

# INSTRUCTIONS



## ED 1 MINISTERIAL APPROVAL PROCESS Filing Instructions

Pursuant to Executive Directive 1 (ED 1), 100 Percent Affordable Housing Projects and Shelters are eligible for the *ED 1 Ministerial Approval Process*. To learn more about the *ED 1 Ministerial Approval Process*, refer to the [ED 1 Implementation Guidelines](#)<sup>1</sup>.

These instructions are provided as a guide to completing the City Planning Application Form ([CP-7771.1](#)) and preparing necessary application materials for ED 1 projects. Be advised that additional materials may be required for specific entitlement applications. Further, these instructions do not preclude the project planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

### ED 1 Eligibility

A project meeting all the following criteria is eligible for the *ED 1 Ministerial Approval Process*:

- The project proposes five or more new units.
- The project is not located in a single family or more restrictive Zone (e.g., OS, A1, A2, RA, RE, RS, R1, RU, RZ, RW1).
- All units are affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels).<sup>2</sup>
- The project does not require a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change)
- The project does not seek a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of street dedications and improvements) outside of an affordable housing incentive program.
- The project does not require consideration of a Coastal Development Permit.
- The project is not subject to the Subdivision Map Act.

## Filing Requirements

Details regarding specific filing requirements are organized in this document as follows:

### [I. City Planning Forms](#)

### [II. Determinations from Other Agencies](#)

### [III Supplemental Filing Requirements](#)

<sup>1</sup> [https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED\\_1\\_Implementation\\_Guidelines.pdf](https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED_1_Implementation_Guidelines.pdf)

<sup>2</sup> Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

# I. City Planning Forms

## Application Form & Specialized Instructions

### City Planning Application

- This form ([CP-7771.1](#)) is required for all ED 1 Ministerial Approval Process projects. All fields shall be filled out as usual; however, below are guidance and some examples for how to fill out each respective section under “Action(s) Requested”:

#### ***LAMC Section from Which Relief is Requested***

This section is N/A to ED 1 Projects seeking affordable housing incentive programs.

#### ***Authorizing Code Section***

Identify the LAMC or California Government Code Section that authorizes the request. For instance, an On-Menu Density Bonus request would be authorized pursuant to Government Code Section 65915 (State Density Bonus Program) and LAMC Section 12.22 A.25(g)(2).

#### ***Action Requested Narrative***

Identify the type of entitlement requested (e.g., On-Menu Density Bonus, TOC Additional Incentives, Conditional Use, Project Permit Compliance, Design Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

*A Density Bonus Compliance Review to allow 35% density bonus with the following on-menu incentives: (1) a 3:1 FAR over the entire project site, in lieu of the otherwise maximum permitted of 1.5:1 FAR; (2) averaging of FAR, identity, open space, and parking within R3 and R4 Zones; (3) a reduced northerly side yard setback of 4 feet in lieu of the otherwise required 6 feet.*

### Project Team Information

- Provide names and contact information for all members of the Project Team (Property Owner, Applicant, Representative). Note that an Applicant must have a vested interest in the project. For instance, if you have been hired to file the case on behalf of a client, you would be the Agent / Representative, and not the Applicant. Please indicate the primary contact for the project.

As of June 8, 2022, the primary contact for the project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the City Planning Application, and the email address provided shall match the email address used to create the Angeleno Account.

## Specialized Requirements

- This form is required if the request includes an entitlement for which there is a Specialized Requirement available. Review and complete the form, if applicable, and include it with the application. Note that the Noticing Requirements outlined in the ED 1 Ministerial Approval Process Filing Instructions shall **supersede** those listed on any Specialized Requirements forms. Do not modify these forms. [Forms](#) are listed alphabetically on the City Planning website. For assistance regarding which forms are applicable to the request, consult Development Services Center (DSC) Staff.

## Referral Forms

Depending on the location and type of project, the following documents/forms are required prior to filing the City Planning Application with the DSC.

### Geographic Project Planning Referral Form

- This form ([CP-7812](#)) is required if the project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

### Redevelopment Project Area – Administrative Review and Referral Form

- This form ([CP-3541](#) through [CP-3576](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. For assistance, contact [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org).

### HPOZ Authorization Form

- This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

### Affordable Housing Referral Form

- This form ([CP-4043](#)) is required if the request includes an affordable housing incentive under the Density Bonus Program, SB 35, AB 2162, Measure JJJ, or the Greater Downtown Housing Incentive Program. It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

### Transit Oriented Communities (TOC) Referral Form

- This form ([CP-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

## (Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

- This form ([CP-4062](#)) is intended to initiate optional vested rights for a housing project, pursuant to the Housing Crisis Act of 2019 (HCA). The Applicant shall submit the HCA Vesting Preliminary Application through City Planning's Online Application System ([OAS](#)) at <http://planning.lacity.org/oas>. Once the preliminary application is deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application for the project. For assistance, contact [planning.HCA@lacity.org](mailto:planning.HCA@lacity.org).

