

**Tenant/Applicant Request to Process
Plan Approvals under the
Master Conditional Use Permit For the Sale of Alcohol at LAX**

Applicant Legal Name		Tenant Lease/Agreement Number:	
Project Address:			
TENANT INFORMATION			
Company		Authorized Agent	
Address			
City	State	Zip	
DESIGNATED REPRESENTATIVE – CONTACT INFORMATION			
Company		Authorized Agent	
Address			
City	State	Zip	
Email		Phone Number	
Application Type:		Business Type	
<input type="checkbox"/> New <input type="checkbox"/> Modify existing Permit Conditions <input type="checkbox"/> Change of Ownership		<input type="checkbox"/> Concession <input type="checkbox"/> Lounge <input type="checkbox"/> Retail <input type="checkbox"/> Other	
Location: (check all that apply)			
<input type="checkbox"/> Terminal <input type="checkbox"/> Concession <input type="checkbox"/> Terminal 1 <input type="checkbox"/> Terminal 3 <input type="checkbox"/> Terminal 5 <input type="checkbox"/> Terminal 7 <input type="checkbox"/> Terminal 2 <input type="checkbox"/> Terminal 4 <input type="checkbox"/> Terminal 6 <input type="checkbox"/> Terminal 8 <input type="checkbox"/> TBIT/Bradley West <input type="checkbox"/> Commuter Terminal <input type="checkbox"/> Other _____			
Estimated Milestones:			
Estimated Start Date for the Sale of Alcohol:			

NOTE: THIS IS NOT A REQUEST TO THE STATE OF CALIFORNIA, DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL (ABC). Tenant is responsible for applying and meeting ABC's requirements for the sale of alcohol. LAWA will only process requests through the local (City of Los Angeles) approval process.

FILING FEES

***FILING FEES: To be submitted with MCUP (this) Request**

- Check made payable to: **City of Los Angeles** for pre-application in the amount of \$351.60**
- Check made payable to: **City of Los Angeles** for plan approval in the amount of \$6,904.80
- Check made payable to: **BTC** for the processing of public notice, required by the City of Los Angeles Planning Department in the amount of \$395.72

***FILING FEES: Submittal dates identified in LAWA's "Letter of Determination" to Tenant (DO NOT SUBMIT WITH THIS REQUEST)**

- Check made payable to: **L.A. County Registrar-Recorder/County Clerk**, required for recording fees in the amount of \$24.00.
- Check made payable to: **Los Angeles County Clerks Office**, required by the California Department of Fish and Game in the amount of \$75.00
- Check made payable to: **City of Los Angeles**, in the amount of \$2,352.00**

**Fees are subject to change. Please note that if appropriate fees are not submitted at time indicated above, your application will not be processed. Also, any action that causes a delay in the submission of the application, and such delay causes your check/payment to go beyond the "void after" timeframe, the Agency will be required to submit replacement checks in order to process the application. These fees represent the base cost with City Plannings 20% surcharges.*

***These fees became effective per City of Los Angeles Ordinance No. 183581 on July 6th, 2015.*

LAWA STAFF USE ONLY

Date Received by LAWA

Project Tracking Number

Date Processed

Filing Fees Received:

- Check made payable to: **City of Los Angeles** for pre-application in the amount of \$351.60
Check # and Date: _____
- Check made payable to: **City of Los Angeles** for plan approval in the amount of \$6,904.80;
Check # and Date: _____
- Check made payable to: **BTC** for the processing of public notice, required by the City of Los Angeles Planning Department in the amount of \$395.72; Check # and Date: _____
- Check made payable to: **L.A. County Registrar-Recorder/County Clerk**, required for recording fees in the amount of \$24.00; Check # and Date: _____
- Check made payable to: **Los Angeles County Clerk Office**, required by the California Department of Fish and Game in the amount of \$75.00; Check # and Date: _____
- Check made payable to: **City of Los Angeles**, in the amount of \$2,352.00; Fee complies with Zoning Administrator Decision Clearances, Code Compliance Monitoring, and Code Compliance Inspection;
Check # and Date: _____

Name of LAWA Representative assigned to process fees:

LAWA Staff Name: _____

Project Specifications

Physical Characteristics of Site

1. Total Square Footage of Tenant establishment space: _____
2. Total occupancy load as determined by the Fire Department: _____
3. Total Number of seats being provided within the tenant establishment space: _____
(Includes barstools, dining tables that include chairs – any seating area where beverages are consumed)
**The total seat count must match the Floor Plans seat count.*
4. Does the area have multiple levels? Yes No

Operation of the Establishment

Will there be accessory retail uses on the site? Yes No

If yes, list general type of items being sold in the "Additional Information" section.

