

# AFFORDABLE HOUSING REFERRAL FORM

This form is to serve as a referral to the Los Angeles City Planning's Development Services Center (DSC) for Affordable Housing case filing purposes (in addition to the required City Planning Application and any other necessary documentation); 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. All Applicants are required to provide a complete set of architectural plans at the time that this form is submitted for review. Any application submitted that is missing any required materials will be considered incomplete and will not be reviewed until all materials are submitted.

This form shall be completed by the Applicant and reviewed and signed by City Planning DSC Afforable Housing Services Section (AHSS) Staff prior to filing an application 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.

Note: This Referral Form <u>does not</u> constitute a City Planning application. See the Forms webpage for City Planning Application (<u>CP-7771.1</u>) and the City Planning Application Filing Instructions (<u>CP-7810</u>). 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 <u>Assignment List</u> can be found on the City Planning website at <u>http://planning.lacity.org</u> 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 (if app	licable)
🗆 Major Transit Stop 🛛 Paratransit / F	ixed Bus Route 🛛 Very Low Vehicle Travel Areas
□ Other:	
Location of Transit:	

Service Interval #1:	Service Interval #2:
Qualifier #2:	
Service Interval #1:	Service Interval #2:
	(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.	
7 pm by the number of eligible trips.	

# THIS SECTION TO BE COMPLETED BY THE APPLICANT

Applicant Requesting:			
□ 100% Affordable per AB 2345 <sup>1</sup>	🗆 SB 35	🗆 ED 1	Measure JJJ
□ AB 2011	🗆 AB 2097	🗌 AB 2162	□ AB 2334
□ Other:			
APPLICANT INFORMATION			
Applicant Name:			
Phone Number:			
Email:			
I. PROPOSED PROJECT			

## 1. PROJECT LOCATION/ZONING

Project Address(es): \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

<sup>1</sup> AB 1763 incentives were amended by AB 2345 (2020) per Government Code Section 65915(b)(1)(G).

Community Plan: _		
	Specific Plan	
	Enterprise Zone	Redevelopment Project Area
If applicable, speci	fy Specific Plan/Overlay:	
Q Condition/D L	imitation (Ordinance No.	and provide a copy):
□ Other Pertinent 2	Zoning Information (spec	ify):

2. DETAILED DESCRIPTION OF PROPOSED PROJECT

# 3. DETAILED DESCRIPTION OF EXISTING SITE AND DEVELOPMENT

<sup>&</sup>lt;sup>2</sup> 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.

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 <sup>3</sup> No. of DUs or Non-Residential SF
Guest Rooms			
Studio			
One Bedroom			
Two Bedrooms			
Three Bedrooms			
Bedrooms			
Non-Residential SF			
Other			

## 4. APPLICATION TYPE

🗆 De	ensity Bonus with <b>On-Menu Incentives</b> (specify):
1)	
	ensity Bonus with <b>Off-Menu Incentives</b> (specify):
1)	
4)	
,	

<sup>3</sup> Per AB 2556, replacement units shall be equivalent to the number of units and number of bedrooms of the existing development.

	Density Bonus with Waivers of Development Standards (specify):
	1)
	2)
	3)
	4)
	Greater Downtown Housing Incentive Area per LAMC Section 12.22 A.29
	Affordable Housing per LAMC Section 11.5.11 (Measure JJJ)
	Public Benefit Project per LAMC Section 14.00 A.2
	General Plan Amendment per LAMC Section 11.5.6
	Request:
	Zone/Height District Change per LAMC Section 12.32
	Request:
	Conditional Use per LAMC Section 12.24 U.26
	Specific Plan Project Permit Compliance per LAMC Section 11.5.7 C
	Community Design Overlay per LAMC Section 13.08
	Coastal Development Permit per LAMC Section 12.20.2 or 12.20.2.1
	Tract or Parcel Map per LAMC Section 17.00 or 17.50
	Other (specify):
5.	ENVIRONMENTAL REVIEW
	Project is Exempt <sup>₄</sup>
	Not Yet Filed

Filed (Case No.):

<sup>4</sup> Project may be exempt from CEQA review if it qualifies for a CEQA Exemption or is a Ministerial Project (aka, "By Right").

