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GENERAL PLANNING CONSULTANT

TECHNICAL MEMORANDUM 89.4.1

DOCUMENTATION OF FIELD SURVEY
PROCEDURES FOR THE PHASE -II
BENEFIT ASSESSMENT DATA BASE

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Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler-Corradino Associates

in association with

Cordoba Corporation
The Planning Group, Inc.
Myra L. Frank & Associates

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TABLE OF CONTENTS

1.0 INTRODUCTION

1.1 PURPOSE 1
1.2 AUTHORIZATION 1

2.0 DATA BASE COMPILATION

**2.1 PRELIMINARY IDENTIFICATION OF BENEFIT ASSESSMENT
DISTRICTS ON MAPS 3**
2.2 DATA SOURCES 5

3.0 FIELD DATA COLLECTION

3.1 FIELD SURVEY 6
 3.1.1 Methodology 7
3.2 BUILDING RECORDS 11
 3.2.1 Building Permits 12
 3.2.2 Certificate of Occupancy 12
 3.2.3 Application to Alter, Repair or Demolish 13
 3.2.4 Plot Plan 13
3.3 SANBORN INSURANCE COMPANY MAPS 13
3.4 BUILDING AREA CALCULATIONS 13
3.5 COMPLETED SURVEY PACKETS 14

APPENDICES

APPENDIX A Station Boundaries
APPENDIX B Field Survey General Guidelines
APPENDIX C Building Permit and Certificate of Occupancy
APPENDIX D Survey Packet - Sample

1.0 INTRODUCTION

In order for the Southern California Rapid Transit District (SCRTD) to establish Benefit Assessment Districts and rates for Phase II of Metro Rail, it was necessary to develop an accurate, up-to-date land use inventory for each of the station areas. The Phase II corridors and station locations are shown in Figure 1.

Development of the inventory required establishing a data base consisting of all parcels within the proposed districts. Accurate parcel size and the size of any improvement in square feet were determined for each parcel. In addition the address and name of the owner of record were determined. From this data base, expected revenue under various scenarios can be projected, assessment can be determined, and a mailing list created for noticing affected property owners.

1.1 PURPOSE

The purpose of this paper is to document the process used for the field study and development of the Phase II Benefit Assessment Data Base.

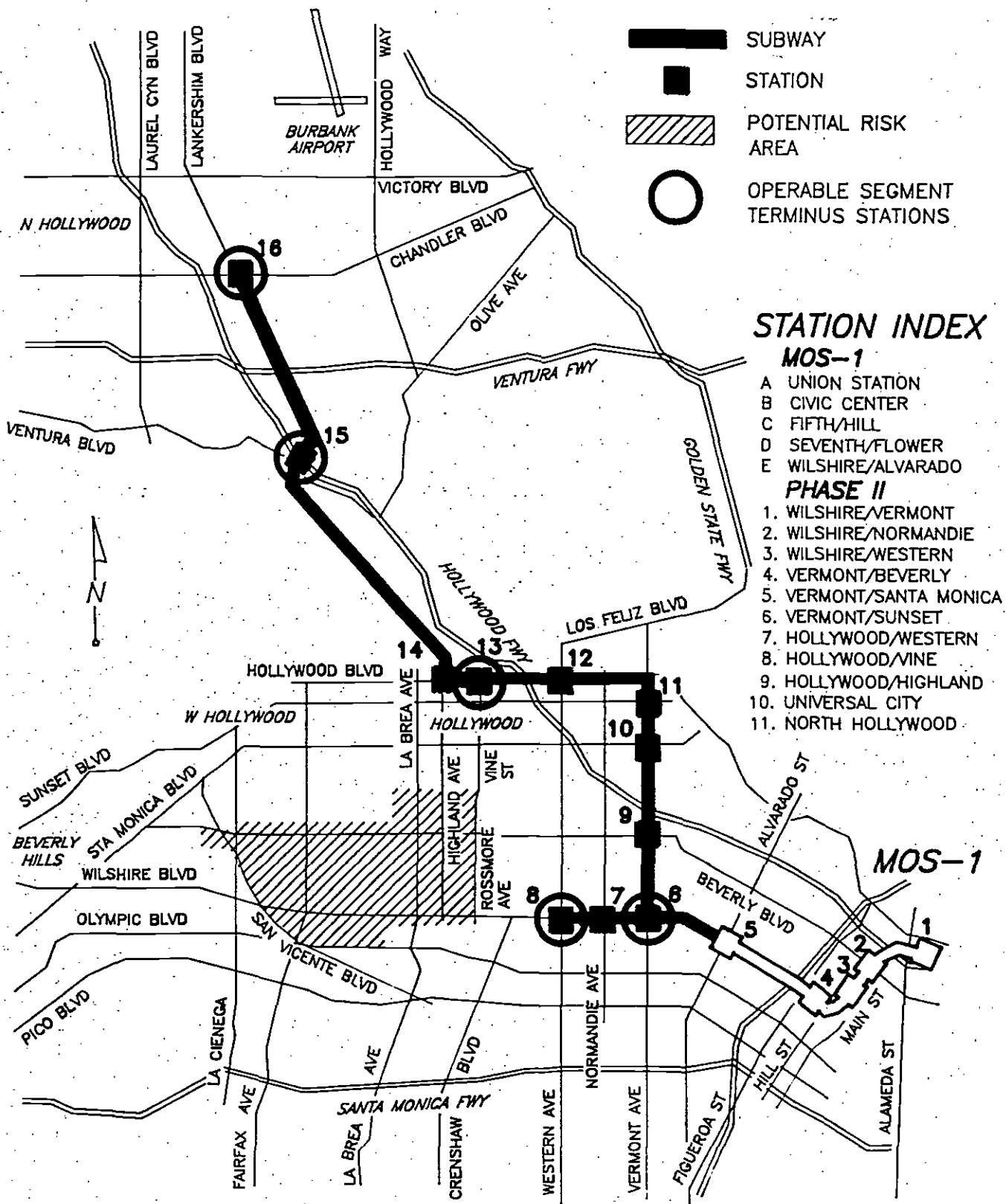
1.2 AUTHORIZATION





State Public Utilities Code 33000 et seq. authorizes the SCRTD Board to establish benefit assessment districts around one or more Metro Rail stations and to assess property located within specified distances from the stations. The legislation specifically assigns the county within which the special Benefit Assessment District is located to levy and collect the special benefit assessment at the same time using the same system as used for the levy and collection of county taxes. The county, Los Angeles in this case, then deducts its expenses, and transmits the balance to SCRTD. In order for the County of Los Angeles to levy and collect the assessments, SCRTD must provide a tape with the specific parcels to be assessed and the amount of the direct assessment to the County Auditor-Controller. The process for transmitting the data tape is documented in Technical Manual 88.4.8 for MOS-1.

Section 33002 of the Public Utilities Code allows for assessments to be levied on both land and improvements. Data for the data base was collected and recorded in such a manner as to permit development of assessment formulae based on the square footages of the parcels, the square footages of use in certain improvements, or some combination thereof dependent on the decisions of the Benefit Assessment Task Force.

NEW LOCALLY PREFERRED ALTERNATIVE VERMONT/HOLLYWOOD BLVD. SUBWAY

LPA SELECTED BY SCRTD BOARD OF DIRECTORS JULY 14, 1988



-  SUBWAY
-  STATION
-  POTENTIAL RISK AREA
-  OPERABLE SEGMENT TERMINUS STATIONS

STATION INDEX

MOS-1

- A UNION STATION
- B CIVIC CENTER
- C FIFTH/HILL
- D SEVENTH/FLOWER
- E WILSHIRE/ALVARADO

PHASE II

- 1. WILSHIRE/VERMONT
- 2. WILSHIRE/NORMANDIE
- 3. WILSHIRE/WESTERN
- 4. VERMONT/BEVERLY
- 5. VERMONT/SANTA MONICA
- 6. VERMONT/SUNSET
- 7. HOLLYWOOD/WESTERN
- 8. HOLLYWOOD/VINE
- 9. HOLLYWOOD/HIGHLAND
- 10. UNIVERSAL CITY
- 11. NORTH HOLLYWOOD

2.0 DATA BASE COMPILATION

2.1 PRELIMINARY IDENTIFICATION OF BENEFIT ASSESSMENT DISTRICTS ON MAPS

As an initial step in the determination of benefit assessment districts for Phase II of the Metro Rail project, working districts were established. Section 33001 of the Public Utilities code, the enabling legislation for Benefit Assessment Districts, specifies that Benefit Assessment District Boundaries may extend no further than one mile from the center of a Central Business District (CBD) station and no further than one-half mile from the center of a station outside the CBD. Using these criteria, the areas within the legal limits for Phase II were identified on a 1":800' base map by drawing two concentric circles around the center of each proposed Metro Rail station with radii of 1/3 mile and of 1/2 mile, respectively. As the legislation specifically limits the boundary to a distance of "...no further than one-half mile from the center of a station outside the Central Business District," it was determined that the main body of the data base should provide for the contingency of any boundary decision within the legally permissible limits. Also, since actual station centers could shift during the design process, it was decided that a block inclusion rule should be used to allow for variances in the final location of station centers.