Note: *The Sale of alcohol must be during the hours of 5:00 A.M to 1:00 A.M Weekly (Sunday through Saturday)*

Security

Total number of employees on site, at any given time _____

**This number represents the average number of employees working an average shift at the establishment.*

Food

1. Will there be a kitchen on site? Yes No
2. Will the sale of alcohol exceed the sale of food items on a quarterly basis? Yes No

On Site Consumption

1. Will there be a separate bar or cocktail lounge within the tenant establishment area? Yes No

If Yes, floor plans must show the details of the cocktail lounge and the separation between the dining and lounge facilities.

2. Will off-site sales of alcohol be provided accessory to on-site sales ("Take Out")? Yes No
If yes, a request for off-site sales of alcohol is required as well

Off Site Consumption

1. Will the establishment have Incidental Off-Site alcohol sales? Yes No
2. Will cups, glasses or other containers be sold which might be used for the consumption of alcohol on the premises? Yes No
3. Will beer or wine coolers be sold in single cans, or will wine be sold in containers less than 1 liter (750 ml)?
 Yes No

ADDITIONAL INFORMATION (provide a list of general accessories being sold here and/or Off-Site Alcohol Sales)

ATTACHMENTS

DRAWINGS

Note: All attachments must also be submitted electronically

- Floor Plans** are required for all projects. (See *Floor Plan Instructions* and sample on page 5);
 - **One (1)** copy of each plan - **FULL SIZE** plans **24" x 36"**, folded to 8½" x 11" size
 - **Seven (7)** copies of each plan - **REDUCED** plans **11" x 17"**, folded to 8½" x 11" size
- Renderings** Include any additional drawings and renderings that have been produced.
 - **One (1)** copy of each Rendering - **8½" x 11"** size or greater
- Elevations Plan** (areas with multiple levels) must be submitted if the request involves issues regarding height, aesthetics or design elements (See *Elevation Instructions*).
 - **One (1)** copy of each Elevation - **FULL SIZE** Elevations **24" x 36"**, folded to 8½" x 11" size
 - **Seven (7)** copies of each plan - **REDUCED** Elevations **11" x 17"**, folded to 8½" x 11" size

The *Floor Plans*, *Elevations Instructions* are available under the Forms & Processes section at www.planning.lacity.org

PHOTOGRAPHS

- Color Photograph(s)** of the site is required. The photograph(s) must be on 8 ½ x 11 paper (not to exceed 4 pictures per sheet) and keyed to numbers on the accompanying index map.
 - **Four (4)** copies of the photograph(s) - **8½" x 11"** size
- Index Map** with arrows and keyed numbers indicating from where and what direction the photos were taken.
 - **Four (4)** copies of the Index Map - **8½" x 11"** size

MENU

- Menu:** Provide a copy of the menu if food is to be served.
 - **One (1)** copy of the Menu - **8½" x 11"** size

*FEES

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(To be submitted with this Request)
- Check made payable to: **City of Los Angeles** for plan approval in the amount of \$6,904.80*
(To be submitted with this Request)
- Check made payable to: **BTC** for the processing of public notice, required by the City of Los Angeles Planning Department in the amount of \$395.72* (To be submitted with this Request)
- Check made payable to: **L.A. County Registrar-Recorder/County Clerk**, required for recording fees in the amount of \$18.00* (To be submitted with this Request)

Fees to be Submitted on due date identified in LAWA's "Letter of Determination" to Agency

- Check made payable to: **Los Angeles County Clerks Office**, required by the California Department of Fish and Game in the amount of \$75.00*
- Check made payable to: **City of Los Angeles**, in the amount of \$2,352.00** This fee complies with Zoning Administrator Decision Clearances for code compliance, Code Compliance Monitoring, and Code Compliance Inspection

**Fees are subject to change. Please note that if appropriate fees are not submitted at time indicated above, your application will not be processed. Also, any action that causes a delay in the submission of the application, and such delay causes your check/payment to go beyond the "void after" timeframe, the Agency will be required to submit replacement checks in order to process the application. These fees represent the base cost with City Plannings 20% surcharges.*

***These fees became effective per City of Los Angeles Ordinance No. 183581 on July 6th, 2015.*

Note: Each attachment must be ≤ 10 MB. Readable PDF preferred.

Form and electronic files should be submitted via e-mail to LAXPlanning@lawa.org

PROJECT DESCRIPTION: Provide a written description the project.

CONTACT INFORMATION: If you have any comments or questions please contact Environmental Land Use Planning.