### 6. HOUSING DEVELOPMENT PROJECT TYPE

### CHECK ALL THAT APPLY:

□ For Rent	□ For Sale	☐ Mixed-Use Project	Residential Hotel		
Extremely Low Income	□ Very Low Income	□ Low Income	□ Moderate Income		
☐ Market Rate	□ Supportive Housing	□ Senior			
□ Shared Housing Building per AB 682					
Special Needs (describe):					
□ Other Category (describe):					

### 7. DENSITY CALCULATION

В

#### A. Base Density: Maximum density allowable per zoning<sup>5</sup>

	Lot size (including any $\frac{1}{2}$ of alleys) <sup>6</sup>	 _SF (a)
	Density allowed by Zone	 SF of lot area per DU (b)
	Density allowed by General Plan	
	No. of DUs allowed by right (per LAMC)	 DUs (c) [c = a/b, round down to whole number]
	No. of Guest Rooms allowed per AB 682	
	Base Density	 DUs (d) [d = a/b, round up to whole number]
•	Maximum Allowable Density Bonus <sup>7, 8</sup>	 DUs (e) [e = dx1.35, round up to whole number]
	AB 2345 - Unlimited Density	

<sup>6</sup> 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.

- <sup>7</sup> Per AB 2345, 100% affordable housing developments may request an 80% density increase or unlimited density if the project site is within 0.5 miles of a Major Transit Stop or in a Very Low Vehicle Travel Area (see ZIMAS). In addition, a property located in the Hollywood Redevelopment Plan Area is eligible for a 50% density bonus pursuant to Government Code Section 65915(f), as described in the November 2, 2022 AB 2345 Memo.
- <sup>8</sup> Per AB 2334, a Very Low Vehicle Travel Area are defined by Government Code Section 65915(o)(4), as an urbanized area "where the existing residential development generates vehicle miles traveled (VMT) per capita that is below 85 percent of either regional vehicle miles traveled per capita or city vehicle miles traveled per capita.

<sup>&</sup>lt;sup>5</sup> 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.

**C. Proposed Project:** Please indicate total number of DUs 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 <a href="https://housing.lacity.org/partners/land-use-rent-income-schedules">https://housing.lacity.org/partners/land-use-rent-income-schedules</a>.

Note: Rent schedules will be determined by LAHD.

	Total	HCD (State)	HUD (TCAC)
Market Rate		N/A	N/A
Managers Unit(s) — Market Rate <sup>9</sup>		N/A	N/A
Extremely Low Income (ELI)			
Very Low Income (VLI)			
Low Income (LI)			
Moderate Income			
Permanent Supportive Housing — ELI			
Permanent Supportive Housing — VLI			
Permanent Supportive Housing — LI			
Seniors — Market Rate		N/A	N/A
No. of Guest Rooms allowed per AB 682 Other Other Other Other			
TOTAL No. of DUs Proposed		(f)	
TOTAL No. of Affordable Housing DUs		(g)	
No. of Density Bonus DUs		(h) [If f>c, then h=f-	c; if f <c, h="0]&lt;/td" then=""></c,>
Percent of Density Bonus Requested		(i) {i = 100 x [(f/d) -	1]} (round down)
Percent of Affordable Set Aside		(j) [g/d, round down	to a whole number]

<sup>9</sup> Properties proposing 16 units or more need to provide a manager's unit per 25 CCR § 42.

## 8. SITE PLAN REVIEW CALCULATION

An application for Site Plan Review (SPR) may be required for projects that meet any of the SPR thresholds as outlined in LAMC Section 16.05 C, unless otherwise exempted per LAMC Section 16.05 D. For Density Bonus projects involving bonus units, please use the formula provided below to determine if the project meets the SPR threshold for unit count. If the project meets the threshold(s) but qualifies under the exemption criteria per Section 16.05 D, please confirm the exemption with City Planning's DSC AHSS.

\_\_\_\_ units allowed by right (permitted by LAMC) – \_\_\_\_\_ existing units = \_\_\_\_\_ units

### $\Box$ YES, SPR is required. Proposed by-right units minus existing units is equal to or greater than 50<sup>10</sup>

- NO, SPR is not required. Base Density units minus existing units is less than 50
- Exempt.

