

## DEPARTMENT OF TRANSPORTATION REFERRAL FORM

**Note:** Submit this form to the Department of Transportation (DOT) for their review and analysis of traffic, access and circulation of the proposed project. The referral form is a required attachment to any application that includes one of the following (please check the box for the application the referral form is intended for):

- A project that requires Site Plan Review (unless the Traffic Study or Technical Memorandum process with DOT has already begun)
- A project with new floor area or a change of use that requires the filing of an Environmental Assessment Form (EAF), this referral form replaces the previously used Initial Study Assessment Form (ISAF) (unless the Traffic Study or Technical Memorandum process with DOT has already begun)
- A project with new floor area and frontage along a Major or Secondary Highway
- A project that proposes bicycle parking in the public right-of-way
- A project in a Transportation Specific Plan area:
- Central City West Specific Plan (*Downtown Planning Office*)
  - Coastal Transportation Corridor Specific Plan (*West LA Planning Office*)
  - Glencoe/Maxella Specific Plan (*West LA Planning Office*)
  - Warner Center Specific Plan (*Valley Planning Office*)
  - West Los Angeles Transportation Improvement and Mitigation Specific Plan (*West LA Planning Office*)
  - Venice Coastal Zone Specific Plan (*West LA Planning Office*)
  - Ventura-Cahuenga Boulevard Corridor Specific Plan (*Valley Planning Office*)

This form can also determine whether a change of use meets the definition of a Development Project as per LAMC Section 16.05 C1 (c) and (d).

Pursuant to LAMC Section 19.15, a review fee payable to DOT may be required to process this form. The applicant should contact the appropriate DOT Development Services Office to arrange payment.

DOT's Traffic Study Policies and Procedures can be found on [ladot.lacity.org](http://ladot.lacity.org), under "B-PERMIT & TRAFFIC STUDIES".

**Applicable Code Section/Ordinance:** LAMC Section 16.05; various

**Additional Requirements:** When submitting this referral form to DOT, include the documents listed below (unless the form is being used to determine whether a change of use meets the definition of a Development Project as per LAMC Section 16.05 C1 (c) and (d)).

- Copy of completed Master Land Use Permit Application
- 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 completed Site Plan Review Supplemental Application

## DEPARTMENT OF TRANSPORTATION DEVELOPMENT SERVICES DIVISION OFFICES

**Downtown  
Planning Office**

213.972.8482  
100 S Main St, 9<sup>th</sup> Floor  
Los Angeles, CA 90012

**West Los Angeles  
Planning Office**

213.485.1062  
7166 W Manchester Blvd  
Los Angeles, CA 90045

**Valley  
Planning Office**

818.374.4699  
6262 Van Nuys Blvd, 3<sup>rd</sup> Floor  
Van Nuys, CA 91401

Project Name: 68 Unit Apartment Building

Project Address: 6530 Sepulveda Blvd

Project Description: Construction of 68-Unit apartment  
4 stories over 2 level parking

Applicant Name: Anabell

Applicant E-mail: anabell @ groundup Applicant Phone: 818-387-7832  
develop.com

CP-2151.1 [01.15.2014] anabell@groundupdevelop.com



**TO BE COMPLETED BY DOT STAFF ONLY**

**TRIP GENERATION CALCULATION**

	Uses (list each use)	Project (square feet or dwelling units)	Land Use ADT (trip generate rate)	Subtotal ADT (number of trips)	Total ADT (number of trips)
Existing	Apartments	11 Units		(73)	(73)
Proposed	Apartments	68 units		452	452
				<del>379</del>	
<b>Net Increase / Decrease (+ or -)</b>					<b>379</b>

**POTENTIAL TRANSPORTATION & CIRCULATION IMPACTS**

(to be completed only for projects with new floor area or a change of use that requires the filing of an Environmental Assessment Form (EAF))

Pursuant to CEQA Appendix G, part XVI – Transportation/Traffic, would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) result in a change in air traffic patterns...				
d) substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) result in inadequate emergency access?				
f) conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*(this is for information purposes only and is not applicable to DOT; it pertains to LAWA)*

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	IN	OUT	Total	IN	OUT	Total
Peak Hour Trips: A.M. :	6	23	29	22	13	35

**DOT Comments:** This determination doesn't include approval of site access & internal circulation & dedication may be required. A minimum 12'30" for all two-way drive & 10'16" for all one way drps. Minimum rear/side space between the first parking stall or any second gate from the new property line after dedication shall meet the DOT's requirement according to number of parking. A final site plan should be submitted to L.A DOT's Valley Development Review 5626 Van Nuys Blvd, Rm 320 for approval of driveways and internal circulation.

**Traffic Study Required?** Yes: \_\_\_\_\_ No: No traffic study is required as ADT for site plan review

**Prepared By:** Durre Shamsi **Phone:** 818-374-4699

**Signature:** Durre Shamsi **Date:** 6/3/14