

# *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: \_\_\_\_\_