

REFERRAL FORM



MIXED INCOME INCENTIVE PROGRAM REFERRAL Opportunity Corridors Incentive Areas

This form applies to properties subject to zoning established in Chapter 1 of the Los Angeles Municipal Code (LAMC). For more information on a property's applied zoning, visit zimas.lacity.org.

This form is to serve as a referral to the Los Angeles City Planning Development Services Center (DSC) for cases filed under the Opportunity Corridors Incentive Areas section of the Mixed Income Incentive Program ([LAMC Section 12.22 A.38 of Chapter 1](#)), 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 needs 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 or administrative review if applicable. 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 routes 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 Instruction ([CP13-7810](#)). If the project is located within a Specific Plan or Overlay Zones, 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 <https://planning.lacity.gov/> under the "About" tab, under "Staff Directory."

THIS SECTION TO BE COMPLETED BY THE AHSS STAFF ONLY

Planning Staff Name & Title: _____

Planning Staff Signature: _____

Referral Date: _____ Expiration Date: _____

Case Number: _____

OC Eligible Subarea: OC-1 OC-2 OC-3 Not Eligible

Market Tier: Low and Medium High Medium and High

Opportunity Area: Moderate or Lower Opportunity Area High or Highest Opportunity Area

Historic Resource: HPOZ Designated Historic Resource
 Non-Contributing Element

Procedure Review: Ministerial Review: Expanded Administrative Review
 Discretionary Review: Director's Determination (DIR Case)
 Discretionary Review: City Planning Commission Review (CPC Case)

Land Use Designation: _____

Number of Parcels: _____

Project Site Area (SF): _____

Other Site Regulations:

- Designated Historic Resource⁷
- Corresponding Zones
- HPOZ
- Specific Plan
- DRB
- CPIO
- Enterprise Zone
- Redevelopment Project Area

If applicable, specify Specific Plan/Overlay: _____

Q Condition/D Limitation/T Classification (specify and provide a copy): _____

If the project is zoned hybrid-industrial (CM, MR1, or MR2 zone), is there an applicable planning overlay (Q Condition or D Limitation) that restricts residential use?

- Yes
- No

If applicable, please specify Specific Plan/Overlay:

Q Condition/D Limitation (Ordinance No. and provide a copy): _____

Environmental Factors:

- Very High Fire Hazard Severity Zone
- Area Vulnerable to Sea Level Rise
- Coastal Zone Area

If located in a Very High Fire Hazard Severity Zone (VHFHSZ) or a Coastal Zone Area, is the property abutting, across the street or alley, or having a common corner with the subject property not in a VHFHSZ or Coastal Zone?

- Yes
- No

Other Pertinent Zoning Information (includes General Plan footnotes, specify):

⁷ The project would not require the demolition of any of the following, as demolition is defined in Section 13B.8.1.C of Chapter 1A of this Code. (i) A Designated Historic Resource, or (ii) Any Surveyed Historic Resource, eligible or architectural historic resource identified for any historic protection or special consideration or review by an applicable overlay or Specific Plan including sites located in: the South Los Angeles Community Plan Implementation Overlay (CPIO) Section 1-6.C.5.b; the Southeast Los Angeles CPIO Section 1-6.C.5.b; the West Adams CPIO Ch.1, Section 6.C.5.b; the San Pedro CPIO Ch.1, Section 7.C.5.b; Westwood Village Specific Plan; Echo Park Community Design Overlay (CDO) District; or the North University Park Specific Plan.

II. PROJECT INFORMATION

2. DESCRIPTION OF PROPOSED PROJECT (Specify Use(s), Height, Stories, Total Units, and Floor Area)

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 or Non-Residential SF
Guest Rooms			
Studio			
One Bedroom			
Two Bedroom			
Three Bedroom			
___ Bedrooms			
Non-Residential (Commercial) SF			
Other			

B. Previous Cases Filed:

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

4. ENVIRONMENTAL REVIEW

- Project is Exempt⁸
- Not Yet Filed
- Filed (Case No.): _____

5. HOUSING DEVELOPMENT PROJECT TYPE

Check all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> For Rent | <input type="checkbox"/> For Sale | <input type="checkbox"/> Mixed-Use Project |
| <input type="checkbox"/> Market Rate | <input type="checkbox"/> Acutely Low Income | <input type="checkbox"/> Extremely Low Income |
| <input type="checkbox"/> Very Low Income | <input type="checkbox"/> Low Income | <input type="checkbox"/> Moderate Income |
| <input type="checkbox"/> Senior | <input type="checkbox"/> Chronically Homeless | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> Other (describe): _____ | | |

