



**ADMINISTRATIVE REVIEW**

**REDEVELOPMENT PROJECT AREA – BROADWAY MANCHESTER**

**Administrative Review and Referral**

**RELATED CODE SECTION:** Los Angeles Municipal Code Section (LAMC) 11.5.14 establishes the process and procedures for implementing the Redevelopment Plan.

**PURPOSE:** This Administrative Review and Referral form determines the appropriate review process for proposed Projects within a Redevelopment Project Area. Proposed development activity within Redevelopment Project Areas must conform to the Land Uses Permitted in Project Area Section of respective Redevelopment Plan.

**GENERAL INFORMATION**

- A Redevelopment Plan Project (Project) includes any proposed development activity within a Redevelopment Project Area with an Unexpired Redevelopment Plan, that includes the issuance of a building, grading, demolition, sign or change of use permit. Refer to 11.5.14 for the full definition.
- Land Uses Permitted in Project Area, see Section 500 of the Broadway Manchester Redevelopment Plan. Visit [Planning4LA.org](http://Planning4LA.org) to review the Broadway Manchester Redevelopment Plan.
- Review process options available:
  - Administrative Review – Redevelopment Plan
  - Administrative Review – Design for Development
  - Project Compliance
  - Project Adjustment

**1. APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**2. PROJECT BACKGROUND**

Project Address \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_ Existing Zoning \_\_\_\_\_

Project Type:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Change of Use       | <input type="checkbox"/> Addition         | <input type="checkbox"/> Exterior Alteration |
| <input type="checkbox"/> Interior Alteration | <input type="checkbox"/> Demolition       | <input type="checkbox"/> Signs               |
| <input type="checkbox"/> Use of Land         | <input type="checkbox"/> New Construction | <input type="checkbox"/> Grading             |

Project Description (include any additional requested entitlements) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eligible or Identified Historic Resource (refer to <http://zimas.lacity.org/> and <https://historicplacesla.org> check one below)

Yes       No

Lot Area \_\_\_\_\_ Project FAR \_\_\_\_\_

Current Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Existing Residential sq.ft. \_\_\_\_\_ Proposed Residential sq. ft. \_\_\_\_\_

Existing Non-Residential sq.ft. \_\_\_\_\_ Proposed Non-Residential sq. ft. \_\_\_\_\_

Number of new residential units \_\_\_\_\_

Number of residential units to remain \_\_\_\_\_

Number of residential units to be demolished \_\_\_\_\_

Building Permit No. (if applicable) \_\_\_\_\_

Environmental Review       Project is Ministerial – Environmental Review Not Required

Not Yet Filed       Filed (Indicate case number) \_\_\_\_\_

### FLOOR AREA RATIO (FAR) CALCULATION

Use the following definitions to calculate your FAR.

“Floor Area Ratio” means the ratio of the total of the Floor Area of all buildings on a Parcel Area to the Parcel Area.

“Floor Area” means that area in square feet confined within the exterior walls of a building, but not including the area of the following: exterior walls, stairways, shafts, rooms housing building-operating equipment or machinery, parking areas with associated driveways and ramps, space for the landing and storage of helicopters, and basement storage areas.

“Parcel Area” means the area of a parcel not including any portion of the parcel that will be, upon the completion of the development, subject to a public street, highway or sidewalk right-of-way or easement, whether by dedication, tract map recordation, public acquisition or other means, provided, however, that the term Parcel Area shall include areas set aside or used as part of an inter-structural connecting pedestrian way or walkway system.

### 3. CHECKLIST - Broadway Manchester Redevelopment Plan

Complete the following checklist using the terms listed below. To see the full list of defined terms reference LAMC Section 11.5.14. To complete the checklist please refer to the corresponding Section of the Redevelopment Plan. The Redevelopment Plans are available on the City Planning website at [Planning4LA.org](http://Planning4LA.org).

- **N/A - Not Applicable:** This Redevelopment Plan Section does not apply to the proposed Project. No further action is required.
- **YES - Conforms:** The proposed Project conforms to the Redevelopment Plan section. The proposed Project may require Project Compliance. Not all Redevelopment Plans require additional action.
- **NO - Does Not Conform:** The proposed Project DOES NOT conform to the Redevelopment Plan section. The proposed Project will require a Project Adjustment. Alternatively, modify the proposed Project and resubmit this form demonstrating compliance with the Redevelopment Plan.