In order to determine the parcels to be included in the data base and develop the field survey, it was necessary to use the same system as the Los Angeles County Tax Assessor. The term parcel is synonymous with the term mapbook-page-parcel number. This number consists of ten digits and is used by the County of Los Angeles to identify an individual property within the County and is written with lead zeroes in the following format:

Mapbook		Page		Parcel Number
XXXX	-	XXX	-	XXX

A parcel number identification is assigned to every individual parcel within the County. This number is used by all agencies for parcel identification. The Mapbook numbers are assigned by the County Tax Assessor's Office at their discretion.

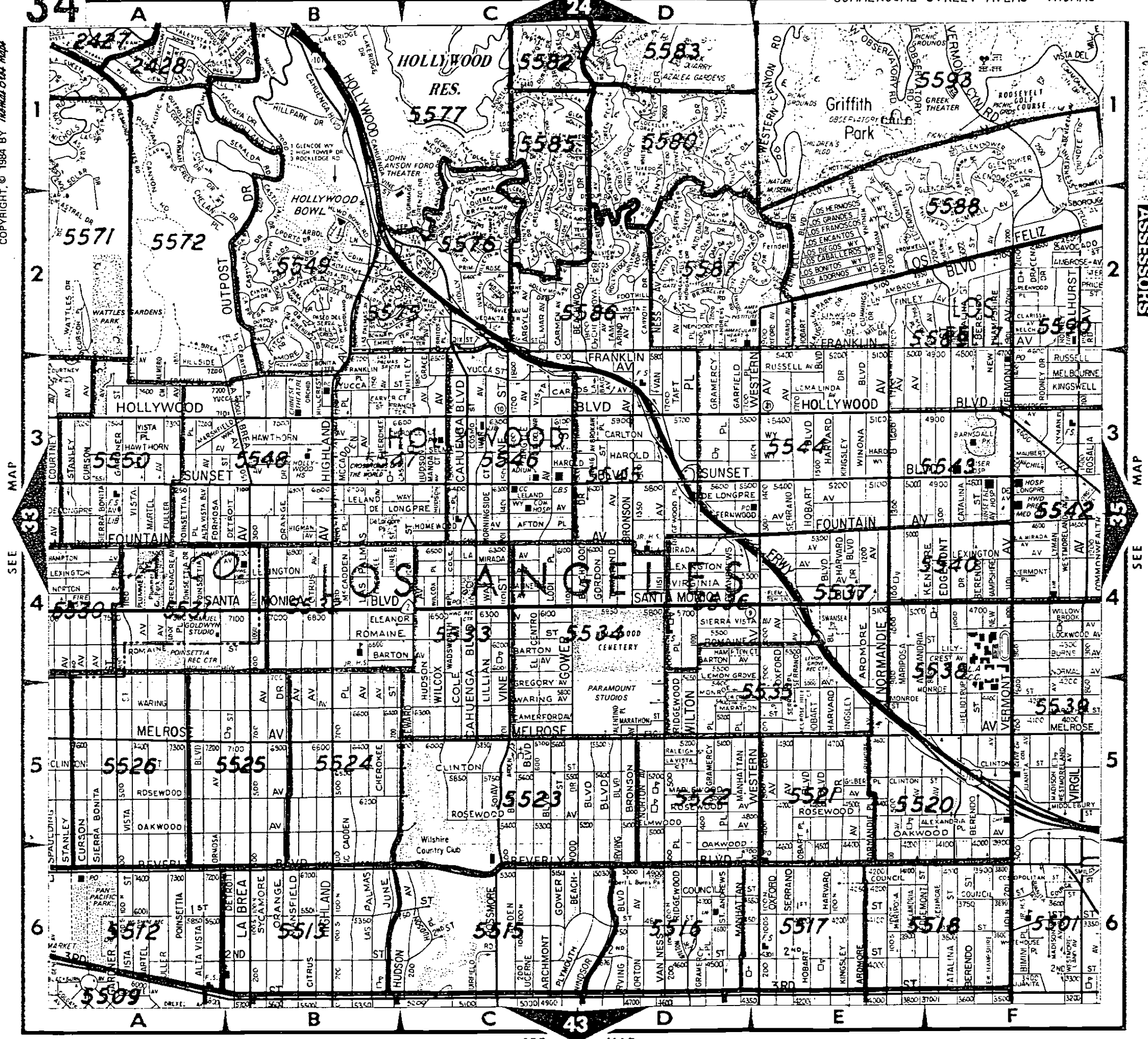
As the parcel identification system is hierarchical, the Assessor's Book numbers for the area located within the potential district boundaries were identified using a Thomas Brothers Commercial Street Atlas for Los Angeles County. The Commercial Street Atlas (sample in Figure 2) shows the mapbook number overlaying the street system such that the location of any block within the County Assessor's system can be accurately located relative to the

34

SEE MAP 24

FIGURE 2
COMMERCIAL STREET ATLAS - THOMAS

COPYRIGHT © 1984 BY Thomas Bros. Maps



SEE MAP 33

ASSESSORS

SEE MAP 35

SEE MAP 43

Assessor's system. the next step was to go directly to the County Assessor's Maps to determine the Page and Parcel numbers.

The Assessor's Page and Parcel numbers for parcels within the identified mapbook areas were delineated using the microfiche copy of the County Assessor's Maps obtained from the SCRTD Metro Rail Real Estate and Development Office. Upon completion of this task, a complete list of parcels contained within the Phase II working districts had been generated. The initial area to be field surveyed for Phase II was to be the area within one-third mile of each station for what was originally defined as MOS-2 and included ten stations. Then, on July 14, 1988, the SCRTD selected the Phase II alignment and included an eleventh station, North Hollywood. It was agreed that the data base and field survey would be expanded to include the North Hollywood Station. Subsequent to this decision, the Benefit Assessment Task Force tentatively decided that the one-half mile walk boundary defined the most logical area to use for the Benefit Assessment Districts.

The resulting lists were refined and verified by checking all Assessor's pages falling in or near the district boundary. Assessor's pages falling across a district boundary were examined down to the block level to identify the parcels falling inside the district boundary. This process produced a map-generated and verified listing of all parcels contained within the potential Phase II Benefit Assessment Districts.

2.2 DATA SOURCES

The initial data sources for development of the Metro Rail Phase-II Benefit Assessment Data Base came from two different Los Angeles County Public Agencies. The Los Angeles County Tax Assessor's Office supplied the L.A. County Assessor's Secured Basic File (January 1988) data. The L.A. County Department of Public Works supplied the Flood Control (March 1988) data. Both of these data sources were provided to SCRTD in the form of mainframe computer tapes. The range information for each station area was then used to download the needed data to diskettes for use in developing the initial Data Base.

The data that comprised the initial Data Base was maintained in files by mapbook listing to ensure that files (i.e., parcels) would not be duplicated in the system. Also, this would provide for only one point of entry for changes or revisions to a file. The main advantage to this system, however, is the flexibility that is provided in analyzing boundaries that may vary as the Benefit Assessment Task Force reviews funding options. Simply by developing equivalency tables for any boundary configuration (1/4 mile, 1/3 mile, 1/2 mile walk or radius, tiers, etc.), the Data Base can produce data summaries for any station area or benefit assessment district.