A. Other Discretionary Approval (see non-comprehensive list below for reference and check all that apply)

- Zone/Height District Change per LAMC Section 13B.1.4 of Chapter 1A
- Coastal Development Permit per LAMC 12.20.2 of Chapter 1
- Tract or Parcel Map per LAMC Sections 17.00 or 17.50 of Chapter 1

6. DENSITY CALCULATION

A. Base Density: Maximum Allowable Residential Density (MARD)⁹: Maximum Density Allowable per Zoning¹⁰

Lot size (including any ½ of alleys)	_____ SF (a)
Density allowed by Zone (includes Qs and Overlays)	_____ SF of lot area per DU (b)
Land Use: Density allowed by General Plan Land Use Corresponding Zone	_____ SF of lot area per DU (c)

⁸ Project may be exempt from CEQA review if it qualifies for a CEQA Exemption or is a Ministerial Project (aka, "By Right"). Refer to CP-4089 for the Housing Element CEQA Streamlining Checklist Form.

⁹ As defined by Government Code Section 65915(o)(7), which states that "maximum allowable residential density" or "base density" means the maximum number of units allowed under the zoning ordinance, specific plan, or land use element of the general plan, or, if a range of density is permitted applicable to the project. If the density allowed under the zoning ordinance is inconsistent with the density allowed under the land use element of the general plan or specific plan, the greater shall prevail.

¹⁰ Please note that letters added here (a), (b), (c), (d), (e), (l), (m), (n), (o), are used for density bonus calculations.

Land Use: Density allowed by Specific Plan _____ SF of lot area per DU (d)

Maximum Allowable Residential Density (MARD): _____ units per SF (e)
 (per highest density allowed of (b), (c), (d))

B. Percent of Affordable Set Aside: Opportunity Corridor projects may select from three of the affordability options. Select one option.

Single Affordability Option, Select one (Extremely Low Income, Very Low Income or Low Income)

TABLE 12.22 A.38(c)(3)(iii) ¹¹ of Chapter 1 Single Affordability Options for Meeting Restricted Affordable Units				
Market Tier	Incentive Program	Minimum Percent of Total Units Provided as Restricted Affordable Units		
	Opportunity Corridors Incentive Area	Income Level		
		Extremely Low Income (For Rental or For Sale), or	Very Low Income (For Rental or For Sale), or	Low Income (For Rental or For Sale)
Low and Medium Market Tiers	OC-1	<input type="checkbox"/> 9%	<input type="checkbox"/> 12%	<input type="checkbox"/> 21%
	OC-2	<input type="checkbox"/> 10%	<input type="checkbox"/> 14%	<input type="checkbox"/> 23%
	OC-3	<input type="checkbox"/> 11%	<input type="checkbox"/> 15%	<input type="checkbox"/> 25%
High Medium and High Market Tiers	OC-1	<input type="checkbox"/> 11%	<input type="checkbox"/> 14%	<input type="checkbox"/> 23%
	OC-2	<input type="checkbox"/> 12%	<input type="checkbox"/> 16%	<input type="checkbox"/> 25%
	OC-3	<input type="checkbox"/> 13%	<input type="checkbox"/> 17%	<input type="checkbox"/> 27%

¹¹ A Type I Unified Adaptive Reuse Project shall provide Restricted Affordable Units in accordance with the project site's Market Tier location and Base Incentives used. Type I Unified Adaptive Reuse Projects that utilize Base Incentives contingent on a site's location in a Transit Oriented Incentive Area shall provide Restricted Affordable Units in conjunction with a site's applicable Transit Oriented Incentive Area Tier. Type I Unified Adaptive Reuse Projects that utilize Base Incentives contingent on a site's location in an Opportunity Corridor Incentive Area shall provide Restricted Affordable Units in conjunction with a site's applicable Opportunity Corridor. Restricted Affordable Units shall be provided and distributed throughout the entire Type I Unified Adaptive Reuse Project in compliance with LAMC 16.61 B.

