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# DESIGN GUIDELINES

*Appendices*



## APPENDIX A

### VENICE SPECIFIC PLAN VERIFICATION

The community of Venice has a refined set of small lot guidelines that are based on the Venice Coastal Specific Plan. A summary follows. Architects and developers proposing a small lot project for Venice should consult the Specific Plan, and where it is not explicit, refer to the Los Angeles Municipal Code, including the Small Lot Ordinance.

1. **Parking:** Required parking for subdivision projects shall be based on the parking requirements pursuant to the Venice Coastal Specific Plan—2 or 3 spaces, depending on lot width. Each new lot resulting from a small lot subdivision that contains one unit will fall under the “single family dwelling” category in the Specific Plan. For purposes of parking calculations, small lot subdivisions shall be considered “less than 40 feet in width, or less than 35 feet in width if adjacent to an alley.” Where new lots resulting from a small lot subdivision include multiple units on a lot, they shall provide 2.25 parking spaces for each dwelling unit.
2. **Driveways:** All driveways and vehicular access shall be from the alleys, when present. When projects abut an alley, each newly resulting subdivided lot shall be accessible from the alley and not the street. Exceptions may be made for existing structures where alley access is infeasible.
3. **Setbacks:** Front, rear and side yard setbacks abutting an area outside of the subdivision shall be consistent with the Specific Plan, where it sets limitations. This includes locations in which new lots abut a lot that is not created pursuant to the Small Lot Subdivision Ordinance and not part of the project, or where the lots abut a waterway or street.
4. **Multiple Lots:** Existing lots may be subdivided into multiple lots so long as the averaged newly resulting lot size is equivalent to the minimum requirement for “lot area per dwelling unit” established for each residential zone in the LAMC, pursuant to the Small Lot Subdivision Ordinance.
5. **Multiple Units:** Lots subdivided pursuant to the Small Lot Subdivision Ordinance shall be limited to one unit per resultant lot, unless the lot size is large enough to permit additional units based on the “lot area per dwelling unit” calculation established for each residential zone. In no case may a newly resultant lot contain more than three units. Generally, the combined density of the newly resulting lots shall not exceed the permitted density of the original lot, pre-subdivision. For Subareas of Venice that restrict density by limiting the number of units on a lot by a defined number, the resulting density from multiple lots may increase the originally permitted density on one original lot. Unit restrictions prescribed for Subareas shall still apply to individual resulting lots, but not over the entire pre-subdivided area.

## VENICE SPECIFIC PLAN VERIFICATION (CONTINUED)

6. **Affordable Replacement Units:** Projects in some Subareas of Venice are required to provide “Replacement Affordable Unit(s)” as defined in Section 5(T) of the Specific Plan when there are any units in excess of two units on newly resulting single lots. The requirement to replace an affordable unit will increase the number of units that would otherwise be permitted under the Small Lot Subdivision Ordinance only when the development includes three units on a lot. Mello Act requirements to replace affordable units still apply in all circumstances, and consistent with the Specific Plan, any affordable replacement units shall be replaced on the small lot subdivision project site.
7. **Density:** Density shall not exceed the density permitted by zoning of the original lot, which is the “lot area per dwelling unit” restriction for each zone as determined by the Venice Coastal Specific Plan, or when not explicit in the Specific Plan, the Los Angeles Municipal Code.

## APPENDIX B PRE-FILING PREPARATION LIST AND MEETING FORM

### Small Lot Meeting Request:

#### Prior to Meeting:

Our goal is to ensure that your meeting goes as smoothly as possible. In preparation for your time with the Planning Department staff, please carefully read through, complete, and return (electronically) two (2) business days prior to your appointment day, the required information contained in this checklist to ensure that items that need attention are addressed during the course of the meeting.

1. Read through Small Lot Ordinance No. 176354. You can find it on:
  - <http://cityplanning.lacity.org/>
  - click on Policy Initiatives
  - click on Housing
  - click on Small Lot Subdivision (Townhome) Ordinanceor
  - Full address:  
(<http://cityplanning.lacity.org/PolicyInitiatives/Housing/Small%20Lot/SmallLot-DesignGuide.pdf>)
  
2. Also, read through:
  - Small Lot Guidelines
  - FAQ sheet
  - Notes
  
3. Bring 3 copies each of the following:
  - Small Lot Meeting form (pages 2 and 3)
  - Full ZIMAS property report with map (<http://zimas.lacity.org/>)
  - Site or Plot plans with dimensions, lot areas, driveways, etc.

**PART 1: GENERAL INFORMATION**

Fill in the following information and return this form to the at least two (2) business days prior to your scheduled meeting date.