3.0 FIELD DATA COLLECTION

Using the parcel list which was created as described in Chapter 2, additional data collection was conducted in order to verify existing data and complete the accurate land use data base needed for the Benefit Assessment Districts. The collection efforts included: (1) a field survey, and (2) a survey of existing records from the City of Los Angeles Department of Building and Safety on all properties included within the one-half mile walk distance boundary of each of the Phase II Metro Rail Stations.

Initially two listings were developed for the Master Data Base: the first being those parcels within one-third mile of the center of each station, which was the area to be supplemented by a complete field survey; and, the second being those parcels outside the one-third mile area but lying within the one-half mile boundary of each station. The Benefit Assessment Task Force indicated a preference for using the one-half mile walk boundary as the determinant for benefit assessment. This boundary (see Appendix A), using the block inclusion rules developed for MOS-1, was developed on the same basis for field surveys as the one-third mile boundary. The blocks needed to enlarge the field surveyed data base were identified using the station area maps, and were field surveyed to the same level of detail as was the original (one-third mile) area.

3.1 FIELD SURVEY

Inconsistencies and the lack of detailed information from both the Flood Control Tape and the Tax Assessor's Tape made it necessary to develop supplemental data through a detailed, accurate field survey. The field survey involved an on-site review and inspection by two person teams to determine actual structural configuration and to verify current land use and/or square footages, including the following:

- o Verification of existing structures, parking lots, and vacant land.
- o Verification of demolitions and new construction on the parcels.
- o Identification of land uses by parcel and improvement when Building and Safety documents indicate changes.
- o Identification of portion of the unit allocated to each use in the case of mixed-use properties.

The field personnel completed the individual data sheets for each parcel in the office after completing the day's assigned field survey data. A cross check by assessor's number was made to assure that a form was completed for each parcel. A summary of the Field Survey General Guidelines is contained in Appendix B, and describes the methodology used by the field survey crews. In addition, numerous special situations arose which had to be dealt with on a case-by-case basis usually with the assistance of the project manager.

3.1.1 Methodology

A parcel record packet was assembled in the office for each mapbook prior to going the field. This packet consisted of the following for each parcel:

- o **Los Angeles County Assessor's Map**

A copy of the most recent Assessor's Map of the block(s) to be surveyed. The map details the parcel breakdown of the block(s) in addition to parcel dimensions and legal description information (land tract, block, and lot) (See Figure 3).

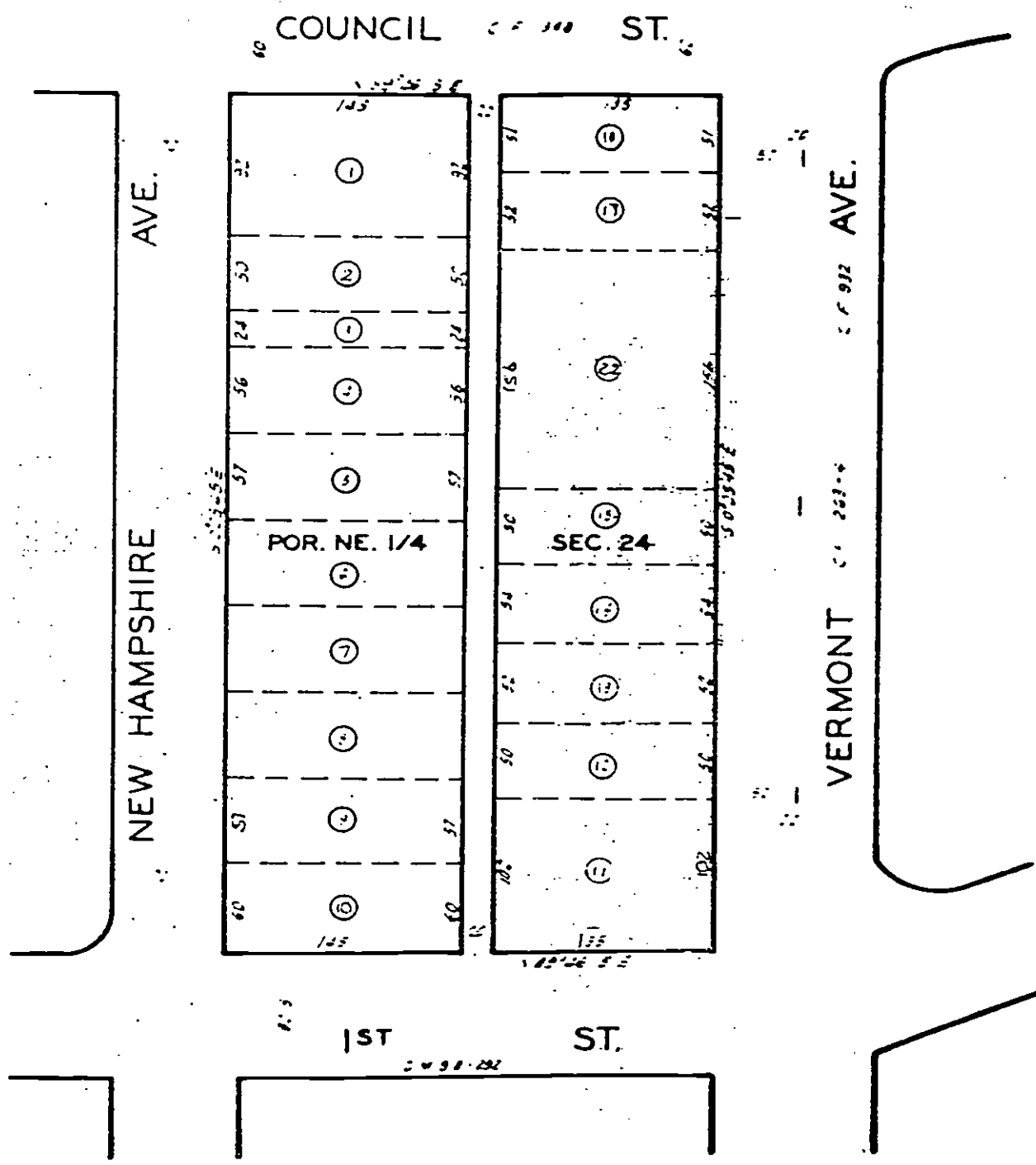
- o **Sanborn Insurance Company Map**

The Sanborn Insurance Company Maps provide a valuable source of information for improvements constructed prior to 1970. The maps include an accurate scale drawing (1"=100') of all improvements, including number of stories, configuration of non-uniform levels, light courts, multi-level atriums, basements, access ramps, and special internal configurations. These maps were used as a basis for comparison in the original field survey. Any changes in the map representation were recorded in the field, thus, updating any subsequent demolition or additional construction having occurred since publication of the maps (see Figure 4).

- o **Parcel Data Sheets**

The Parcel Data Sheets document the complete land use breakdown for each parcel including the calculation of square footages for improvements and for parcel size. Each parcel of land is represented by an individual inventory sheet. A new Parcel Data Sheet is prepared and incorporated into the parcel record each time the parcel data for that record is reviewed (see Figure 5). All field