Mixed Affordability Option

TABLE 12.22 A.38(c)(3)(iv) of Chapter 1 Mixed Affordability Options for Meeting Restricted Affordable Units				
Opportunity Area	Minimum Percent of Total Units Provided as Restricted Affordable Units ¹²			
	Income Level			
	Acutely Low Income (For Rental or For Sale), and	Extremely Low Income (For Rental or For Sale), and	Very Low Income (For Rental or For Sale), and	Moderate Income (For Rental or For Sale)
Higher Opportunity Areas	4%	4%	-	12%

I acknowledge one three-bedroom covenanted unit is required for the Mixed Affordability Option per project.

- Yes No

Lower Income Rezoning Sites Affordability Option

Reserve 20% of overall proposed units for Lower Income Households¹³ if a project is proposed on a Lower Income Rezoning Site as defined in LAMC 16.70 to be eligible for streamlining.

C. Proposed Project¹⁴: Please indicate total number of units requested and break down by levels of affordability set by each category (California Department of Housing and Community Development [HCD] or United States Department of Housing and Urban Development [HUD]). For information on HCD and HUD levels of affordability, please contact LAHD at <https://housing.lacity.org/partners/land-use-rent-income-schedules>. Note: Rent schedules will be determined by LAHD.

	Total	For Sale	For Rent	HCD (State)	HUD (TCAC)
Market Rate		<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Acutely Low Income (ALI)		<input type="checkbox"/>	<input type="checkbox"/>		
Extremely Low Income (ELI)		<input type="checkbox"/>	<input type="checkbox"/>		

¹² Provided at least one affordability income category is consistent with the minimum affordability requirements pursuant to California Government Code Sections 65915.

¹³ This requirement can be satisfied by reserve the requisite number of units for Low, Very Low, Extremely Low, or Acutely Low Income Households, or a combination thereof.

¹⁴ Please note that letters added here (a), (b), (c), (d), (e), (l), (m), (n), (o), are used for density bonus calculations.

	Total	For Sale	For Rent	HCD (State)	HUD (TCAC)
Very Low Income (VLI)		<input type="checkbox"/>	<input type="checkbox"/>		
Low Income (LI)		<input type="checkbox"/>	<input type="checkbox"/>		
Moderate Income (MI)		<input type="checkbox"/>	<input type="checkbox"/>		
Manager Units					
Other: _____					

TOTAL No. of DUs Proposed _____ (l)

TOTAL No. of Affordable Housing DUs _____ (m)

No. of Density Bonus DUs _____ (n)
 If $l > e$, then $n = l - e$; if $l < e$, then $n = 0$

Percent of Density Bonus Requested _____ (o)
 $o = 100 \times [(l / e) - 1]$ (round down)¹⁵

Percent of Affordable Set Aside¹⁶ _____ (p)
 (m / l), (round down to a whole number)

Percent for Housing Element Streamlining (if applicable)¹⁷ _____
 (m / l), (round down to a whole number)

Other Notes on Units:

Affordability Compliance: If the project is requesting four incentives, then based on the number of units provided excluding Density Bonus units, does the project provide at least 16% of units for Very Low Income, 24% of units for Low Income, or 45% of units for Moderate Income consistent with California Government Code Section 65915¹⁸?

Yes

No

¹⁵ Formulas provided for guidance, do not account for previous rounding of decimals.

¹⁶ All units shall be subject to affordability requirements as determined by LAHD.

¹⁷ A project must reserve 20% of overall proposed units for Lower Income Households to be eligible for streamlining. This requirement can be satisfied by reserving the requisite number of units for Low, Very Low, Extremely Low, or Acutely Low Income Households, or a combination thereof.

¹⁸ Projects must provide at least one affordability income category consistent with the minimum affordability requirements pursuant to California Government Code Section 65915.