Specify reason: \_\_\_\_\_

# II. DENSITY BONUS (LAMC SECTION 12.22 A.25, ORDINANCE NO. 179,681)

### 9. PARKING OPTIONS

#### CHECK ALL THAT APPLY:

Automobile Parking Reductions via Bicycle Parking for Residential Uses<sup>11</sup>. Choose only one of the options, if applicable:

□ 10%

□ 15% (Only for residential projects or buildings located within 1,500 feet of a Major Transit Stop)

□ 30% (If selecting the 30% parking reduction, the project will be ineligible for any of the Parking Options listed below)

If selecting the 30% parking reduction, provide the following information:

#### Required Parking per LAMC: \_\_\_\_\_

Required Parking after the 30% reduction:

<sup>10</sup> Site Plan Review may also be required if other characteristics of the project exceeds the thresholds listed in LAMC Section 16.05.

<sup>11</sup> Any project utilizing Parking Option 3 may not further reduce automobile parking via bicycle parking.

### □ Automobile Parking for Residential Uses (choose only one of the following options):

Note: Any fractional numbers are rounded up.

□ **Parking Option 1.** Based on # of bedrooms, inclusive of Handicapped and Guest parking.

	# of DUs	Spaces/DU	Parking Required	Parking Provided
0-1 Bedroom		1		
2-3 Bedrooms		1.5		
4 or more Bedrooms		2.5		
Stalls Reduced via Bike Parking				Subtract:
TOTALS				

□ **Parking Option 2.** Reduced <u>only</u> for Restricted Affordable Units and up to 40% of required parking for Restricted Affordable Units may be compact stalls.

	# of DUs	Spaces/DU	Parking Required	Parking Provided
Market Rate (Including Senior Market Rate)		Per Code		
Restricted Affordable		1		
VLI/LI Senior or Disabled		0.5		
Restricted Affordable in Residential Hotel		2.5		
Stalls Reduced via Bike Parking				Subtract:
TOTALS				

□ Parking Option 3 [AB 2345 (2020)]. Applies to two types of projects:

- 100% affordable housing developments consisting solely of affordable units, exclusive of a manager's unit(s), with an affordable housing cost to lower income families; or
- Mixed-income developments consisting of 11% VLI or 20% LI units.
- □ **100% Affordable Housing Developments.**<sup>12</sup> There is no minimum parking requirement for any of the following 100% affordable housing developments described below. Check all that apply:

□ A housing development located within 0.5 miles of a Major Transit Stop.

<sup>12</sup> As defined by Government Code Section 65915(b)(1)(G)

- □ A housing development for individuals who are 55 years of age or older with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day.<sup>13</sup>
- □ Special Needs Housing Development, as defined in Section 51312 of the Health and Safety Code (H&SC), with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day.

#### □ Supportive Housing Development

□ **Mixed-Income Developments** consisting of 11% VLI or 20% LI units.

	Spaces/Unit	Parking Required	Parking Provided
Located within 0.5 miles of Major Transit Stop with unobstructed access to project	0.5		

**Major Transit Stop** is defined as a site containing an existing rail or bus rapid 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.

**Bus Rapid Transit** is defined as public mass transit service provided by a public agency or by a public-private partnership that includes all of the following features:

- 1) Full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods
- 2) Transit signal priority
- 3) All-door boarding
- 4) Fare collection system that promotes efficiency
- 5) Defined stations

Parking Option 4 [AB 2097 2022]. No minimum automobile parking requirement on any residential, commercial, or other development project that is within one-half mile of a Major Transit Stop.<sup>14</sup>

<sup>&</sup>lt;sup>13</sup> AB 2334 aligned the resident age requirement from 62 years of age to 55 years of age for 100 percent affordable housing developments seeking a parking waiver under Section 65915(p)(3)(B).

<sup>&</sup>lt;sup>14</sup> 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.

### **10. INCENTIVES**

#### A. 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.

Incentives	% Very Low Income	% Low Income	% Moderate Income
One	□ 5% to <10%	□ 10% to <20%	□ 10% to <20%
Two	□ 10% to <15%	□ 20% to <30%	□ 20% to <30%
Three	□ 15% or greater	□ 30% or greater	□ 30% or greater

Note: To utilize AB 682, at least 10% Low or 5% Very Low Income of the base units shall be provided.

