

REFERRAL FORM



TRANSIT ORIENTED COMMUNITIES

This form is to serve as a referral to the Los Angeles City Planning Development Services Center (DSC) for Affordable Housing case filing purposes, and to the City of Los Angeles Housing Department (LAHD), Department of Building and Safety (LADBS), or other City agency for project status and entitlement need purposes.

This form shall be completed by the Applicant and reviewed and signed by City Planning's Affordable Housing Services Section (AHSS) Staff prior to filing for an entitlement, administrative review, or building permit. Any modifications to the content(s) of this form after its authorization by AHSS Staff is prohibited. City Planning reserves the right to require an updated Referral Form for the project if more than **180 days** have transpired since the Referral Date, or as necessary, to reflect project modifications, policy changes, bus route changes, bus schedule changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

Notes: This Referral Form does not constitute a City Planning application. See the Forms webpage for City Planning Application ([CP13-7771.1](#)) and City Planning Application Filing Instructions ([CP13-7810](#)). If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans, as some have additional or different requirements. An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.org> under the "About" tab, under "Staff Directory."

THIS SECTION TO BE COMPLETED BY AHSS STAFF ONLY

Planning Staff Name & Title: _____

Planning Staff Signature: _____

Referral Date: _____ Expiration Date: _____

Case Number: PAR- _____

TRANSPORTATION QUALIFIERS

Qualifier #1 (rail name & stop, ferry terminal or bus #): _____

Service Interval #1: _____ Service Interval #2: _____

Qualifier #2 (rail name & stop, ferry terminal or bus #): _____

Service Interval #1: _____ Service Interval #2: _____

Service Intervals are calculated by dividing 420 (the total number of minutes during the peak hours of 6 am to 9 am and 3 pm to 7 pm) by the number of eligible trips.

TOC Tier ¹: ☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4

¹ If project is 100% affordable, it is eligible for the designated Tier to be increased by one.

Notes:

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Applicant Requesting:

☐ LAHD ☐ DBS ☐ Funding ☐ SB 35 ☐ ED 1 ☐ AB 2011
☐ Other: _____

APPLICANT INFORMATION

Applicant Name: _____

Phone Number: _____

Email: _____

I. PROPOSED PROJECT

1. PROJECT LOCATION/ZONING

Project Address(es)²: _____

Assessor Parcel Number(s): _____

Community Plan: _____

Existing Zone: _____

Land Use Designation: _____

Number of Parcels: _____

Project Site Area (sf): _____

☐ **ED 1 Eligible³** ☐ Specific Plan ☐ HPOZ ☐ DRB
☐ CPIO ☐ Enterprise Zone ☐ Redevelopment Project Area

If applicable, specify Specific Play/Overlay: _____

² Project Address must include all addresses on the subject/application site (as identified in ZIMAS <http://zimas.lacity.org>).

³ Refer to [Executive Directive 1 Implementation Guidelines](#) for qualifying criteria. If the project is determined to be ineligible for ED 1, a new Referral Form will need to be obtained.

- ☐ **Q Condition/D Limitation/T Classification (specify and provide a copy):** _____
- ☐ **Other Pertinent Zoning Information (specify):** _____
- ☐ **Location of Major Transit Stop (specify the intersection or Metro stop)⁴:** _____

II. PROJECT INFORMATION (if requesting additional incentives)

2. DESCRIPTION OF PROPOSED PROJECT

3. EXISTING USE

A. Describe Existing Development: _____

Existing Uses Dwelling Unit (DU) Square Footage (SF)	Existing No. of DUs or Non-Residential SF	Existing No. of DUs or Non-Residential SF to be Demolished	Proposed No. of DUs ⁵ or Non-Residential SF
Guest Rooms			
Studio			
One Bedroom			
Two Bedrooms			
_____ Bedrooms			
Bedrooms			
Non-Residential SF			
Other			

⁴ Per AB 744, a Major Transit Stop means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. It also includes major transit stops that are included in the applicable regional transportation plan.

⁵ Per SB 8, replacement units shall be equivalent to the number of units and number of bedrooms of the existing development.

B. Previous Cases Filed:

	1	2	3
Case No(s).:			
Date Filed:			
Date Approved:			
End of Appeal Period:			
Environmental Case No.:			

4. APPLICATION TYPE

- ☐ Transit Oriented Communities (TOC) (per TOC Guidelines) with **Base Incentives**, filed in conjunction with another discretionary approval. Note: If the project is by-right, this form is **not required**.
- ☐ TOC (per TOC Guidelines) with **Additional Incentives** (specify below, maximum of three):
- 1) _____
- 2) _____
- 3) _____
- ☐ If applicable, projects adhering to the Labor Standards in LAMC Section 11.5.11 of Chapter 1 may be granted two more **Additional Incentives** as listed in the TOC Guidelines (specify below):
- 4) _____
- 5) _____
- ☐ Project Review per LAMC Section 16.05 of Chapter 1
- ☐ Project Compliance per LAMC Sections 13B.4.2. and 13B.4.3. of Chapter 1A
- ☐ Community Design Overlay per LAMC Section 13.08 of Chapter 1
- ☐ Coastal Development Permit per LAMC Sections 13B.9.1. or 13B.9.2. of Chapter 1A
- ☐ Tract or Parcel Map per LAMC Sections 17.00 or 17.50 of Chapter 1
- ☐ Other entitlements requested (specify): _____
- _____