Redevelopment Plan Section	Plan Sheet or Supplemental Document (Demonstrating Compliance)	Redevelopment Plan Conformance (Check One)			Staff Comments
		N/A	YES	NO	
<b>501. General Controls and Limitations</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>502. Redevelopment Plan Map</b> • Input the Redevelopment Plan Land Use Designation (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>503.1. Commercial Uses</b> • Input FAR Calculation using Redevelopment Plan Calculation • Findings Required when exceeding 1.5:1 FAR. See Criteria 1-3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>503.2. Residential</b> • Input the City Zone designation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>503.3. Commercial Manufacturing</b> • Reference use list in Section		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>503.4. Light Industrial</b> • Reference use list in Section		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>503.5. Limited Industrial</b> • Reference use list in Section		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>503.6. Commercial Uses within Limited Industrial Areas and Alternate Uses</b> • Findings Required – Project Compliance • Refer to Criteria 1-4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>503.7. Restricted Commercial/Industrial Uses</b> • Findings Required - Project Compliance • Refer to Criteria 1-4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>504.1. Public Uses</b> • Findings Required if other use - Project Compliance • Refer to Criteria 1-5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>504.2. Public Street Layout, Rights-of-Way and Easements</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>504.3. Other Open Space, Public and Quasi-Public Uses</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>505. Interim Uses</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>506. Nonconforming Uses</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>507. New Construction and Rehabilitation of Properties</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>508. Limitation on Type, Size and Height of Buildings</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>511. Open Space, Landscaping, Light, Air, and Privacy</b>	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>512. Signs and Billboards</b> • Check Sign DFD if applicable	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	

Redevelopment Plan Section	Plan Sheet or Supplemental Document (Demonstrating Compliance)	Redevelopment Plan Conformance (Check One)			Staff Comments
		N/A	YES	NO	
<b>513.</b> Utilities	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>514.</b> Parking and Loading Facilities	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>515.</b> Setbacks	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>516.</b> Incompatible Uses	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>517.</b> Resubdivision of Parcels	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	
<b>518.</b> Minor Variations	<i>Applicant must review this Redevelopment Plan section. Findings in this Section must be prepared for any sections of this Form checked "NO" unless the Project is modified.</i>				
<b>520.</b> Design Guidelines	<i>Applicant must review the Design Guidelines Redevelopment Plan section.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>521.</b> Variances, Conditional Use Permits, Building Permits and Other Land Developments Entitlements	<i>Applicant must review this Redevelopment Plan section.</i>	-	-	-	

**4. PROJECT REVIEW REQUIREMENTS**

**SUBMITTAL PACKAGE** (check all that apply)

**A. Administrative Review for the Redevelopment Plan**

The Submittal Package includes this *Administrative Review and Referral Form*, and the *Documents and Materials* for the Administrative Review and Referral Form, listed in the Administrative Review Instruction (CP-3540).

*NOTE: For an Administrative Review clearance, the project must conform to the Permitted Land Uses section of the relevant Redevelopment Plan, and if applicable the Administrative Review and Referral Design for Development.*

**B. Administrative Review for the Design for Development (DFD)**

The Submittal Package includes this *Administrative Review and Referral Form*, and the *Documents and Materials* for Design for Development, listed in the Administrative Review Instruction (CP-3540).

**C. Project Compliance and/or Project Adjustment**

The Submittal Package includes this *Administrative Review and Referral Form*, and the *Documents and Materials* for *Project Compliance and/or Project Adjustment*, listed in the Administrative Review Instruction (CP-3540).

All forms and related materials shall be submitted to the Development Services Center Redevelopment Plan Unit.

**- CITY STAFF USE ONLY -**

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

**ADDITIONAL STAFF NOTES**

  
  
  
  

CASE NUMBER: \_\_\_\_\_

**Section 5 - ADMINISTRATIVE REVIEW** – Project Conforms to Plan. No Referral Required – Section 6 N/A. No fee is collected.

Staff Signature	Date	Phone Number
Print Name		Email

**Section 6 - PROJECT PLANNING REFERRAL** - Choose one: If Project Compliance or Project Adjustment is required. Please collect required fee(s) prior to filing.

<input type="checkbox"/> <b>Project Compliance Required</b>	<input type="checkbox"/> <b>Project Adjustment Required</b>
---	---

**INITIAL REVIEW BY**

Staff Signature	Date	Phone Number
Print Name		Email