Address: Environmental & Land Use Planning
1 World Way
Room 218
Los Angeles, CA 90292

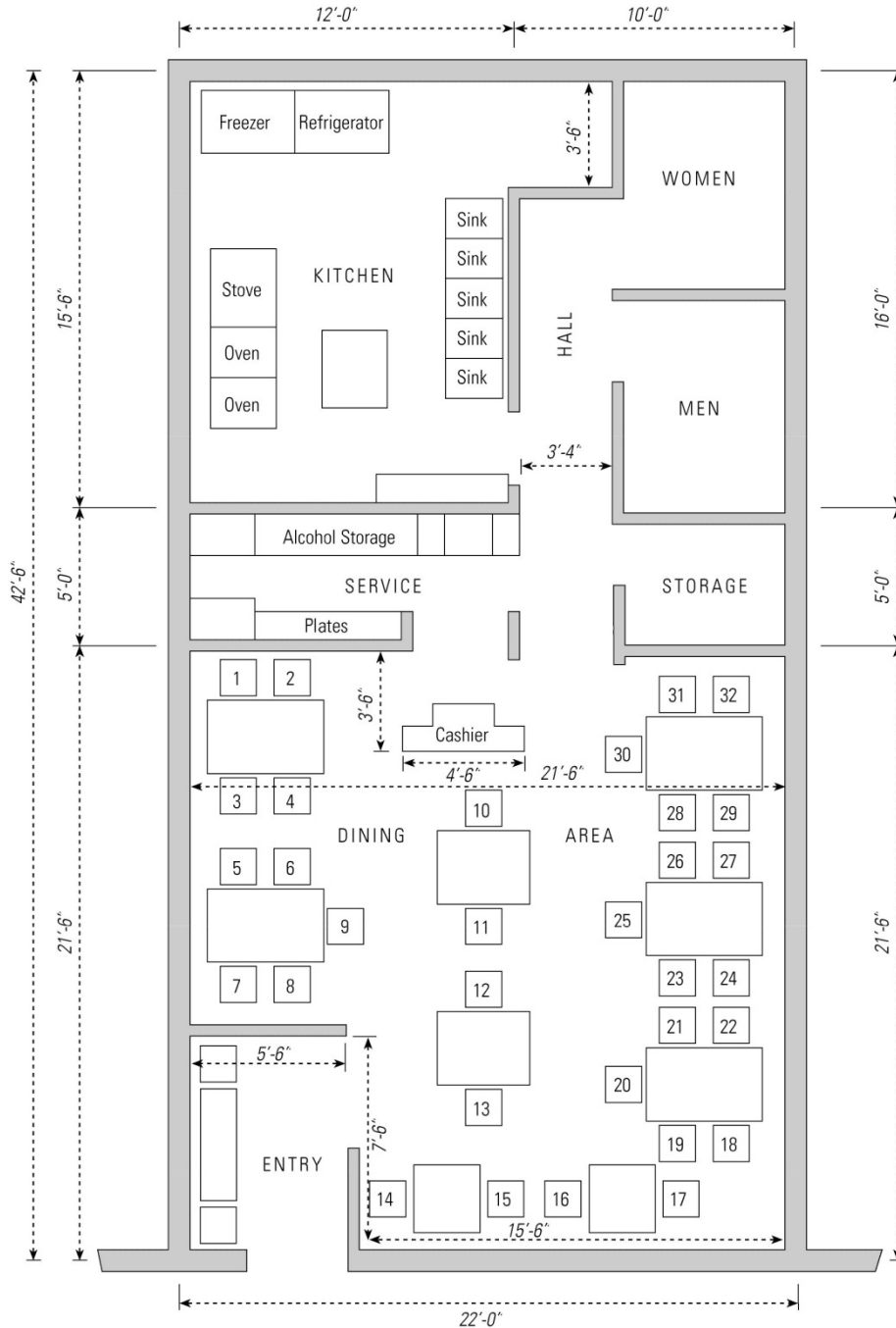
Phone: 424-646-7690

Email: LAXPlanning@lawa.org

FLOOR PLAN: Provide a Floor Plan with the following information.

- Scale (No less than 1/16" to equal 1'), North Arrow, and all dimensions of the premises.
- Locations of all seats, bars and tables for restaurants with the total number of seats written on the plans. **Seats are to be individually numbered.**
- Label individual areas, features, rooms, **location of all alcohol storage and display areas**, uses and major items of equipment (e.g. living room, auditorium, entry, freezers, stoves, etc...), and include any outdoor areas if they are to be used as part of the project. Provide Area calculations in square feet for all notable areas.

EXAMPLE: Interior Floor Plan



Scale: 3/16" = 1'0"