

# Recreation Credit Exhibit Instructions

## Department of Recreation and Parks



**These instructions are only for projects proposing to provide private park and recreational facilities or publicly accessible, private maintained park and facilities per LAMC 12.33, Section H.2(f)4 & 5.**

Recreation Credit exhibits submitted to the Department of Recreation and Parks (Department) shall comply with the following specifications. Additional materials or information may be required according to each type of application. Application forms are available at <https://www.laparks.org/planning/park-fees>.

NOTE: An illegible or inadequate Recreation Credit Plan cannot be accepted. Include only information necessary to depict the project and its setting.

### **Park Fee Recreation Credit Policy:**

*The Park Fee Recreation Credit Policy was adopted by the RAP Board on October 19, 2023 (Report No. 23-183). The Park Fee Recreation Credit Policy details specific requirements that residential housing projects must include if they want to be considered for Recreation Credit for privately owned recreational amenities. Per Report No. 23-183, the RAP Board adopted standard Covenant and Agreements and Operation and Maintenance Agreements, which are required to be recorded over the entire project site in order to receive Recreation Credit. These types of recreation credit requests require the administrative approval by RAP staff, approval of the RAP Board of Commissioners and City Council.*

Applicants should refer to the Park Fee Recreation Credit Policy for the list of eligible amenities and required dimensions. Submittals that are not in compliance with the Park Fee Recreation Credit Policy will be rejected by RAP staff.

### **Recreation Credit Exhibit Formatting:**

- The summary table and overall project plan showing all recreation amenities must be on Sheet One of the recreation credit exhibit packet.
- Each proposed recreation amenity must be displayed on an individual exhibit sheet.
  - Sheet 01 - Summary Table and Project Overview
  - Sheet 02 - Overall Project Plan
  - Sheet 03 - Recreation Amenity #1
  - Sheet 04 - Recreation Amenity #2 (if applicable)
  - Sheet 05 - Any other recreation amenities shown individually on separate pages. (if applicable)

### **Summary Table and Project Overview (Sheet 01):**

- The Recreation Credit exhibits shall include a Summary Table that identifies relevant information to the proposed project.
  - Exhibit Area No.
  - Description of recreation amenity
  - Sheet # of recreation amenity exhibit
  - Credit Amount

See exhibits for examples.

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### Overall Project Plan (Sheet 02):

- The Overall Project Plan page must clearly and completely show the recreational amenities, its location on the site, its uses, and how it will be accessible to users. Clearly label, identify and differentiate the following features (and include dimensions for important distances):
  - Proposed structures to be constructed or added (including walls and fences):
  - Yards, court areas, setbacks and other open space areas required to be maintained by the City's Municipal Code, specific plan or any other planning document.
  - Common open and/or private open space required by the City's Municipal Code, specific plan or any other planning document, such as those included in Section 12.21.
  - Proposed publicly-accessible, privately maintained park or recreational facilities.
  - Proposed private park or recreational facilities.

### Technical Requirements:

- Scale:
  - Each sheet shall indicate a scale and display a graphic scale.
  - Recreation Credit Plan shall be accurate to within 1/16".
  - Reduced plans at 11"x17" or 8.5"x11" size shall be drawn to scale and legible.
- North Arrow: North shall be shown and oriented towards the top of the page. True north shall be indicated.
- Boundary Line: The boundaries of the property shall be shown by a heavy-broken line and clearly labeled.
- Dimensions: Dimensions shall be provided for all important measurements, including:
  - Property lines, yards, setbacks, building footprints, other key features (as applicable to the request).
  - Proposed recreational facilities and amenities.
- Recreation Amenities: Each amenity/item requesting credit must be shown on the exhibit.
- Color: Use of color in the exhibits is not permitted.

Recreation Credit Exhibits and Cost Estimates for privately accessible and publicly accessible areas should be submitted separately.

If the applicant has additional questions, please contact Department of Recreation and Parks staff at (213) 202-2682 or email [RAP.ParkFees@lacity.org](mailto:RAP.ParkFees@lacity.org).

Sample Recreation Credit Plans and Cost Estimate Sheets are available at <http://laparks.org/planning/park-fees>.