



DEPARTMENT OF CITY PLANNING CONDITION COMPLIANCE UNIT

Pre-Application Research and Ready to Submit Checklist

Note: The research performed on this request is valid for up to 90-days from the date of this form. If you do not file your case within 90-days, a new pre-application request may be necessary in order to complete your case filing. **An appointment is required to submit your application.** Please contact your Project Planner to make an appointment. To avoid delays in scheduling your case for public hearing, please review this checklist carefully to make sure that all the required corrections/revisions and or additional documents requested are included in your package. If the package is incomplete we will not be able to process your application on the day of your appointment.

Date: 8/16/2016

Application Contact: Alex Campbell

Tel: 626-683-9777

Email: alex@aralicens.com

Project Location: 14056 Burbank Blvd.

Zone:[Q]C1.5-1VL

Legal Description: Lot 11, TR 9376

Application Type: CUB

CD: 4, David Ryu

Case Renewed from or Related Case:

DBA: Café Italia

NC: Sherman Oaks

Planner: Zuriel Espinosa

Planner Tel: (213) 202-5474

Planner Email: zuriel.espinosa@lacity.org

Proposed Use/Hours of the Establishment:

Proposed Use: Restaurant

Floor Area: 1,128 sq. ft.

Outdoor Uses: Covered Patio

Number of indoor Seats : 34

Number of outdoor Seats: 9

Proposed hours of operation:10 a.m. – 11 p.m. daily

Permitted Use of the Establishment:

Permitted Use: Pizza Parlor (Take-Out Restaurant)

Floor Area: 1,400

Outdoor Uses: None

Existing hours of operation (if applicable):

Relevant Documents on the Property (Staff will include the following documents in your filing package, unless otherwise requested):

Building Permits:

Building Permit No. 1983VN56616 – Change of use from Retail (Tile Store bv) to Pizz Parlor. (Take-Out)

C of Os:

Certificate of Occupancy No. 1982VN56616 – Convert existing 1 Story, Type V, Retail to Pizza Parlor within existing 1 Story, Type V, 100' x 140' Retail Store. No change in parking requirements. G-1/G-2 Occupancy

ZA Cases: None

Q Conditions / D Limitations:

[Q] Conditions – Ordinance No. 174075 – Approved 6/28/2001 – Subarea 13, Does not place restriction on restaurant uses with alcohol. Establishes development standards for signs, fences/walls, and building conditions (security devices on windows, colored exteriors classified as neon or fluorescent colors).

Pending Requests/Orders/Permits

None

Minor Comments/Corrections

Please make the following corrections, then prepare the filing package according to the checklist provided herein.

DCP App: Use the following language for project description and request: “Conditional Use Permit to allow the on-site and off-site sale and dispensing of a full line of alcoholic beverages in conjunction with a change of use from Pizza Parlor Take-Out to a 1,128 square-foot restaurant with a 100 square-foot covered patio. Proposed hours of operation are from 10:00 a.m. to 11:00 p.m. daily”

EAF /CE / Reconsideration Form:

Plot Plan: Include square footage for the property and outdoor seating area

Floor Plan: Include outdoor seating area and are for off-site alcohol retail sales

Note: If grant is approved, a permit for a change of use from Take-Out to Restaurant will be required prior to the effectuation of the grant. It is recommended that you begin the building permit process early to avoid potential delays at the end of the process.

A Fee Estimate for the project is enclosed. Please make check payable to City of Los Angeles. Please include a phone number and California Driver’s license on the check.

BRING THIS FORM AND THE FOLLOWING ITEMS TO YOUR APPOINTMENT:

(Note: Please make sure you incorporate any minor corrections requested above, prior to submittal).

Instructions: Each Section must be tabbed or separated by color sheets labeled with the assigned number and in the order according to the checklist below. Submit **ONLY** the documents and number of copies requested in the main package. If you would like to submit additional information or copies, please submit and label separately.

1. Application

- DCP Application. Notarized Signature of:
 Owner Representative Applicant

1a. Proof of Ownership

- Please provide **Grant Deed** - the ownership does not match City records. Ownership of the Grant Deed must correspond exactly with the ownership listed on the application.
- Ownership Disclosure** – if the property is owned by LLC, Corporation, Partnership or Trust the ownership disclosure is required and must indicate an Agent for Service of Process or an officer of the ownership entity. The disclosure must list the names and addresses of the principal owners (25% interest or greater). Attach a copy of the current Articles of Incorporation, partnership agreement or trust document as applicable.
- Notarized **Letter of Authorization** from property owner granting Power of Attorney to the Signatory (if MLU not signed by owner). The authorized person must correspond to the person on the application.
- (**Note:** The Applicant cannot be the Representative unless the Representative has a vested interest in the project)
- Copy of **Lease Agreement**, if Applicant is leasing entire site and signs the application.
- 1b. Signatures of adjacent property owners who support your request may be included on the third page of the Master Land Use Application.