5518 032



5518 032

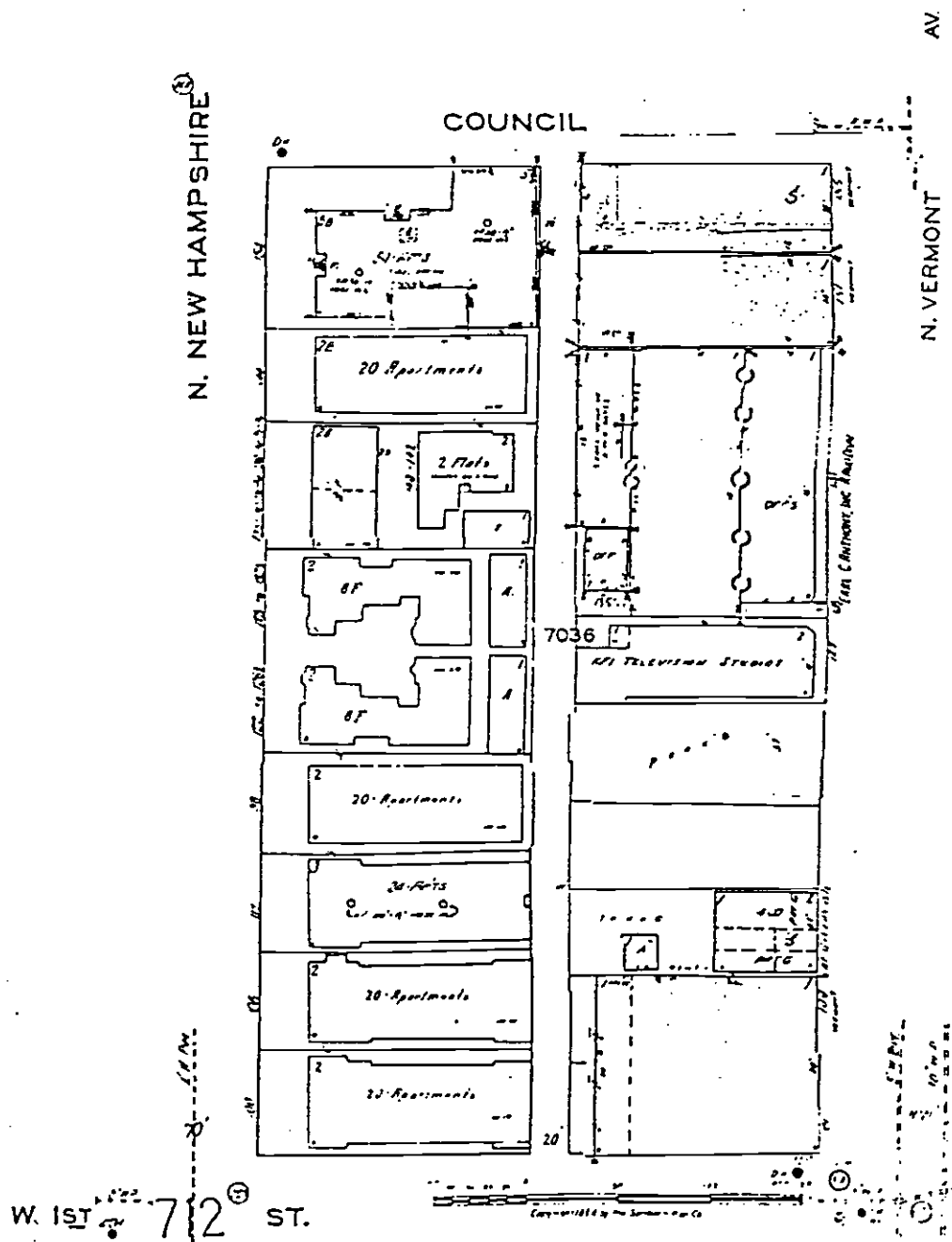


FIGURE 5
Parcel Data Sheet

5518 | 32 | 022

LAND USE CATEGORY	WORKING DESCRIPTION	SQUARE FOOTAGE	SOURCE	DATABASE USE FIELD	DATA ENTRY
OFFICE <input type="checkbox"/>					
HOTEL/MOTEL <input type="checkbox"/>					
RETAIL/RESTAURANT <input type="checkbox"/>					
INDUSTRIAL/WAREHOUSE <input checked="" type="checkbox"/>	newspaper printing	13,014 #	SB*		✓
PARKING LOT <input type="checkbox"/>					
GARAGE <input type="checkbox"/>					
INSTITUTE/GOVERNMENT <input type="checkbox"/>					
RESIDENTIAL <input type="checkbox"/>					
SERVICE <input type="checkbox"/>					
MIXED COMMERCIAL <input type="checkbox"/>					
MIXED WITH RESIDENTIAL <input type="checkbox"/>					
VACANT LAND <input type="checkbox"/>					
OTHER <input checked="" type="checkbox"/>	movie theater	6,000 #	SB*		✓
Date and initials: 6-30-88 SK+RL					

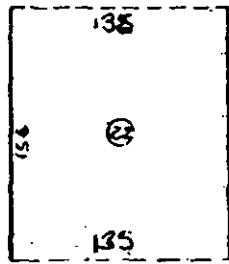
PARCEL AREA

21,040 # ✓

PCT. 21061 #

Comments: Korean Times - Newspaper
Cinema Korea - Movie Theater

141 Vermont Ave (N)



BY SCALE FROM SANBORN*

Cinema: $40' \times 150' = 6000 \#$

Newspaper: $(60' \times 156') + (30' \times 105') + (14' \times 36') = 13014 \#$
9360 3150 504

notes and hard copy materials relating to the parcel data become the property of the SCRTD at the conclusion of the consultant agreement and will be located in the Benefit Assessment office of the SCRTD.

- o Modifications--additions, demolitions, conversions--to any structure represented on the Sanborn Map or on a more recent plot or building plan were noted on the Parcel Data Sheet. The field crew sketched any changes on the Parcel Data Sheet or on a separate sheet, if necessary.
- o The land use category was completed for all uses on the parcel with a written working description, when necessary. The field crews were instructed to carefully check for the following:
 - All uses of the structure(s) including, for example, retail within a hotel, apartment, or office. Also, they were to note the type and approximate percent of each use.
 - Any subterranean commercial or industrial space.
 - Number of stories of the structure, preferably counting the number of stories and checking a directory if one exists.
- o The Comments section of the Parcel Data Sheet enabled the field crew to further elaborate on the amount of information gathered in the field.
 - Address of the property.
 - Information that was available from other sources (signs, doorman, parking lot attendant, directory, etc.)
 - Name of the building or business(es) at the location.
 - Any special attributes of the property or structure which might affect the use (for sale, vacant, etc.).

3.2 BUILDING RECORDS

The City of Los Angeles Department of Building and Safety records were examined to determine the square footages of improvements, especially for improvements constructed after 1970 (subsequent to the development of the Sanborn Maps). Because a building permit

is required for every building constructed in Los Angeles, in the interest of consistency and to identify the exact source of the data, the public accessible records at the Department of Building and Safety were used directly. Buildings records which were collected became part of the parcel survey record for each specific parcel which contained an improvement. In addition to Building Permit information there are also Certificates of Occupancy available. A discussion of these two sources is contained in Appendix C.

Building records are contained on computer cassettes which can only be used in the Los Angeles Department of Building and Safety Offices on their equipment. These records are indexed by year of issue, then by address. However, the assigned situs number and the mailing delivery address are sometimes different. These records were searched by address ranges to locate the specific parcels within the data base. A systematic search of several annual files per structure and a screening of all records for applicability was necessary. Address range listings and other range identifying processes were prepared manually for Phase II.

The following building records were obtained from the City of Los Angeles Department of Building and Safety when available:

3.2.1 Building Permits

Building Permits provided the primary basis for determination of the gross building dimensions. The original building permit gives construction information about the original structure and the original use. Any changes to the original building (e.g, changes in the number of stories, revised dimensions of the building, or additions to the building) require an additional building permit. Building permits first became mandatory in 1905. At that time, the gross outside dimensions and the submission of building plans were required. After World War II, the building permits also required a "plot plan" or sketch of the intended structure. The building permits also served to record completion of construction until the late 1940's when required Certificate of Occupancy documents began to serve this function. Both Permit and Certificate are required today. When the Building Permit was unavailable, or the information was incomplete or missing, the Certificate of Occupancy was used.

3.2.2 Certificate of Occupancy

Certificates of Occupancy are filed when a structure is made available for use following the completion of construction. They list the building dimensions, original use, and often refer to the original building permit. The dimensions listed on a certificate are not as reliable as those on a building permit. Therefore, Certificates of Occupancy were only used as a source of dimensions when the building permit was unavailable.

3.2.3 Application to Alter, Repair or Demolish

Applications to alter, repair or demolish are required whenever a structural change is made to an existing building. Such changes include additions, renovations and demolitions. A description of all proposed construction is required on the form. The information contained on this form was used to update structural changes after the filing of the building permit.

3.2.4 Plot Plan

A plot plan is a diagram giving the dimensions and configuration for a building. these are sometimes filed with the Department of Building and Safety and, when available, were used as a reference for building configuration and dimensions.

3.3 SANBORN INSURANCE COMPANY MAPS

Sanborn Insurance Company Maps were available at the City of Los Angeles Planning Department Library for use as a secondary reference. They contain a set of accurate scale drawings (1" = 100') of building footprints for all improvements constructed prior to 1970. They were developed by the Sanborn Insurance Company to provide information on insurance risk assignment. These maps include coded notations which provide accurate, detailed information on various aspects of building construction such as number of stories, type of construction, configuration of building, internal configuration, light courts, ramps, etc. These maps were useful as a basis for comparison during the field survey, for verifying internal details not observed in the field survey, and measuring by scale those structures for which data were not available from other sources.