Case Number: (if applicable)	
Address / Location / Neighborhood:	
Case Planner: (if applicable)	
Project Description:	
Objective from meeting with UDS, Subdivision or Expedited:	

**PART 2: SUPPLEMENTAL DOCUMENTATION**

Provide the following materials (if available) in electronic/digital format. (Email is preferred)

1. Entitlement Application
2. Project Architectural Plans (Floors/Elevations/ Sections)
3. Site Plan
4. Site Photos, and Adjacent Property Photos
5. Aerial Photos
6. Landscape Plans
7. Radius Map
8. Zoning Map

**PART 3: PROJECT DESCRIPTION**

Name(s)/relationship of people presenting the proposed project:

Name: _____	Name: _____
Company: _____	Company: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Owner__Engineer__Developer__Architect__	Owner__Engineer__Developer__Architect__
Other: _____	Other: _____

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Applicable uses on adjacent properties

Single family	Apartments	Commercial	Condos
Industrial	School	Park	Other: _____

Proposed number of lots and units: \_\_\_\_\_

Proposed number of guest parking spaces on-site: (if applicable) \_\_\_\_\_

Front yard setbacks on adjacent and nearby properties: \_\_\_\_\_

Proposed lots range in area from: \_\_\_\_\_ sq. ft. to: \_\_\_\_\_ sq. ft.

## FREQUENTLY ASKED QUESTIONS

### **Does the Small Lot Ordinance require a home owners association?**

No, you do not need a home owners association (you can have one if you like). Instead, you can use a maintenance association formed to maintain the areas used in common, e.g. driveways, landscape, trash location, etc.

### **Do you have to identify each proposed lot?**

Yes. You need to show the lot lines on the tract map or parcel map for all proposed lots and must indicate the front yards of each.

### **What do I do with common areas such as parking and landscape?**

You can record reciprocal easement in these common areas.

### **Can parking spaces be separate from dwellings?**

Yes. Parking spaces may be grouped together on a separate lot within the boundaries of the tract or parcel map. You may not place grouped parking under the development – the lots must remain fee simple.

### **What is the minimum size a lot can be?**

Small lots must be at least 600 s.f.

### **Does this Ordinance apply to R2 Zoning?**

This Ordinance almost never applies to R2 Zoning. Please consult the Department of City Planning Geoteam if you are considering an R2 lot.

### **What about setbacks required for the Small Lot Ordinance?**

No front yard setbacks are required within an approved small lot subdivision. However, a five foot setback is required from any property adjacent to the perimeter of the small lot tract or parcel map.



### **What about fences and walls?**

Fences and walls within 5 feet of the front lot line (see FAQ above) shall be no more than 42 inches in height. Fences and walls within five feet of the side and rear lot lines shall be no more than 6 feet in height.

### **Why are you asking for all of the setback dimensions during the tract or parcel map approval process?**

If you wish to begin construction before the final map records, then you must also file a Zoning Administrator Case for all setbacks that deviate from the Los Angeles Municipal Code as if the Lots have not recorded.

### **What are the requirements for tract/parcel map filings?**

1. Tract maps must be filed as Vesting Tentative Tract Maps with accompanying site plan layout, elevations and other illustrative information. Site plan layout is to be superimposed on proposed lot lines.
2. Parcel Maps must be filed with accompanying site plan layout, elevations and other illustrative information. Site plan layout is to be superimposed on proposed lot lines.
3. Entitle tentative map or preliminary parcel map:  
“Vesting Tentative Tract Map No. \_\_\_\_\_ (or “Preliminary Parcel Map No. \_\_\_\_\_”) for Small Lot Subdivision Purposes”
4. Each Tentative tract or Preliminary parcel map must include:

“NOTE: Small Lot Single Family Subdivision in the \_\_\_\_\_Zone, per Ordinance No. 176,354.”

### **What are requirements for the maps?**

1. Reciprocal easements: Easement(s) outside of the building envelopes shall be identified for any underground utilities – water, sewer, gas, irrigation etc. – that serve all homes and must cross over other lots to serve those homes.
2. Easement(s) outside of building envelopes must be identified for electrical, cable, satellite, telephone or similar lines for the same reason.
3. Easement(s) outside the building envelope must be identified for vehicular, pedestrian access across lot lines; and drainage across property lines.



### **When can I submit construction drawings to the Department of Building and Safety for Plan Check?**

The Department of Building and Safety will ONLY accept construction drawings for Plan Check after the effective date of the Advisory Agency approval under the Small Lot Ordinance of a subdivision for the division of land (Tract or Parcel Map). The early submittal must be accompanied by an effective Zoning Administrator determination specifically permitting deviations from the Zone Code for setbacks/separation between buildings as if the map has not recorded.

### **How long will it take to get my plans approved?**

We advise that you check with the Department of Building and Safety for their Plan Check procedures (including expediting review); with the relevant Geoteam in the Planning Department for the subdivision approval times. Projects may pay an extra fee for expedited review through the Planning Department's Expedite Section – the procedure takes approximately 90 days.

