

City of Los Angeles  
Department of Building and Safety  
INTER-DEPARTMENTAL CORRESPONDENCE  
September 1, 2021

**ZI No. 1117**

(Revised - Supersedes correspondence dated December 19, 2019) – CITYWIDE

COMMENTS:

**Metro ROW Project Area:** Consultation with the Los Angeles County Metropolitan Transportation Authority (Metro) is required prior to the issuance of any building permit for projects within 100 feet of Metro-owned Rail or Bus Rapid Transit (BRT) right-of-way (ROW) that meet the below criteria. Metro must review applicable projects to ensure safe access to, and operations of, transportation services and facilities.

INSTRUCTIONS:

To begin Metro review and consultation for projects meeting the criteria listed below, applicants shall submit project information via the Application In-Take form at <https://www.metro.net/devreview/>.

Projects that require Metro clearance include:

- Demolition
- Excavation
- New structures
- Improvements or additions to existing structures
- Seismic retrofitting
- Tunneling / Boring
- Construction or maintenance that requires use of cranes
- Truck delivery of concrete and other materials
- Freestanding sign structures

Projects that clearly pose no impact to Metro’s transit facilities or operations and do not require Metro’s review include:

- Tenant Improvement projects: Projects where the work is completely contained inside the building or structure, including, but not limited to work such as remodeling, partitioning, and satellite installations.
- Change of use.
- Use of Land: Projects which involve no construction activities.
- Non-freestanding signs (e.g., wall signs, projecting signs, etc.).

*Clearance Process Notes:*

1. All initial submittals must be sent through the In-Take Form. Metro will not review incomplete submittals.
2. Metro encourages Applicants to coordinate with Metro early in the planning process to ensure compatibility between proposed projects and Metro facilities.

3. Applicant will receive a confirmation upon submittal of the In-Take Form.
4. Depending on the nature of the project's adjacency to Metro ROW, Metro may request additional information for review, assess plan check fees, and/or schedule coordination meetings as part of due diligence prior to clearance.
5. Once a project has been cleared, Metro staff will update the City Plan Check and Information System (PCIS) to reflect Metro's clearance.
6. There shall be no in-person or by-phone clearance.

CONTACT & RESOURCES:

- **Website:** <https://www.metro.net/devreview/> with [In-Take Form](#).
- **Metro Adjacent Development Handbook:** provides overview of common issues and concerns for projects adjacent to Metro ROW.)
- **Phone:** 213-922-2785
- **Email:** [BuildingPermits@metro.net](mailto:BuildingPermits@metro.net)