3.4 BUILDING AREA CALCULATIONS

The actual building area was taken (or computed) from the building records described in Section 3.2 which were obtained from the City of Los Angeles Department of Building and Safety. When the Building and Safety data were unclear or additional information was necessary, an estimate was made on the basis of overall building dimensions taken from the Sanborn building footprint maps and/or aerial photographs. In the rare cases when no other data were available field measurements or other sources were used.

The gross square footages entered into the computer records were calculated by the following basic formula: Gross square footage is equal to the length of the improvement multiplied by its width multiplied by the number of stories and adjusted for irregularities. Common construction irregularities which reduce the usable floor area include irregular building shapes, internal open-air courtyards, multi-story lobbies and multi-floor atriums.

If the ground floor of an atrium or open space is an assessable use area, then that portion of the space was included in the calculation of gross square footage. Stairwells, elevator shafts, parking ramps (when they are a part of the building), and single floor lobbies are considered part of the gross area and were also included in the gross square footage calculation.

The source of the gross square footages was entered into the survey record with multiple sources noted as appropriate. Each source was assigned a letter code which was entered into the computer record. Parcel records were also reviewed for consistency of data between sources as part of the procedure for determining the final gross square footages for a property. While Building and Safety records were the first choice for building dimensions, some records required additional adjustments due to lack of records for alterations or additions, questionable or obviously wrong dimensions, an incorrect number of stories, or courtyards or other anomalies in construction not included in calculations.

The building footprint map, plot plan, aerial photograph, field survey data, and other accompanying information were consulted to verify accuracy of the building area. If the structure had an irregular configuration, if dimensions were inconsistent between sources, or if other construction irregularities indicated possible inaccuracy, the record was reviewed individually. When necessary, dimensions were verified, supplemented, or adjusted by using an engineering scale to measure the available sources and thus to resolve differences.

After the gross building area was verified, the square footages were disaggregated according to use. For mixed use parcels, the total area was broken down into its respective components. Use categories for field data were based upon the observed land uses, e.g., parking lot, office, retail, etc. The data were then entered into the computer file (Data Base) by parcel and each use entered into the appropriate land use field. See Technical Memorandum 89.4.2 for a detailed explanation of the composition of the Data Base. For example, U_OFFICE contained the total square footage of office space contained in the improvement on the parcel, U-SERVICE the square footage designated as service, etc. Thus, the Data Base provides the flexibility to sum land use areas by category or to sum them in any combination. See Figure 5 for an example of a square footage calculation.

3.5 COMPLETED SURVEY PACKETS

The complete ten digit mapbook-page-parcel number was used as the primary identifier for each parcel. The completed records were organized utilizing the hierarchical structure of this system. The packets were established for each individual property by parcel number, grouped by page numbers (blocks) along with additional page specific information, and then filed in sets (books) according to

the Assessor's Mapbook Numbers. The parcel numbers also provided a cross-reference system to Assessor's records and maps, Flood Control data, and other reference materials, while at the same time providing a unique parcel identifier easily manipulated by the computer.

As the field survey information, Building and Safety records, and other supporting documentation were collected, the parcel packet was assembled. A completed survey packet for each parcel contained the following items (see Appendix D).

- a. Building footprint map or sketch map,
- b. Parcel information sheet,
- c. Applicable Building Records,
- d. Calculations for improvements, if applicable, and
- e. Square footages for improvements by use.

The parcel packets were compiled into page packets which contain the following items:

- a. Assessor's Map
- b. Building Footprint Map
- c. Aerial Photograph
- d. Set of completed parcel packets

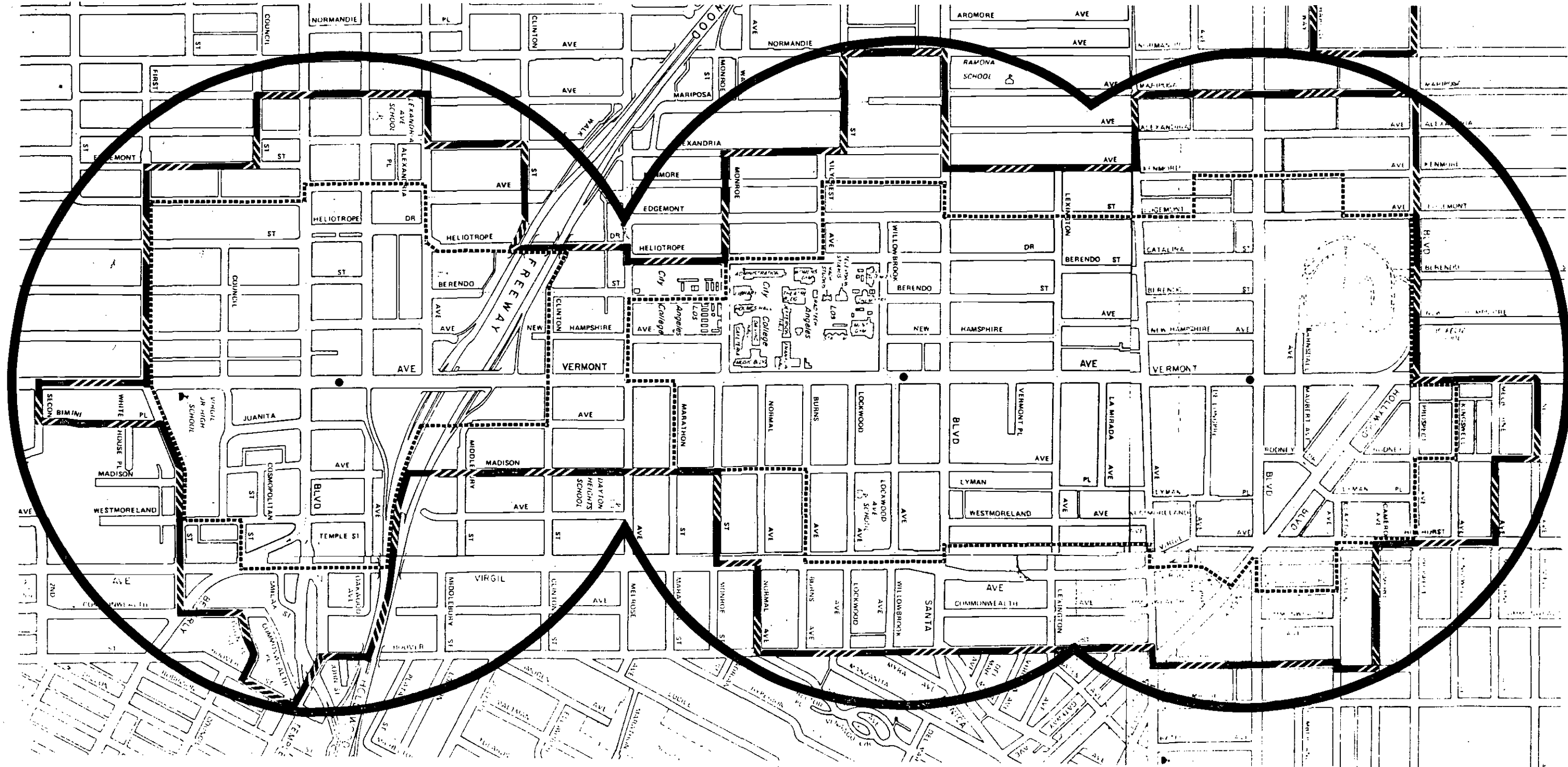
The set of completed page packets were then grouped into sets by Assessor's books which cover a specific geographical section of the surveyed area.

