



## 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: October 25, 2016**

**Application Contact: Sheryl Brady**

**Tel: 818-786-8960**

**Email: [sheryl@permitplace.com](mailto:sheryl@permitplace.com)**

**Project Location: 4550 Van Nuys Unit E**

**Zone: C2-1VL-RIO**

**Legal Description: Lot 420, Arb 2 & 3, TR 1000**

**Application Type: CUB/B&W/Onsite**

**CD: 4**

**Case Renewed from or Related Case:**

**DBA: Burger Lounge**

**NC: Sherman Oaks - Studio City -**

**Toluca Lake - Cahuenga Pass**

**Planner: Nina Idemudia**

**Planner Tel: 213-202-5440**

**Planner Email: [nina.idemudia@lacity.org](mailto:nina.idemudia@lacity.org)**

#### **Proposed Use/Hours of the Establishment:**

Proposed Use: Restaurant

Floor Area: 1883

Outdoor Uses: 415 square foot patio

Number of indoor Seats : 64

Number of outdoor Seats: 25

Proposed hours of operation: 10 am-11pm

#### **Permitted Use of the Establishment:**

Permitted Use: Restaurant

Floor Area: 1883

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 – 16016-10000-02779 – 5/18/16

- MAJOR BUILDING REMODEL & CHANGE OF USE FROM RETAIL TO RESTAURANT FOR A1/A2. & CHANGE OF USE FROM RETAIL TO RESTAURANT FOR C, E, & K. SPACES A1, A2, A3, A4, B, C, D, E, F, H, I, J, & K. INCLUDES STRUCTURAL ALTERATION OF TENANT SPACES & RE-STRIPING THE PARKING LOT.

**Certificate of Occupancy:**

Certificate of Occupancy – 98016-20000-07115 - 03/04/1999

- CONVERT 1/2 OF EXISTING RETAIL SPACE #4566 TO RESTAURANT USE OF 66 3 SQ FT, CONVERT 1980 SQ FT OF EXISTING RETAIL SPACE #4560 TO A MANAGEMENT OFC & CONVERT 251 SQ FT OF EXISTING RETAIL SPACE #4562 TO ELECTRICAL EQUIPMENT ROOM. B OCC. ZI 1729, ZA 84-665. THIS PERMIT IS TO OBTAIN REQ'D PKG F OR POTENTIAL NEW FUTURE USES THAT HAVE NOT BEEN PERMITTED YET. PKG REQ'D 8 7, PROVIDED 85, 48 STD, 34 COMPACT & 3 DISABLED. INCLUDES 2 BICYCLE PKG SPACES.

**ZA Cases:**

ZA-1984-665-CUB

- CONDITIONAL USE - TO PERMIT THE SALE AND DISPENSING OF ALCOHOLIC BEVERAGES (BEER AND WINE ONLY) ON-SITE IN CONJUNCTION WITH A RESTAURANT IN THE C2-1 ZONE.

**Pending Requests/Orders/Permits:**

Building Permit – 16016-20000-23233

- TENANT IMPROVEMENTS

Building Permit - 16041-20000-34474

- Plan check for energy only. TI to restaurant - Burger Lounge. New lighting (including emergency) - T24. 1,818sqft.

**Q Conditions or D Limitations:**

- Ventura / Cahuenga Boulevard Corridor Specific Plan

**Minor Comments/Corrections**

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

**DCP App:**

**SECTION ONE:**

- Legal Description: Lot 420, Arb 2 & 3, TR 1000
- Project description: note in the description that the patio is **proposed** as there is no permit for an outdoor patio at this time or provide proof that patio is already established by DBS

**SECTION TWO:**

- Request: Conditional Use Permit for the sale and dispensing of beer and wine for onsite consumption in conjunction with an existing restaurant with an outdoor patio in the C2-1VL-RIO Zone.

**Floor Plan:** display and number all seats indoor and outdoor

**Note:** If grant is approved, a permit for outdoor patio 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

### **1a. Proof of Ownership**

- 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.  
Authorization to File

### **1c.**

- Specific Plan/Community Plan Referral (non-projects only)

### **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 Information:

### **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

- (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
  - Four (4) reduced size set on 11" x 17" paper
  - One (1) reduced size set on 8 ½" x 11" paper (*for Expedite Processing cases only*)

- 8. CEQA Compliance**
- Provide original signed document submitted with Pre-Application
  - EAF (Form required to be notarized)
- 9. Electronic Copy**
- Copy of significant documents on flash drive or CD (*PDF format only*)
- 10. Fees**
- Check in the amount of \$7848.00, made out to the **City of Los Angeles**. **For personal checks, please include a California Driver's License Number and phone number on the check.** Company checks require a phone number on the check.
- 11. Duplicate Case Files** Please include MLUA, Vicinity Map, Radius Map, Plans, Photos, Findings and CEQA
- Certified Neighborhood Council in an unsealed, postage affixed envelope with CCU return address
  - LAPD
  - Council Office