

BRENTWOOD COMMUNITY COUNCIL

Brentwood Community Council Land Use Committee Project Cover Sheet

The Brentwood Community Council is the broadest based Brentwood community organization, representing stakeholders of the community, including homeowner associations, business organizations, youth groups, schools, religious groups, volunteer service groups, multi-family residential dwellers, public safety and environmental organizations.

The Brentwood Community Council supports responsible development. It encourages well-planned projects that are sensitive to the environment and to the character and scale of the surrounding commercial and residential communities. This is a cooperative process designed to enhance projects for both developers and the community.

The attached project information sheet will enable the BCC Land Use Committee to better understand your project. If the space provided is insufficient for your complete answers, please provide your responses on an attached sheet.

Project Information

Project Address: _____

Project Name: _____

Assessor Parcel Number: _____

Legal Description: _____

Legal Owner: _____

Applicant (if different from Owner): _____

Developer: _____

Architect: _____

Contractor: _____

Expeditor: _____

Contact Information

Name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

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A. Existing

1. What is the existing lot size? _____ sf
2. What are the dimensions? _____ ft x _____ ft
3. What are the existing setbacks? Front _____ ft; Side _____ ft; Rear _____ ft
4. What is the size of the existing improvements? _____ sf
5. What is the existing FAR? _____ (ratio)
6. How many levels currently exist? _____ (No. of levels)
7. What is the current height? _____ ft
8. What are the current uses? __residential __office __retail __restaurant
__institutional __other (specify) _____
9. Please provide a table showing, for each level, the existing uses broken down by square feet.

Level	Residential	Office	Retail	Restaurant	Institutional
1					
2					
3					
4					

10. How many parking spaces are currently provided? _____ Total
_____ Handicap _____ Tandem _____ Offsite

B. Currently Entitled / Maximum Permitted / Minimum Required

1. What is the current zoning? _____
2. What are the current setback requirements? Front _____ ft; Side _____ ft; Rear _____ ft
3. What is the current FAR permitted? _____(ratio)
4. What is the maximum size permitted? _____sf
5. How many levels are permitted? _____(No. of levels)
6. What is the maximum permitted height? _____ft
7. What are the permitted uses? _____
8. What is the required number of parking spaces for each use? _____

C. Proposed Project

1. What is the size of the proposed project? _____sf
2. What are the proposed setbacks? Front _____ ft; Side _____ ft; Rear _____ ft
3. What is the FAR of the proposed project? _____(ratio)
4. How many levels are proposed? _____(No. of levels)
5. What is the proposed height? _____ft
6. What are the proposed uses? _____
7. Please provide a table showing, for each level, the proposed uses broken down by square feet.

Level	Residential	Office	Retail	Restaurant	Institutional
1					
2					
3					
4					

8. How many parking spaces are required for each use, and in total? _____

9. How many total parking spaces will be provided?
 _____ Total _____ Handicap _____ Tandem _____ Offsite
10. What are the minimum landscaping requirements? _____

11. What landscaping will be provided? _____

12. Are you removing code-protected trees? ___Yes ___ No
13. What is your signage plan? _____

14. What is your lighting plan? _____

15. Will there be any cell towers on your property? ___ Yes ___ No
 If so, where will they be placed? _____

16. Will the project be built in phases? ___Yes ___ No
17. If built in phases, please describe. _____

D. Entitlements Sought

1. Is this project within the San Vicente Scenic Corridor Specific Plan Area?
 ___Yes ___No
2. Is this project within the West Wilshire Blvd. Community Design Overlay
 District? ___Yes ___No
3. Please list other plan areas the project falls within.

4. Please list all ordinances the project is subject to. (e.g. LAMC, Mini-Mall
 Ordinance, Commercial Corner, Hillside Ordinance, etc.)

5. Will a traffic study be prepared? ___Yes ___No
6. What traffic improvements will be made (if known at this stage)? _____

7. What level of Environmental Review will be done? _____
8. Will an EIR be prepared? ___Yes ___No
9. Please list all the entitlements, variances, exceptions to code and discretionary approvals you are seeking. _____

10. Which of the above require public hearings? _____

11. Please provide a timeline reflecting your proposed application for each of the above entitlements, and the anticipated approval process. Where are you currently in this process?

12. Please list any environmental impacts anticipated by your project.

13. How do you propose to mitigate these impacts to less than significant levels? _____

14. What is the benefit to the community in supporting your application for these entitlements? _____

E. Construction

1. Please provide a description of the work that will be done. _____

2. Please list all of the permits you will need to obtain. _____

3. How many cubic yards of soil will you be excavating? _____cu. yds
4. Please provide the proposed route the trucks will take, and their hours.

5. Will a Haul Route public hearing be required? ___Yes ___No
6. How long will excavation last? _____weeks
7. How long will the construction phase last (excluding excavation)?

8. What are the planned days and hours for construction? _____

9. Which public streets, sidewalks or alleys will you be using for access?

10. Where do you propose staging equipment and materials?

11. Please provide a Parking Management Plan for construction personnel.

12. Please provide a construction schedule and timeline. _____

F. Please Provide Copies of the Following Documents and Materials

1. Master Land Use Permit Application (MLUP)
2. Environmental Assessment Form (EAF), Environmental Impact Report (EIR), Mitigated Negative Declaration (MND)
3. Any other Planning documents or applications (CUP, CUB, etc.)
4. Any existing Certificates of Occupancy, Covenants, Environmental Sign-Offs, Permits, Licenses, etc.
5. Parcel Profile, Radius Map, etc.
6. Surveys, Building Plans, Site Plans, Floor Plans, Plot Plans, Renderings, Elevations, Landscape Plans, Arborist Report, Signage Plans, Lighting Plans, etc.
7. Calculations of all "areas" e.g. FAR, Setbacks, Open Space, Landscaping, etc.
8. Tract Map or Tract Map applications
9. Building Permit Applications, Clearance Summary Worksheet

Prepared By:

Signature: _____
Print Name: _____
Title: _____
Date: _____