



REFERRAL FORMS:

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 the Department of 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:

- o Ministerial / by-right projects
- o Discretionary projects limited to a request for change in hours of operation
- o Tenant improvement within an existing shopping center for change of tenants
- o Any project only installing a parking lot or parking structure
- o Time extension
- o 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, etc. 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 Calculator¹ 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	West LA	Valley
213-972-8482	213-485-1062	818-374-4699
100 S. Main St, 9 th Floor Los Angeles, CA 90012	7166 W. Manchester Blvd Los Angeles, CA 90045	6262 Van Nuys Blvd, 3 rd 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 Email: _____ Applicant Phone: _____

Planning Staff Initials: _____ Date: _____

2. PROJECT REFERRAL TABLE

	Land Use (list all)	Size / Unit	Daily Trips ¹
Proposed ¹			
	<i>Total trips¹:</i>		

- a. Does the proposed project involve a discretionary action? Yes No
- b. Would the proposed project generate 250 or more daily vehicle trips²? Yes No
- c. If the project is replacing an existing number of residential units with a smaller _____

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).

number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station³? **Yes** **No**

If **YES** to **a.** and **b.** or **c.**, or to **all** of the above, the Project must be referred to LADOT for further assessment.

Verified by: Planning Staff Name: _____ Phone: _____

Signature: _____ Date: _____

TO BE COMPLETED BY LADOT

3. PROJECT INFORMATION

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

- 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**

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

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, etc. 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 b. satisfied): **Yes** **No**

Access Assessment Required (Question b., f., and either g.i., g.ii. or g.iii satisfied):

Yes **No**

Prepared by DOT Staff Name: _____ Phone: _____

Signature: _____ Date: _____