7. INCENTIVES

A. Base Incentives (Check all that apply)

Eligible Subarea	Density Bonus	Parking	Floor Area Ratio (whichever is greater)	Height (whichever is greater)
<input type="checkbox"/> OC-1	<input type="checkbox"/> Limited by Floor Area	<input type="checkbox"/> No parking required.	<input type="checkbox"/> R - zones: 45% increase	<input type="checkbox"/> One additional story, up to 11 additional feet; or up to a maximum of 5 total stories.
<input type="checkbox"/> OC-2			<input type="checkbox"/> C - zones: 4.5:1 or 50% increase	
<input type="checkbox"/> OC-3			<input type="checkbox"/> R - zones: 50% increase	<input type="checkbox"/> C - zones: 4.65:1 or 55% increase
			<input type="checkbox"/> 4.8:1 or 60% increase	<input type="checkbox"/> Three additional stories, up to 33 additional feet; or up to a maximum of 7 total stories.

Exceptions:

Projects on sites with a Designated Historic Resource(s) or Non-Contributing Element(s) as defined in LAMC Section 13B.8.1.C of Chapter 1A of this Code shall not be eligible for an incentive to increase allowable FAR and shall be eligible for one additional story, up to 11 additional feet. Is the proposed project on one of the sites mentioned? If applicable, please check one of the following boxes:

- Designated Historic Resource(s)
- Non-Contributing Element(s)

If applicable, is the site requesting an incentive for one additional story or up to 11 additional feet in height?
 Yes No

Projects in a Specific Plan or overlay district may choose to utilize the Bonus FAR and affordability requirement of the Specific Plan or overlay district in lieu of the FAR maximum described above in Table 12.22 A.38(e)(2)(i) of Chapter 1. Check the below box if the project plans to use the FAR and affordability of a Specific Plan or overlay.

- The project will use the Specific Plan or overlay district FAR.

FAR: _____

Affordability: _____ %

Other Parking Notes (Attach additional pages if necessary):

Roadway Widening¹⁹: Does the project request an exemption from any applicable roadway widening required pursuant to LAMC Section 12.37 of Chapter 1 or any Overlay Street Standards? **If yes, a [Highway Dedication Investigation](#) from the Bureau of Engineering is required.**

- Yes No

B. Additional Incentives: Select up to 4 Additional Incentives (On or Off-Menu)²⁰

Incentives	Permitted w/o Incentives	Proposed per Incentives	On-Menu	Off-Menu
<input type="checkbox"/> Yards (Refer to Table 12.22 A.38(h)(2)(i)(a) of Chapter 1 for more information) <input type="checkbox"/> R-zone – For R-Zones, the follow reductions apply (reductions requested for R zones all count as one incentive): Front – A reduction is limited to no more than the average of the front yards of adjoining buildings along the same street frontage. If a project occupies all the lots of an entire street frontage, a front yard reduction is permitted as long as it is the same dimension as a corresponding increase to the rear yard. Side and Rear – Side and rear yards can receive up to a 30% decrease. <input type="checkbox"/> C-zone (reductions count as one incentive) A project may utilize any or all of the yard requirements for the RAS3 zone per Section 12.10.5 of this Code. A project on a commercially zoned site adjacent to a property zoned RD or more restrictive may provide a rear yard of not less than five feet.			<input type="checkbox"/>	N/A
<input type="checkbox"/> Ground Floor Height Projects may receive up to a 20% reduction in any Ground Floor Height restrictions contained in an overlay, Specific Plan, Q condition, or D limitation.			<input type="checkbox"/>	N/A

¹⁹ Projects in a Very High Fire Hazard Severity Zone, the Coastal Zone, Hillside Areas, or subject to procedures in LAMC Section 13B.2.3 (Class Conditional Use Permit 3) of Chapter 1A are not eligible for this base incentive.

²⁰ A project shall refrain from requesting an Incentive not on, or in excess of, the Menu of Incentives in the following Development Standard areas: Floor Area Ratio (FAR), Height, Open Space requirements, tree planting requirements, ground story requirements, and/or yards/setback requirements. A project that seeks any of these types of Incentives not on the menu are not eligible for approval through this Subdivision 38, and instead shall seek approval pursuant to the Procedures, Incentive menu and other requirements described in Section 12.22 A.37 of Chapter 1.