5. ENVIRONMENTAL REVIEW

☐ Project is Exempt⁶

☐ Not Yet Filed

☐ Filed (Case No.): _____

6. HOUSING DEVELOPMENT PROJECT TYPE

Check all that apply:

☐ For Rent

☐ For Sale

☐ Mixed-Use Project

☐ Market Rate

☐ Extremely Low Income

☐ Very Low Income

☐ Low Income

☐ Moderate Income

☐ Senior

☐ Chronically Homeless

☐ Other (describe): _____

7. DENSITY CALCULATION

A. Base Density: Maximum density allowable per zoning

Lot size (including any $\frac{1}{2}$ of alleys)⁷ _____ SF (a)

Minimum area per dwelling unit⁸ _____ SF of lot area per DU (b)

Units allowed by right (per LAMC) _____ DUs (c) [c = a/b, round down to whole number]

Base Density _____ DUs (d) [d = a/b, round up to whole number]

B. Maximum Allowable Density Bonus _____ DUs (e) [e = d x 1.5 (Tier 1), 1.6 (Tier 2), 1.7 (Tier 3), or 1.8 (Tier 4); in RD Zones d x 1.35 (Tiers 1 and 2), 1.4 (Tier 3) or 1.45 (Tier 4); round up to whole number]

⁶ Ministerial Projects (aka, "By-Right") and projects that are eligible for ED 1 Ministerial Approval Process does not require CEQA review.

⁷ If there is a related subdivision case, the lot area shall be calculated based on the site area after a dedication of land has been provided.

⁸ ED 1 qualifying projects can utilize the highest density allowed by the underlying zone or land use.

C. Proposed Project: Indicate the total number of DUs requested. For information on HCD and HUD levels of affordability, contact the LAHD <https://housing.lacity.org>.⁹

Note: Rent schedules will be determined by LAHD.

Market Rate	_____	
Managers Unit(s) - Market Rate ¹⁰	_____	
Extremely Low Income	_____	
Very Low Income	_____	
Low Income	_____	
Moderate Income	_____	
TOTAL No. of DUs Proposed	_____	(f)
TOTAL No. of Affordable Housing DUs	_____	(g)
No. of Density Increase DUs	_____	(h) [If $f > c$, then $h = f - c$; if $f < c$, then $h = 0$]
Percent Density Increase Requested	_____	(i) $\{i = 100 \times [(f/d) - 1]\}$
Percent of Affordable Set Aside	_____	(j) $[g/d, \text{round down to a whole number}]$

Other Notes on Units:

8. PROJECT REVIEW CALCULATION

An application for Project Review may be required for projects that meet any of the Project Review thresholds as outlined in LAMC Section 16.05.C of Chapter 1, unless otherwise exempted per LAMC Section 16.05 D of Chapter 1. For TOC projects involving bonus units, use the formula provided below to determine if the project meets the Project Review threshold for unit count. If the project meets the threshold(s) but qualifies under the exemption criteria per LAMC Section 16.05 D of Chapter 1, confirm the exemption with AHSS Staff.

_____ units allowed by right (permitted by LAMC) – _____ existing units = _____ units

☐ **YES, Project Review is required.**

Proposed by-right units minus existing units is equal to or greater than 50¹¹

☐ **NO, Project Review is not required.**

Base Density units minus existing units is less than 50

⁹ HCD (State) = Published affordability levels per California Department of Housing and Community Development. HUD (TCAC) = Published affordability levels per the United States Department of Housing and Urban Development.

¹⁰ Properties proposing 16 units or more need to provide a manager's unit per 25 CCR § 42.

¹¹ Project Review may also be required if other characteristics of the project exceeds the thresholds listed in LAMC Section 16.05 of Chapter 1.

☐ **Exempt.**

Specify reason: _____

9. INCENTIVES

A. Base Density (Check all that apply)

☐ Floor Area Ratio (FAR)¹²:

	Permitted FAR (whichever is greater)
Tier 1	40% or 2.75:1 in Commercial Zone
Tier 2	45% or 3.25:1 in Commercial Zone
Tier 3	50% or 3.75:1 in Commercial Zone
Tier 4	55% or 4.25:1 in Commercial Zone
RD Zones or Specific Plans/ Overlay Districts that Regulate FAR	45%, unless Tier 1
If Base FAR < 1.25:1	2.75:1
Greater Downtown Housing Incentive Area¹³	40%

Maximum Permitted (per LAMC)

Proposed (per TOC)

Final FAR¹⁴

☐ **Parking Reductions Allowed:**

Minimum Parking Requirements		
	Residential	Ground Floor Commercial
Tier 1	0.5 spaces per bedroom	10% Reduction
Tier 2	1 space per unit	20% Reduction
Tier 3	0.5 space per unit	30% Reduction
Tier 4	No Parking Requirements	40% Reduction
100% Affordable Housing	No Parking Requirements	N/A
AB 2097¹⁵	No Parking Requirements	No Parking Requirements

Total No. of bedrooms

¹² Refer to TOC Guidelines Section VI.1.b. for exceptions.