APPENDIX A

VERMONT/BEVERLY

SANTA MONICA/VERMONT

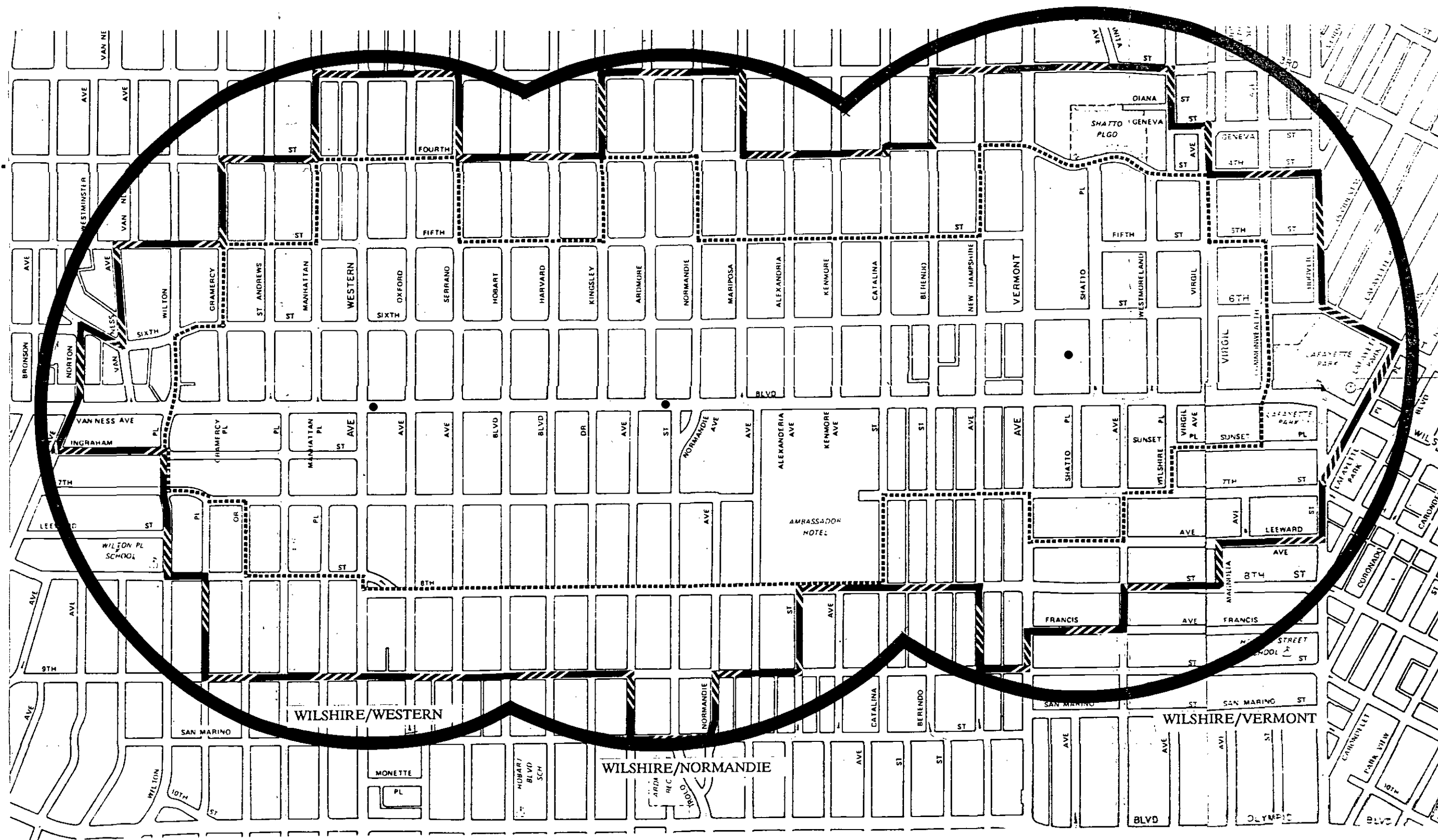
SUNSET/VERMONT



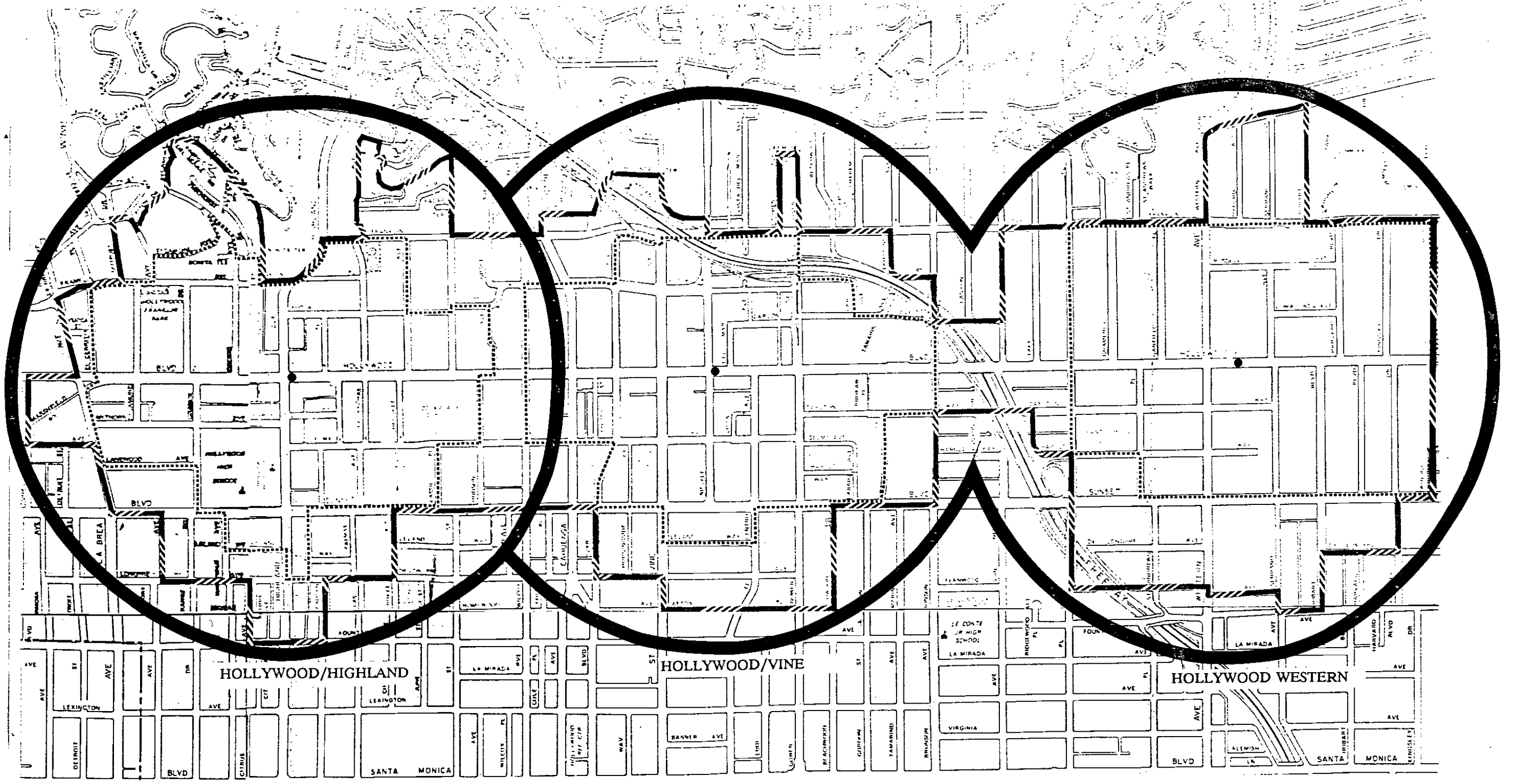
----- 1/3 MILE WALK DISTANCE
 // 1/2 MILE WALK DISTANCE
 ——— 1/2 MILE RADIUS



S.C.R.T.D. LIBRARY



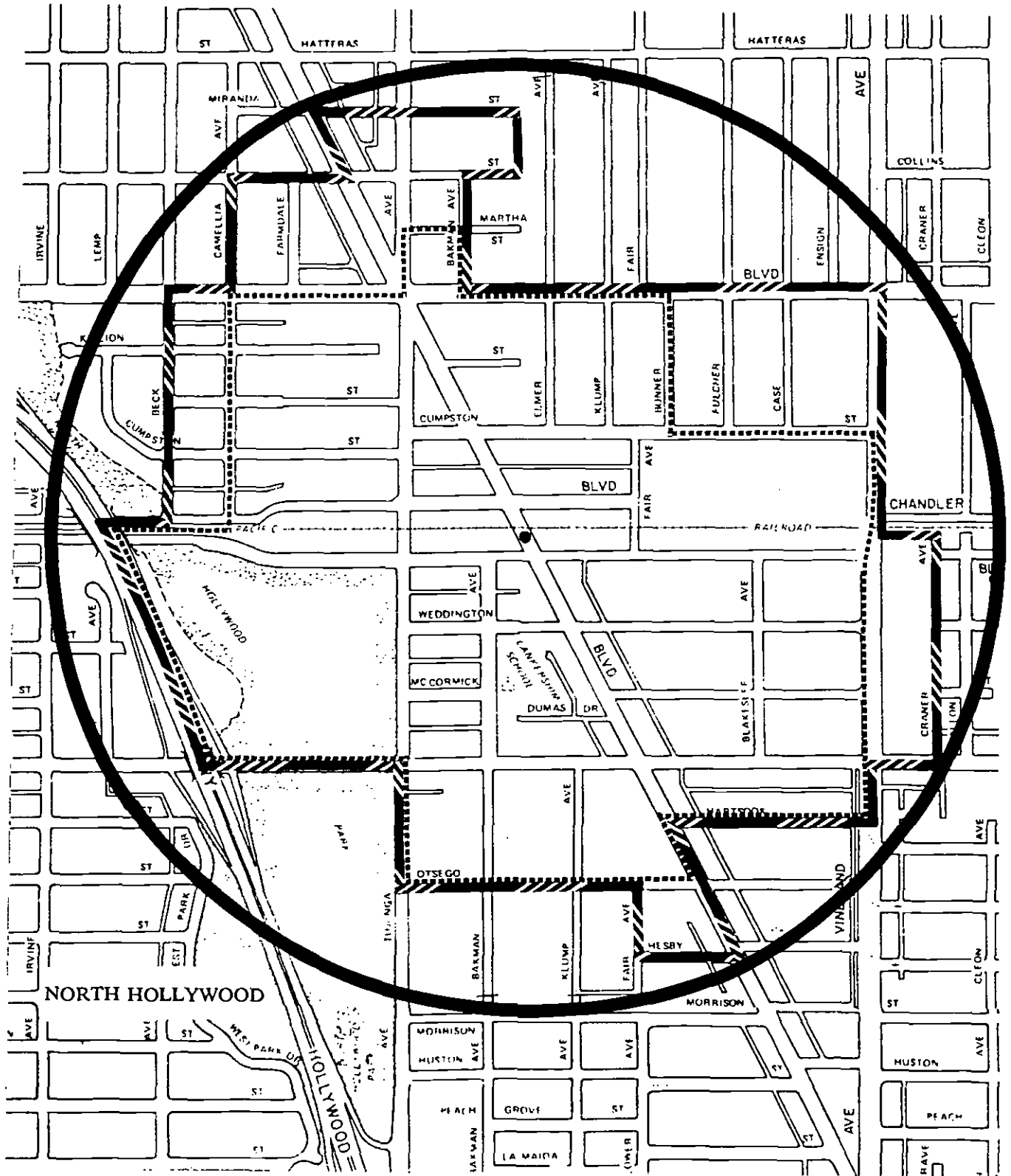
- - - - - 1/3 MILE WALK DISTANCE
 - - - - - 1/2 MILE WALK DISTANCE
 - - - - - 1/2 MILE RADIUS



..... 1/3 MILE WALK DISTANCE
// 1/2 MILE WALK DISTANCE
■ 1/2 MILE RADIUS



..... 1/3 MILE WALK DISTANCE
 - - - - - 1/2 MILE WALK DISTANCE
 [Solid Circle] 1/2 MILE RADIUS



- 1/3 MILE WALK DISTANCE
- ▨ 1/2 MILE WALK DISTANCE
- 1/2 MILE RADIUS

APPENDIX B

APPENDIX B

MOS-2 BENEFIT ASSESSMENT

FIELD SURVEY GENERAL GUIDELINES

A field survey involves an on-site inspection by two person teams to determine actual structural configuration and to verify current land use and/or square footages. Including the following:

- Verification of existing structures, parking lots, and vacant land
- Verification of demolitions
- Identification of land uses by parcel and improvement when Building and Safety documents indicate changes
- Identification of portion of the unit allocated to each use in the case of mixed-use properties.

Preparation

Assemble a parcel record packet including the following maps and other materials:

- Los Angeles County Assessor's Map

A copy of the most recent Assessor's map of the block(s) to be surveyed. The map details the parcel breakdown of the block(s) in addition to parcel dimensions and legal description information (land tract, block, and lot)

- Sanborn Insurance Company Map/Building Footprint Map

The Sanborn Insurance Company Maps are a valuable source of information for improvements constructed prior to 1970. The maps included an accurate scale drawing of all improvements, including number of stories, configuration of non-uniform levels, light courts, multi-level atriums, basements, access ramps, and special internal configurations. These maps were used as a basis for comparison in the original field survey. Any changes in the map representation were recorded in the field, thus, updating any subsequent demolition or additional construction having occurred since publication of the maps (see Sample 28).

The symbols on the Sanborn Maps are:

F = Flat or Family

D = Dwelling

S = Store or Shopping

A = Auto House or Garage

A in B = Auto in Basement

2B = 2 Story with Basement

- Parcel Data Sheets

The PARCEL DATA SHEETS document the complete land use breakdown including calculations. Each parcel of land is represented by an individual inventory sheet. A new PARCEL DATA SHEET is prepared and incorporated into the parcel record each time the parcel data for that record is reviewed (see Sample 25).

Procedure:

