan? Yes ☐ No ☐
- iii. Is the project's building frontage encompassing an entire block along a street classified as an Avenue or Boulevard per the City's General Plan? Yes ☐ No ☐

VMT Analysis (CEQA Review)

If **YES** to **a.** and **NO** to **e.** a VMT analysis is **NOT** required.
 If **YES** to both **b.** and **d.**; or to **e.** a VMT analysis **is** required.

Access, Safety, and Circulation Assessment (Corrective Conditions)

If **YES** to **c.**, a project access, safety, and circulation evaluation may be required.
 If **YES** to **f.** and either **g.i.**, **g.ii.**, or **g.iii.**, an access assessment may be required.

LADOT Comments:

Please note that this form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, and other issues. These items require separate review and approval by LADOT. Qualifying Existing Use to be determined per LADOT's Transportation Assessment Guidelines.

4. Specific Plan with Trip Fee or TDM Requirements: **Yes** ☐ **No** ☐

Fee Calculation Estimate: _____

VMT Analysis Required (Question b. satisfied): **Yes** ☐ **No** ☐

Access, Safety, and Circulation Evaluation Required (Question c. satisfied): **Yes** ☐ **No** ☐

Access Assessment Required (Question c., f., and either g.i., g.ii. or g.iii satisfied): **Yes** ☐ **No** ☐

Prepared by DOT Staff Name: _____ Phone: _____

Signature: _____ Date: _____