¹³ Calculated per LAMC 12.22 A.29(c)(1) of Chapter 1.

¹⁴ Refer to TOC Guidelines Section VI.1.b. for exceptions.

¹⁵ Parking reductions do not apply to a hotel, motel, bed and breakfast inn or other transient lodging except where a portion of a housing development project is designated for use as a residential hotel, as defined in Section 50519 of the Health and Safety Code. Moreover, reductions do not apply to an event center or commercial parking in a contractual agreement executed before January 1, 2023.

Total No. of residential DUs _____

Non-Residential parking per LAMC _____

	Required (per LAMC)	Proposed (per TOC)
Final Residential Parking		
Final Non-Residential Parking		

Other Parking Notes (Attach additional pages if necessary.): _____

B. Qualification for Incentives

Below is the minimum Required Restricted Affordable Housing Units, calculated as a percentage of the base density allowed on the date of the application. Check only one:

Incentives	% Extremely Low Income	% Very Low Income	% Low Income
One	<input type="checkbox"/> 4%	<input type="checkbox"/> 5%	<input type="checkbox"/> 10%
Two	<input type="checkbox"/> 7%	<input type="checkbox"/> 10%	<input type="checkbox"/> 20%
Three	<input type="checkbox"/> 11%	<input type="checkbox"/> 15%	<input type="checkbox"/> 30%

_____ Base Density x – _____ % required for No. of incentives requested = _____ Affordable DUs

C. Additional Incentives (check selected incentives as qualified according to Section 9B)

	Permitted w/o Incentives	Proposed per Incentives
<input type="checkbox"/> Yard/Setback (each yard counts as one incentive in Tiers 1 and 2; two yards count as one incentive in Tiers 3 and 4)		
<input type="checkbox"/> RAS 3 Yards (only for Commercial Zones; specify numbers below, but only check this box)		
<input type="checkbox"/> Front	_____	_____
<input type="checkbox"/> Rear	_____	_____
<input type="checkbox"/> Side (1)	_____	_____
<input type="checkbox"/> Side (2)	_____	_____

Yard/Setback Reductions Allowed:

Project Location	Side and Rear Yards
Tier 1	25%
Tier 2	30%
Tier 3	30% or depth of two yards
Tier 4	35% or depth of two yards
When Abutting R1 or More Restrictive Zones	No Reductions Allowed

	Permitted w/o Incentives	Proposed per Incentives
<input type="checkbox"/> Lot Coverage	_____	_____
<input type="checkbox"/> Lot Width	_____	_____
<input type="checkbox"/> Height/No. of Stories	_____	_____

Height Increases Allowed:

Tier 1	11 feet for one story
Tier 2	11 feet for one story
Tier 3	22 feet for two stories
Tier 4	33 feet for three stories
Lots with Height Limits < 45 feet	Second and third additional stories must be stepped back at least 15 feet from any frontage

TRANSITIONAL HEIGHT (check one): ☐ Per LAMC ☐ Per TOC Guidelines¹⁶ ☐ N/A

	Permitted w/o Incentives	Proposed per Incentives
<input type="checkbox"/> Open Space	_____	_____
<input type="checkbox"/> Density Calculation	_____	_____
<input type="checkbox"/> Averaging (all count as one incentive – check all that are needed)		
<input type="checkbox"/> FAR <input type="checkbox"/> Density <input type="checkbox"/> Parking <input type="checkbox"/> Open Space <input type="checkbox"/> Vehicular Access		
<input type="checkbox"/> Public Facilities (PF) Zone	_____	_____

TOTAL # of Additional Incentives Requested: _____**Other Incentive Notes:** _____

¹⁶ Provide elevations that show the 45-degree angle as allowed by the TOC Guidelines to determine the allowed height.

10. COVENANT

All TOC projects are required to prepare and record an Affordability Covenant to the satisfaction of the LAHD's Occupancy Monitoring Unit **before** a building permit can be issued. Contact LAHD at lahd-landuse@lacity.org.

11. REPLACEMENT UNITS

Applicants must obtain a Replacement Unit Determination from LAHD pursuant to the Housing Crisis Act of 2019, as amended by SB 8.

Disclaimer: This review is based on the information and plans provided by the applicant at the time of submittal of this form. Applicants are advised to verify any zoning issues such as height, parking, setback, and any other applicable zoning requirements with LADBS.

Plans have not been checked for full compliance with LAMC and Los Angeles Building Code. Submittal of a signed Referral Form does not constitute approval of Plans or Entitlements and it does not constitute a case filing or deem a project complete. For projects located within Specific Plans/Overlays, consult with the assigned project planner for additional limitations.