- Note any modifications--additions, demolitions, conversions--to the structure represented by the Sanborn map or more recent plot or building plan. Make a sketch map reflective of any changes noted. Use the back of the PARCEL DATA SHEET.
- For problems and special, do not use extraordinary measures, refer back to your supervisor.
 - Complete the "Land Use Category" section of the PARCEL DATA SHEET by checking appropriate land use(s) box(es). Indicate all land uses (see Sample 26).
 - List all uses of structure, if possible, including retail within hotel or office space. Indicate type and approximate percent in each use; e.g., 50% barber shop.
 - Watch for subterranean and/or below grade commercial or industrial space industrial space.
 - Examples of uses listed as service includes radio and TV repair, refrigerator service, paint shops, electric repair, laundries, auto service, beauty shops, barbershops, etc.
- Enter a description in the appropriate row under the "Working Description" heading on PARCEL DATA SHEET.

Examples for working description include:

11 of 12 s office (indicates use of 11 of 12 stories as office space)

2 s 4 family apts. (indicates a 2 story, 4 family, apartment building)

Portion of 1 s beauty salon (indicate actual use, not service)

- for parking indicate the number of levels, watch for multiple levels of subterranean parking structures. Indicate service to building, attendant, paid, etc.
- Verify the number of stories per structure
 - count from the outside
 - check building directory discretely
 - compare with Sanborn map and compare with any prior field notes on the property
- Complete the "Comments" section of the PARCEL DATA SHEET
 - Make a notation for all improvements under construction or demolition.
 - Enter the property address.
 - Make a complete report of any changes noted. Assume that you will not be available to explain your notations to the next person who must use them.
- Enter the date of the field check and initials of the field team in the box provided on each PARCEL DATA SHEET.

When the field check is complete, set the PARCEL DATA SHEET aside for the next phase, calculation of the gross square footage of each land use category.

- Complete the "Field Check" portion of the BUILDING PERMIT INFORMATION SHEET.

APPENDIX C

APPENDIX C

MOS-2 BENEFIT ASSESSMENT

BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY INFORMATION

Building permits and Certificate of Occupancy are filed under year issued and then by address. there is an index system available at the Department of Building and Safety, Los Angeles City Hall, Room 460 - Counter "E" to aid in the determination of the year of issue.

Building permits and certificates of occupancy are located using building addresses. Therefore, before going to City Hall, note down the address of each parcel on the Building Permit Information Sheet from Sanborn Map for each block.