Incentives	Permitted w/o Incentives	Proposed per Incentives	On-Menu	Off-Menu
<input type="checkbox"/> Transitional Height Projects may select a 10-foot setback/step-back distance for side or rear setback. Projects may select a 30-foot setback/step-back distance for 4 story step-backs. Projects may select a 50-foot setback/step-back distance for 6 story step-backs. Setback and step-back is measured from the property line. Refer to LAMC Section 12.22 A.38(h)(2)(iii) of Chapter 1 for more information.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Space Between Buildings and Passageways Projects may receive up to a 30% reduction pursuant to LAMC Section 12.21 C.2(a) of Chapter 1 and up to a 50% reduction pursuant to LAMC 12.21 C.2(b) of Chapter 1 or the space provided to meet a subject site's required side yard requirement, whichever provides a greater reduction.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Coverage Projects may request up to a 20% increase.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Width Projects may request up to a 25% decrease.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Open Space Projects may calculate their usable open space requirement as 15% of the total lot area or 10% of the total floor area confined within the perimeter walls of the provided Residential Units, whichever is greater. Refer to LAMC Section 12.22 A.38(h)(2)(vii) for Chapter 1 for more information.			<input type="checkbox"/>	N/A
<input type="checkbox"/> Density Calculation The area of any land required to be dedicated for street or alley purposes may be included as lot area for purposes of calculating the maximum density permitted by the underlying zone in which the Project is located.			<input type="checkbox"/>	<input type="checkbox"/>

Incentives	Permitted w/o Incentives	Proposed per Incentives	On-Menu	Off-Menu
<input type="checkbox"/> Averaging (all count as one incentive – check all that are needed) ²¹ <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"/>	<input type="checkbox"/>
<input type="checkbox"/> P-Zone A Project may include the uses and area standards permitted in the least restrictive adjoining zone.			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Relief from a Development Standard (20% reduction) Projects may request up to a 20% relief from a Development Standard contained in Chapter 1 of this Code, an overlay, Specific Plan, Q Condition, or D limitation.			<input type="checkbox"/>	N/A
<input type="checkbox"/> Ground Floor Activation Projects can receive a 50% reduction.			<input type="checkbox"/>	N/A

Summary of On-Menu Incentives (specify)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Summary of Off-Menu Incentives (specify)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

TOTAL No. of Incentives Requested (Total Incentives Requested shall not exceed 4):

On-Menu _____ **Off-Menu** _____

²¹ A Project that is located on one or more contiguous lots, not separated by a street or alley, participating in the averaging incentive provided that: a. No further lot line adjustment or any other action that may cause the Project site to be subdivided subsequent to this grant shall be permitted, and b. The proposed use is permitted by the underlying zone(s) of each lot.

8. PUBLIC BENEFIT OPTIONS

Public Benefit Option	Permitted w/o Incentives	Proposed per Base, On-Menu, or Off-Menu Incentives	Request w/ Public Benefit	Public Benefit Option (Check box if using)
Child Care Facility				<input type="checkbox"/>
Multi-Bedroom Units				<input type="checkbox"/>
Preservation of Trees				<input type="checkbox"/>
Land Donation				<input type="checkbox"/>
Active Ground Floor Exemption from FAR				<input type="checkbox"/>
Privately Owned Public Spaces (POPS)				<input type="checkbox"/>
Surveyed Historic Resource Façade Rehabilitation				<input type="checkbox"/>

TOTAL No. of Public Benefits Requested: _____

9. WAIVERS

Up to one requires Director's Determination ([LAMC Sec. 13B.2.5 of Chapter 1A](#)) and over one requires City Planning Commission Review ([LAMC Sec. 13B.2.3 of Chapter 1A](#)).

Indicate the Waivers being requested.

Waiver Requested:	Permitted:	Proposed with Waiver:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Other: _____

TOTAL No. of Waivers Requested: _____

10. PROJECT OUTCOMES

Density:

Per LAMC _____ With OC Incentives + Public Benefit Options + Waivers _____

FAR:

Per LAMC _____ With OC Incentives + Public Benefit Options + Waivers _____

Height:

Per LAMC _____ With OC Incentives + Public Benefit Options + Waivers _____

Parking:

Per LAMC _____ With OC Incentives + Public Benefit Options + Waivers _____

11. COVENANT

All OC 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.

12. REPLACEMENT UNITS

Applicants must obtain a Replacement Unit Determination from LAHD pursuant to LAMC Section 16.61.

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.