

**DEPARTMENT OF BUILDING AND SAFETY/PUBLIC WORKS  
PRELIMINARY REFERRAL FORM FOR  
BASELINE HILLSIDE ORDINANCE NO. 181,624 AND HILLSIDE ORDINANCE No. 174,652**

**Building and Safety**

**Address** 1001 N BEL-AIR ROAD      **District map** 144B153      **APN** 4370019020  
**Tract** TR 13772      **Block**      **Lot** 4

**Public Works:**

**Street designations: Standard vs., Substandard Hillside Limited** (for all the streets, public or private, abutting or adjacent to the lot(s)) **(LAMC 12.21A17(e)(1)) or LAMC 12.21C10(i)(1))**

**Street Name (1)** BEL-AIR CT  
**R/W width** 32'      **Roadway width:** 16-24      **Plan Index** P-9893

Lot fronts on a standard hillside limited street (R/W ≥ 36' AND Rdwy ≥ 28')  
 Lot fronts on a substandard hillside limited street Dedication required?  No  Yes - width 2'

**Street Name (2)** BEL-AIR ROAD  
**R/W width** 32-34      **Roadway width:** 24'      **Plan Index** P-9893

Lot fronts on a standard hillside limited street (R/W ≥ 36' AND Rdwy ≥ 28')  
 Lot fronts on a substandard hillside limited street Dedication required?  No  Yes - width 2'

**Street Name (3)** \_\_\_\_\_  
**R/W width** \_\_\_\_\_      **Roadway width:** \_\_\_\_\_      **Plan Index** \_\_\_\_\_

Lot fronts on a standard hillside limited street (R/W ≥ 36' AND Rdwy ≥ 28')  
 Lot fronts on a substandard hillside limited street Dedication required?  No  Yes - width \_\_\_\_\_

**Vehicular Access:**

1. Is the **Continuous Paved Roadway (CPR)\*** at least 28 feet wide from the driveway apron of the subject lot to the boundary of the Hillside Area?  Yes  No
2. Do **any** of the streets listed in the **Street designations section** have a roadway width of less than 20 feet adjacent to the lot(s)? **(LAMC 12.21A17(e)(2) or LAMC 12.21.C10(i)(2))**  
 **Yes– A Zoning Administrator Determination (ZAD) is required per 12.24X21 or 12.24X28\*\* OR the roadway shall be widened to a minimum 20 foot width via a Public Works construction permit**  
 No
3. Is the **CPR** at least **20** feet wide from the driveway apron of the subject lot to the boundary of the Hillside Area? **(LAMC 12.21A17(e)(3) or LAMC 12.21.C10(i)(3))**  
 Yes  
 **No – A Zoning Administrator Determination (ZAD) is required per 12.24X21 or 12.24X28\*\* OR the roadway shall be widened to a minimum 20 foot width throughout via a Public Works construction permit**

\*CPR – begins at the driveway apron and must be continuous and without obstacles to the boundary of the Hillside Area

**Sewer Connection:** **(LAMC 12.21.A17(g) or LAMC 12.21.C10(j))**

**Lot located within 200 feet of available sewer mainline:**

- Use existing wye and permit       Obtain new connection and new permit  
 Use existing wye and obtain new permit       Construct mainline (B permit from BOE)

**Lot located greater than 200 feet from an available sewer mainline:**

- Obtain LADBS approval for onsite sewer       Construct mainline (B permit from BOE)

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**\*\*IMPORTANT:** If a ZAD is required as a result of a CPR having a width of less than 20 feet, typically a BOE investigation and report is not required.

If a ZAD is required for lot(s) that are abutting street(s) with roadway width(s) of less than 20 feet, a formal investigation and engineering report **WILL BE REQUIRED**. The engineering report will be provided after submittal of all documentation and payment of fees. Measurements and statements contained herein may be adjusted in the engineering report.

Applicants subject to a ZAD as listed above are advised to submit the following documents and pay the BOE investigation fee to either the BOE Valley District Office Public Counter at 6262 Van Nuys Blvd, Rm. 251 Van Nuys CA 91401 or BOE Land Development Group Public Counter at 201 N. Figueroa St, Ste. 1150, Los Angeles, CA 90012

1. BOE investigation fee. (check made payable to the City of Los Angeles) (Per LAMC 62.106)
2. Two (2) copies of the Planning Master Land Use Application.
3. Two (2) copies of the project site plan.
4. Two (2) copies of the radius map.
5. Picture of the existing building, sidewalk, curb, and gutter.

Due to the possible implications that dedications and improvements may have on the development of a project, applicants that do not pay the BOE investigation fee for the preparation of a detailed engineering report may have their application placed on hold until such information is provided. Questions and concerns regarding the engineering report may be presented at the hearing.

**The typical BOE standard improvement requirement is: Construct a minimum 20 foot wide roadway with a 14 foot half roadway and 4 foot sidewalk adjacent to the property within a minimum 18 foot half right of way. Sidewalk easement may be required to make driveway apron ADA compliant.**

Applicants wishing to complete public improvements required in lieu of applying for a ZAD for relief from minimum street access requirements are advised to contact the B permit section of the BOE district in which the property is located to discuss requirements for public street improvements or deviations from the standard improvement requirement.

Central: 201 N Figueroa St, Ste. 770, Los Angeles CA, 90012

Harbor 608 Harbor Blvd 4th floor, San Pedro, CA 90731

Valley 6262 Van Nuys Blvd, Rm. 351, Van Nuys, CA 91401

West LA: 1828 Sawtelle Blvd, 3rd floor, West Los Angeles CA 90025