Search of Building Permit

There are essentially two indexes to search for:

- o Post 1980 (on computer)
- o 1951 - 1980 (on micro-fiche)

A. Steps to use Post 1980 Index

1. Go to City Hall, 4th floor, Room 460 - Counter "E". Sign in and ask to use a machine (DAFS machine).
2. After you have access to computer, clear the screen by pressing F1 key until the address prompt comes up on the screen.
3. Type in the exact address of parcel.
Use as many digits as needed for street number.
Use two characters for Avenue, Boulevard, Street (Av, Bl, St).
Street Direction (N,S,E,W) appear after the street name.
Leave a space between street number and name, street name and avenue (Bl, St) and avenue and street direction.

Examples:

316 S. Ardmore Avenue
should be typed as
316 Ardmore Av S

4005 W 3rd Street
should be typed as
4005 3rd St W

1620 E Wilshire Blvd
should be typed as
1620 Wilshire Bl E

4. Press RETURN Key (twice). On screen you will observe one of the following:
 - a. 'File not found'

If this message appears on the screen, it would mean that either the building address was typed incorrectly or the sought building permit is located outside the post 1980 index.

- b.

Address of Building	Date	Reel	Batch	Doc#	User# (1
4008 Ardmore Av	3/16/88	T 240	00008	000034	87 LA 6037

Take note of the Reel no. permit number (user #) and month issued on the Building Permit Information Sheet. It is enough to record reel-batch-doc# as T240 8.34

Note: There may be more than one permit number for the same address for additions, alterations, etc. If so, use separate Building \permit information sheet.

B. Building Activity Information:

1. Pull the proper reel (such as T 240) from file cabinet located behind you. Reels are tagged with pink, blue, or plain.
2. Put the Reel into Reel Viewer Machine. On the machine's key board type in batch and document (doc) number (such as 8.34) and press SEARCH Key. The machine will start and advance to where it perceives the document to be based on the number you typed. If the image appears on the screen sideways, turn the knob for vertical viewing using the ROTATE knob on the upper left hand side.

Note:

Sometimes the machine may not stop on the exact document you typed in . In this case you will need to advance it manually using the Film Control Knob on the lower left hand side. Turning the knob to the left will decrease the document batch number and to the right will increase the batch number.

3. Once the document you are looking for is on the screen, complete the BUILDING ACTIVITY portion of the Building Permit Information Sheet. When finished, initial and date form.
4. Note any plot plan attached to documents and make a sketch copy on the back of the Building Permit Information Sheet.
5. When completed, rewind the Reel before removing from Reel Viewer Machine by pressing the REFILE key.

6. Remove the Reel from the machine and place it back in the file cabinet you pulled it from.

Steps to use 1951 - 1980 Index (on micro-fiche)

1. By street address, copy the permit year, issuing office and permit number of the parcel from micro-fiche.

Example:

Street address	Issuing Office	Permit Number	Permit Year
136 S. Ardmore	LA	23228	56

2. Using the Permit number, obtain the Reel number from Building Permit Master List (pink folder).
3. Follow the instructions in "B" to review for type of Building Activity.

Search of Certificates of Occupancy

1. By street address, locate the Reel number. Certificate of Occupancy Reels are tagged in yellow and Reel numbers are stacked by year.

1905-1946 and 1970's (mixed)
1916-1969
1946-1969
1970-1980's

Therefore, for each street address there may be more than one Certificate of Occupancy. Explore these possibilities:

2. Insert the reel into Reel Viewer Machine.
Advance it manually using the Film Control Knob on the lower left hand side.
3. Once the document you are looking for is on the screen check the property records for Certificate of Occupancy.
Complete the CERTIFICATE OF OCCUPANCY portion of the Building Permit Information Sheet. If more space is needed for description use the back of the Building Permit Information sheet. When finished, initial and date form.
4. Rewind the Reel using REFILE key.
5. Remove the Reel from the machine and replace it from where you pulled it from.

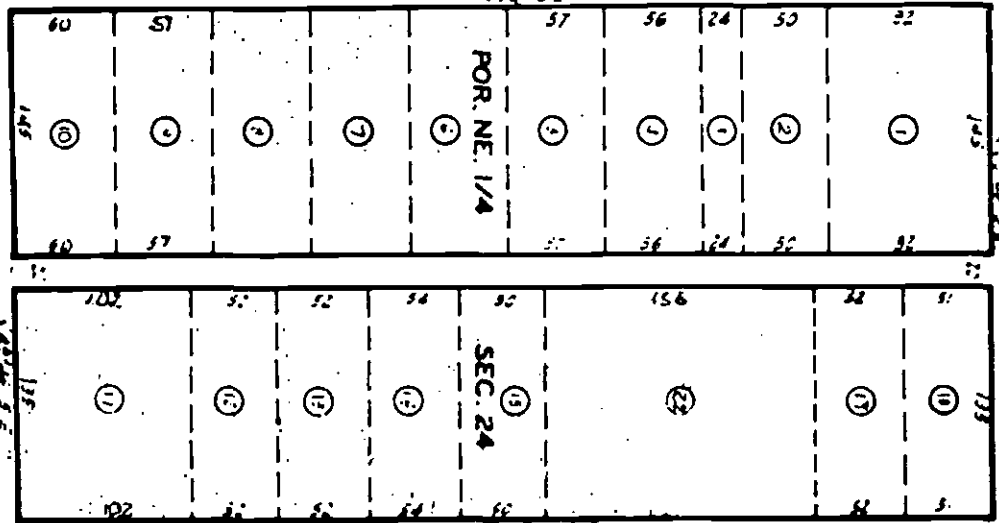
APPENDIX D

NEW HAMPSHIRE

AVE.

COUNCIL ST.

1ST ST.



VERMONT

AVE.

N. NEW HAMPSHIRE

1ST ST.

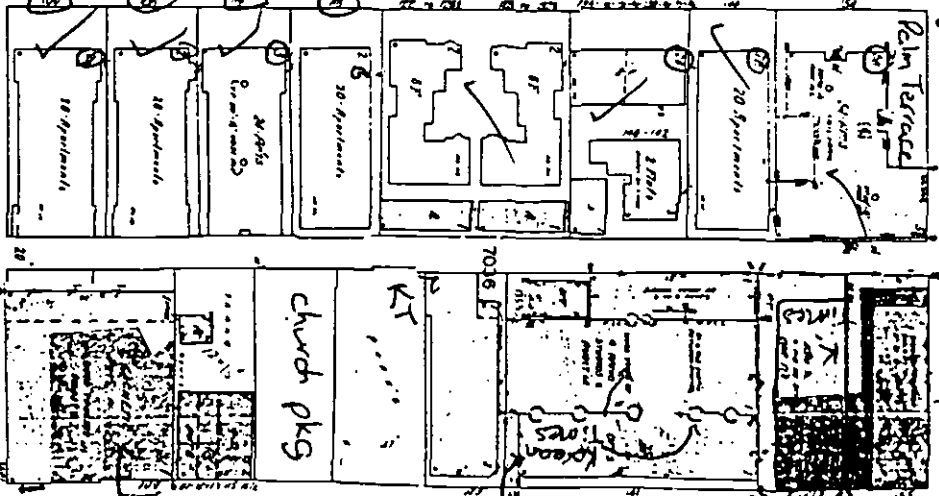
1ST ST.

1ST ST.

1ST ST.

1ST ST.

1ST ST.



N. VERMONT

5518 32 SCALE 1"



6-84 1139 1, 113.

BUILDING PERMIT INFORMATION SHEET

Industrial
(News paper printing)

BUILDING PERMIT INFORMATION

Building Address 141 JERMONT AVE N

Parcel Number 5518-032-022 Permit Number _____

Month Issued 10-86 Reel Number P136 1, 99

EUILDING ACTIVITY 11-83 P40 8,349
7-82 P1 10,141

Present use of Building: RADIO STATION AUDITORIUM, STORES

New use of the Building: OFFICES, AUDITORIUM & PRINTING

Addition + 14x36 square footage

Alteration: +/- _____ square footage

Demolition _____

Other _____

Size of existing building: Width 130' Length 150'

Description of work: _____

BLDG AREA 20,500

Plot Plan on file: _____ Initial KL Date 8/13/88

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy Number 77337 Issue Date 6-84

Description 1(S), T-111B, 14'x36 ADDITION TO 40'x150' BLDG
CREATING 54'x150' 1PK BLDG

_____ Initial KL Date 9/1/88

Field Check Conducted _____

Comments: _____

Initial _____ Date _____