1c. Authorization to File

- Notarized Expedite Fee Agreement (*must be signed by EPS staff within 90 days of application submittal*)
- Specific Plan/Community Plan Referral (non-projects only)
- OHR Review and Authorization Form (for building was constructed 45 or more years ago and the project includes demolitions of all or any part of the building, any exterior alteration(s) of the building, and/or addition(s) to the building.

2. Findings/Justification/Project Description:

- Project Description
General Findings

- That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.

- That the project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.
- That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.
- The proposed use will not adversely affect the welfare of the pertinent community.

Additional CUB Findings

- The granting of the application will not result in an undue concentration of premises for the sale or dispensing for consideration of alcoholic beverages, including beer and wine, in the area of the City involved, giving consideration to applicable State laws and to the California Department of Alcoholic Beverage Control's guidelines for undue concentration; and also giving consideration to the number and proximity of these establishments within a 1,000-foot radius of the site, the crime rate in the area (especially those crimes involving public drunkenness, the illegal sale or use of narcotics, drugs or alcohol, disturbing the peace and disorderly conduct), and whether revocation or nuisance proceedings have been initiated for any use in the area.
- The proposed use will not detrimentally affect nearby residentially zoned communities in the area of the City involved, after giving consideration to the distance of the proposed use from residential buildings, churches, schools, hospitals, public playgrounds and other similar uses, and other establishments dispensing, for sale or other consideration, alcoholic beverages, including beer and wine.

Additional findings to support:

Compliance Report:

3. Sensitive Uses

- Include list of sensitive uses within 1000 foot radius. Sensitive uses include residential buildings, churches, schools, hospitals, public playgrounds and other similar uses.

4. Photographs

- Color photographs of the site/project and neighboring properties keyed to numbers on the Index Map (see below).
- Index map with arrows and keyed numbers showing from which direction the photos were taken
- Aerial photograph (Zimas)

5. Vicinity Map

- Location map showing surrounding area (*should show nearest Collector Street*)

6. Public Noticing

Labels must be typewritten and prepared according to the Mailing Procedures Handout

Posting to be done by? BTC Applicant**

**On-site posting of hearing notices by the Applicant must follow the instructions according to Form 7762. The Applicant is required to post the sign 10 days prior to the hearing. Failure to post could result in delaying the processing of your application

BTC Receipt (If notices and posting is to be done by BTC)

Penalty of Perjury Statement certifying the lists' accuracy, must be dated within 90 days of submittal.

6a. Abutting Property Owners

Abutting Property Owners Map (For Plan Approval Applications) must include all contiguously owned properties, Names and addresses of owners shall be secured from the **City Clerk's Land Records Division, 201 N. Figueroa St., Suite 1150.**

(1) Copy of the Abutting Property Owners' List.

(1) Set of self-adhesive labels of the Abutting Property Owners' List.

6B. 500 foot Notification

Radius Map on vellum in color, with a minimum size of 18" x 24", prepared according to the Radius Map Requirements, keyed to match numbers on the ownership list.

7 Copies of the Radius Map, 18"x 24" minimum

6C. Lists of Owners within 500 foot Radius**

List of the names and addresses of **Property Owners & Occupants** within a 500' radius (in addition to the abutting property owners list) shall be secured from the **City Clerk's Land Records Division, 201 N. Figueroa St., Suite 1150.**

(1) Copy of labels

Applicant, owner and representative must be on all labels and copies – cannot be handwritten in.

**Please note that this checklist does not include the lists and labels required by BTC. Please contact BTC directly for their label/list notification requirements.

7. Plans Required (each folded to 8 ½" x 11")

Plot Plan - includes all contiguously owned parcels (*identify which parcels are not a part of project*) and Project description.

Floor Plans –fully dimensioned floor plan, label all areas, include # of seats (indoor and outdoor), alcohol storage area and outdoor seating areas.

Provide floor area in square feet of all dining areas including outdoor seating.

One (1) full size set on 24" x 36" paper

