Appendix J

Transportation Study Assessment Referral Form

REFERRAL FORM

TRANSPORTATION STUDY ASSESSMENT
Department of Transportation

PURPOSE

The Department of Transportation (LADOT) Referral Form (hereafter referred to as Referral Form) serves as an initial assessment to determine whether a project requires a Transportation Assessment. A Planning case must be filed with Los Angeles City Planning prior to submitting this Referral Form to LADOT.

GENERAL INFORMATION

- 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 of Chapter 1 or LAMC Section 15.9.2. of Chapter 1A, as applicable, 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 Vehicle Miles Traveled (VMT), 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 improvements 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.

SUBMITTAL REQUIREMENTS

When submitting this Referral Form to LADOT, complete and include a copy of the documents listed below:

- ☒ City Planning Application (CP13-7771.1)
- ☒ 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 Project Review, the Project Review Supplemental Application (CP13-2150)
- ☒ Project-specific VMT Calculator analysis results
- ☐ Route this Referral Form for processing to the appropriate LADOT Development Services Office as follows (see this map for geographical reference):

LADOT DEVELOPMENT SERVICES DIVISION OFFICES

Central	West LA	Valley
100 S. Main St, 9th Floor Los Angeles, CA 90012 ladot.devreview.cen@lacity.org	7166 W. Manchester Blvd Los Angeles, CA 90045 ladot.devreview.wla@lacity.org	6262 Van Nuys Blvd, 3rd Floor Van Nuys, CA 91401 ladot.devreview.sfv@lacity.org

THIS SECTION TO BE COMPLETED BY APPLICANT

PROJECT INFORMATION

Case Number: CPC-2025-6478-CU3-SPPC

Address: 8930 Village Avenue, Sun Valley, CA 91352

Project Description: New gymnasium, annex blgd. addition and renovation of existing classrooms

Seeking Existing Use Credit (will be calculated by LADOT): ☒ **YES** ☐ **NO** ☐ **UNSURE**

Applicant Name: Tom Konjoyan

Email: mailianassociates@gmail.com

Phone: 818-438-8852

PROJECT REFERRAL TABLE

	Land Use (list all)	Size/Unit	Daily Trips[1]
Proposed[1]	New gym	18,268 sq.ft.	
	New annex building (theater art)	4,023 sq.ft.	
	Renovation of existing buildings/additions	3,969 sq.ft.	
		Total Trips[1]:	2,699

THIS SECTION TO BE COMPLETED BY PLANNING STAFF ONLY

Planning Staff Name: Iris Wan

Phone: 213-978-1397

Signature: Iris Wan Digitally signed by Iris Wan Date: 2025.12.23 10:13:47 -08'00' **Date:** 12/23/2025

a. Does the proposed project involve a discretionary action? ☒ **YES** ☐ **NO**

b. Would the proposed project generate 250 or more daily vehicle trips[2]? ☒ **YES** ☐ **NO**

c. 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[3]? ☐ **YES** ☒ **NO**

If **YES** to **a.** and **b.** or **c.**, or to **all** of the above, the Project must be referred to LADOT for further assessment.

1 Qualifying Existing Use to be determined by LADOT staff on following page, per LADOT's TAG.

2 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 TAG (available on the LADOT website).

3 Relevant transit lines include Metro A, B, C, D, E, G, J, and K line stations, and Metrolink stations.

THIS SECTION TO BE COMPLETED BY LADOT

PROJECT COMPONENTS

	Land Use (list all)	Size/Unit	Daily Trips
Proposed	School - Private School	1270 Students	
		Total Trips:	2699
Existing	School - Private School	1270 Students	
		Total Trips:	2699
		Net Increase / Decrease (+ or -)	0

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, as determined by the ITE Trip Generation Manual, 11th Edition? ☐ **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 Project Review (LAMC Section 16.05 of Chapter 1 or LAMC Section 4C.14.1.C. (Development Review Threshold Packages) of Chapter 1A, depending on a property's applied zoning)? ☐ **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 Vehicle Safety and Access Evaluation may be required.

If **YES** to **f.** and either **g.i.**, **g.ii.**, or **g.iii.**, a Pedestrian, Bicycle, and Transit Access Assessment may be required.

LADOT COMMENTS:

VMT Analysis is not required

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 TAG.

LADOT ASSESSMENT QUESTIONS

Specific Plan with Trip Fee or TDM Requirements: ☐ **YES** ☒ **NO**

Fee Calculation Estimate: _____

VMT Analysis Required: ☐ **YES** ☒ **NO**

Vehicle Safety and Access Evaluation: ☐ **YES** ☒ **NO**

Pedestrian, Bicycle, and Transit Access Assessment: ☐ **YES** ☒ **NO**

Prepared by DOT Staff Name: Miguel Crisostomo **Phone:** _____

Signature: Miguel Crisostomo Digitally signed by Miguel Crisostomo Date: 2025.12.30 06:50:41 -08'00' **Date:** 12/30/2025