## HCA No Net Loss Declaration

- This form may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check "Housing Crisis Act Replacement Review" under the Housing tab on ZIMAS. If "Yes", a signed No Net Less Declaration ([CP-4069](#)) with supporting documentation *may* be submitted in lieu of obtaining a Replacement Unit Determination (RUD) letter from LAHD if the project meets the criteria to qualify for the No Net Loss Declaration. For more information, refer to the [Housing Development Project Applicability Matrix](#).

# II. Determinations from Other Agencies

The following documents require contact forms or information to be obtained from City Agencies other than City Planning.

## Preliminary Zoning Assessment Form

- This form ([CP-4064](#)) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. **Section VI** shall be completed by LADBS staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

## Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)

- This document will establish preliminary right-of-way requirements for projects for which a City Planning Application is required other than for a subdivision. The Planning Case Referral Form (PCRF) is required for the following types of projects:
  - New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use project with a commercial or industrial component and associated building/surfaces parking facilities in any zone.
  - New construction of, alteration, and/or addition resulting in additional dwelling units for

multifamily residential buildings (resulting in two or more dwelling units) in any zone.

- Public Benefit Alternative Compliance, Off-Menu Density Bonus, Conditional Use per 12.24 U.26, or if the site is located in a Specific Plan or Overlay Zone.

The PCRFB is not required for projects located in the Hillside Area and/or Baseline Hillside Ordinance (see Hillside Referral Form below). For all other projects, PCRFBs may be voluntarily filed to inform of potential required dedication and improvements.

To obtain a PCRFB, visit the [BOE Online Portal](https://engpermits.lacity.org) at <https://engpermits.lacity.org>.

### Hillside Referral Form

- This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS.

### SB 8 Replacement Unit Determination (RUD) Letter

- This letter may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check “Housing Crisis Act Replacement Review” under the Housing tab on ZIMAS. If “Yes”, an RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any affordable replacement units are required and if any applicable occupant protections apply. For assistance, contact [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org). For more information, refer to the [Housing Development Project Applicability Matrix](#).

### Urban Forestry Referral Form

- This form ([CP-4070](#)) is required for all ED 1 projects that contain protected trees or protected shrubs on the project site and/or or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading).

### Demolition Permits for Residential Buildings

- If the site has been developed with existing residential buildings within five years prior to submitting an application to the City, provide copies of any demolition permits for any residential buildings removed from the site. These documents may be obtained from LADBS at [www.ladbs.org](http://www.ladbs.org).

### Low Impact Development (LID) PCRFB

- This form provides a preliminary review for a project to determine how LID requirements may be met based on the preliminary site conditions and is required from the Bureau of Sanitation for all projects that result in a land disturbance event that results in the addition, creation, or replacement of 500 square feet or more of impervious areas, except for New or Redevelopment Residential

Projects that are four units or less. However, New or Redevelopment Residential Project that are four units or less that are located in an Environmentally Sensitive Area (ESA) and propose more than 2,500 SF of impervious area, are required to obtain a LID PCRf.

To obtain a LID PCRf, visit the [LID Online Portal](https://lid.lacitysan.org/) at <https://lid.lacitysan.org/>. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance.

### Covenants and Other Recorded Items

- If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

## III. Supplemental Filing Requirements

### Photographs

#### Color Photographs

- Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map (see below). An aerial view is also recommended.

#### Index Map

- Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

### Notification Materials

- ED 1 projects involve decisions on entitlement requests that require mailing of an Administrative Compliance Letter. Provide labels for Abutting Property Owners, Neighborhood Council, Council District, Project Team (Owner, Applicant, Representative), and Interested Parties, if available. All notification materials for ED 1 projects shall be required at the time of case filing. Refer to the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

### ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ZIMAS Parcel Profile Report selecting all contiguously owned parcels



- ZIMAS Map aerial view selecting all contiguously owned parcels<sup>3</sup>

## Plans Required

Include only the information necessary to depict the project and its immediate settings. Do not include mechanical drawings unless specifically requested by Planning Staff. The Applicant is advised to check the Specialized Requirements for the subject request(s) prior to preparing these plans as some entitlements may require specific details and/or additional copies.

## Scale and Orientation

- All plans shall be drawn to scale and legible. Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

## Size and Number of Copies

- All plans must be collated into sets and folded to 8 ½" x 11".
  - Full Size.** Provide one 24" x 36" full size set of plans.
  - Reduced Size.** Provide two sets of 11" x 17" reduced size plans.

## Plot/Site Plan

- A Plot/Site Plan is required for all cases ). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

## Floor Plans

- A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

## Elevations

- Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

## Sections

- Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

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<sup>3</sup> Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.

## Landscape and Irrigation Plans

- Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

## Open Space Plan

- An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

## Electronic Copy of Application Materials

Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., “Project Plans.pdf”, “Photos.pdf”, “”). No individual file should exceed 70 MB in size.

- City Planning Application
- ZIMAS Map highlighting all contiguously owned properties
- Index Map and Color Photographs (saved as a single PDF)
- Project Plans (saved as a single PDF)
- Additional application specific materials