



## REFERRAL FORMS:

# TRANSPORTATION STUDY ASSESSMENT

## DEPARTMENT OF TRANSPORTATION - REFERRAL FORM

**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 Los Angeles 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:
  - Ministerial / by-right projects
  - Discretionary projects limited to a request for change in hours of operation
  - Tenant improvement within an existing shopping center for change of tenants
  - Any project only installing a parking lot or parking structure
  - Time extension
  - 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, and other issues. 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 Calculator 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**  
213-972-8482  
100 S. Main St, 9<sup>th</sup> Floor  
Los Angeles, CA 90012

**West LA**  
213-485-1062  
7166 W. Manchester Blvd  
Los Angeles, CA 90045

**Valley**  
818-374-4699  
6262 Van Nuys Blvd, 3<sup>rd</sup> 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 E-mail: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Planning Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2. PROJECT REFERRAL TABLE**

	Land Use (list all)	Size / Unit	Daily Trips <sup>1</sup>
Proposed <sup>1</sup>			
	<i>Total trips<sup>1</sup>:</i>		
<b>a.</b> Does the proposed project involve a discretionary action?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>b.</b> Would the proposed project generate 250 or more daily vehicle trips <sup>2</sup> ?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>c.</b> 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 <sup>3</sup> ?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>YES</b> to <b>a.</b> and <b>b.</b> or <b>c.</b> , or to <b>all</b> of the above, the Project <u>must</u> be referred to LADOT for further assessment.			
Verified by: Planning Staff Name: _____ Phone: _____			
Signature: _____		Date: _____	

<sup>1</sup> Qualifying Existing Use to be determined by LADOT staff on following page, per LADOT's Transportation Assessment Guidelines.

<sup>2</sup> 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).

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

**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

**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:

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*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, and other issues. 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 c. satisfied): **Yes**  **No**

Access Assessment Required (Question c., f., and either g.i., g.ii. or g.iii satisfied): **Yes**  **No**

Prepared by DOT Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_