



REFERRAL FORMS:

PROJECT PLANNING REFERRAL

APPLICABILITY: This form, completed and signed by appropriate Planning Staff, must accompany any application submitted to the Department of City Planning regarding any of the following proposed project types:

- Specific Plan area
• Community Design Overlays (CDO)
• Neighborhood Oriented District (NOD)
• Sign District (SN)
• Small Lot Subdivision
• Zone Change
• Design Review Board (DRB)
• Pedestrian Oriented District (POD)
• Community Plan Implementation Ordinance area (CPIO)
• Public Benefit Alternative Compliance
• Density Bonus Off-Menu
• Conditional Use for greater than 35% Density Bonus
• Zone Variance

PROJECT SUMMARY:

1. Address of Subject Property: \_\_\_\_\_

2. Name of Community Plan Area: \_\_\_\_\_

a. Name of Specific Plan, DRB, CDO, POD, NOD, CPIO, or SN, including subarea if applicable: (If this is a Density bonus, Small Lot Subdivision or Zone Variance case, please write in the application type).

\_\_\_\_\_

3. Project Type (check all that apply)

- Project Type options: New construction, Addition, Renovation, Sign, Change of Use, Grading, Density Bonus, Small Lot Subdivision, Other (describe)

If Change of Use, what is:

Existing Use? \_\_\_\_\_ Proposed Use? \_\_\_\_\_

Description of proposed project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Items 4-7 to be completed by Department of City Planning Staff Only

4. AUTHORIZATION TO FILE: (check all that apply)

Specific Plan/SN

- Authorization options: Project Permit (Minor, Standard, Major), Modification, Adjustment, Exception, Amendment, Interpretation, Other, Not a Project

**Design Review Board**

- Preliminary Review
- Final Review

**CDO/POD/NOD**

- Discretionary Action
  - Minor** (3 signs or less OR change of use)
  - Standard** (Remodel or renovation in which additions are no greater than 200 sq. ft. more than 3 signs, wireless equipment)
  - Major** (All other projects, e.g. new buildings, remodels that include an addition of more than 200 sq. ft.)
- Sign-off only
- Not a Project

**Affordable Housing**

- Density Bonus
- Affordable Housing Referral Form
  - Off-menu incentives requested
- Conditional Use >35%
- Public Benefit

**Small Lot Subdivision**

- Consultation completed

**5. ENVIRONMENTAL CLEARANCE:**

- Categorical Exemption
- Class 32 Categorical Exemption
- Existing ENV Case Number: \_\_\_\_\_
- ENV Addendum Case Number: \_\_\_\_\_
- Environmental Assessment Form (EAF)
- Other Entitlements needed

**6. PUBLIC NOTICING:**

- Standard (BTC to mail hearing notice)
- Special (At time of filing applicant must pay BTC to mail determination letters only)
  - Abutting owners
  - Abutting occupants

**7. NOTES:**

Project Planning Signature:	Phone Number:
Print Name	Date

## INSTRUCTIONS: Project Planning Referrals

1. **Appointments:** A pre-filing appointment with the assigned planner is required to complete this referral form. City Planning’s current *Assignment List* can be found on our website at <http://planning.lacity.org> under the “About” tab. [After the form is completed an appointment to file your application at the Development Services Centers is also required and must be made via the City Planning website.]
  
2. **Review Materials:** Review of the application by assigned staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regard to requested actions or the adequacy of application exhibits/materials which could subsequently delay processing.
  - a. Provide the assigned planner with a copy of this form with items in the Project Summary section completed.
  - b. Provide a complete copy of all application materials as specified in the Master Filing Instructions (e.g. completed DCP Application, plot plans, photographs etc.).
  - c. Provide the Specialized Requirements/Findings or Instructions pertinent to your project (e.g. Specific Plan filing instructions, DRB filing instructions, Tentative Tract filing instructions, etc.).
  
3. **Other Applicable Approvals:** Applicants are strongly advised to obtain a pre-plan check consultation with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing. The design of the proposed project may require alterations in order to comply with the Los Angeles Municipal Code.

**City of Los Angeles Department of City Planning WEBSITE:** <http://planning.lacity.org>

<u>DOWNTOWN OFFICES:</u>	Central Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 621 Los Angeles, CA	West/South/Harbor Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 720 Los Angeles, CA	DSC Metro Counter Figueroa Plaza, 4 <sup>th</sup> Floor 221 N. Figueroa St. Los Angeles, CA
<u>VALLEY OFFICES:</u>	Valley Project Planning Offices Marvin Braude Building 6262 Van Nuys Blvd., Suite 430 Van Nuys, CA		DSC Valley Counter Marvin Braude Building 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA
<u>WEST LA OFFICES:</u>	Coming soon. Until then contact staff in the Downtown/Metro or Valley Offices		