- 100% Affordable Housing Developments may request up to four (4) incentives and one
  (1) Waiver of Development Standard. Check this box if this applies to the project.
- **B. Project Zoning Compliance & Incentives** (Only for projects requesting a Density Bonus with Incentives/Waivers)

	Permitted w/o Incentives	Proposed per Incentives	On-Menu	Off-Menu	Waivers
□ Yard/Setback (each ya	ard counts as one inc	entive)			
□ Front (1)					
Front (2)					
□ Side (1)					
□ Side (2)					
□ Rear					
Lot Coverage					
□ Lot Width					
□ Floor Area Ratio <sup>15</sup>					
Overall Height/Stories	16				
□ Transitional Height(s	S)				
Open Space					
Density Calculation					
□ Averaging (all count as	s one incentive — che	eck all that are nee	ded)		
□ FAR □ Den	sity 🗌 Parking	g 🛛 🗍 Open S	Space	Vehicular	Access

<sup>15</sup> See LAMC Section 12.22 A.25(f)(4) for additional requirements.

<sup>16</sup> See LAMC Section 12.22 A.25(f)(5) for additional requirements.

□ Other Off-Menu Incentives (specify): _			
□ Waiver of Development Standards (sp	ecify):		
100% Affordable Housing Developmer stories up to 33 additional feet. Check		0	
TOTAL No. of Incentives Requested: TOTAL No. of Waivers Requested:	On-Menu		

### **11. COVENANT**

All Density Bonus 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. For more information, please contact the LAHD at <u>lahd-landuse@lacity.org</u>.

## III. GREATER DOWNTOWN HOUSING INCENTIVE AREA (LAMC SEC. 12.22 A.29, ORDINANCE NO. 179,076)

### **12. GREATER DOWNTOWN HOUSING INCENTIVE AREA (GDHIA)**

### A. Eligibility for Floor Area Bonus

NOTE: The affordability levels required are set by the HUD/TCAC. For information on HCD and HUD levels of affordability please contact the LAHD at lahd-landuse@lacity.org.

- □ 5% of the total number of DUs provided for VLI households; and
- $\hfill\square$  One of the following shall be provided:
  - $\Box\,$  10% of the total number of DUs for LI households; or
  - $\hfill\square$  15% of the total number of DUs for Moderate Income households; or
  - $\square$  20% of the total number of DUs for Workforce Income households, and
- Any DU or Guest Room occupied by a household earning less than 50% of the Area Median Income (AMI) that is demolished or otherwise eliminated shall be replaced on a one-for-one basis within the Community Plan area in which it is located

#### **B. INCENTIVES**

NOTE: Must meet all three (3) eligibility requirements from 12.A above and provide a Covenant & Agreement (See #11).

### CHECK ALL THAT APPLY:

- □ A 35% increase in total floor area
- Open Space requirement pursuant to LAMC Section 12.21 G reduced by one-half, provided that a fee equivalent to amount of the relevant park fee, pursuant to LAMC Section 19.17, shall be paid for all dwelling units. See LAMC Section 12.29 A.29(c) for exceptions
- □ No parking required for units for households earning less than 50% AMI
- □ No more than one parking space required for each dwelling unit

#### C. Additional Incentives to Produce Housing in the GDHIA

- □ No yard requirements except as required by the Urban Design Standards and Guidelines
- □ Buildable area shall be the same as the lot area (for the purpose of calculating buildable area for residential and mixed-use)
- □ Maximum number of dwelling units or guest rooms permitted shall not be limited by the lot area provisions, as long as the total floor area utilized by guest rooms does not exceed the total floor area utilized by dwelling units
- □ No prescribed percentage of the required open space that must be provided as either common open space or private open space

## **IV. MEASURE JJJ<sup>17</sup> (LAMC Sec. 11.5.11, Ordinance No. 184, 745)**

### **13. AFFORDABLE REQUIREMENTS**

A certain percentage of affordable units is required based on the total number of units in the project. **Fill out either A or B below:** 

#### A. Rental Projects

No less than the affordability percentage corresponding to the level of density increase requested or allowed:

% VLI	OR	% LI

□ For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35%:

□ 5%	ELI AND	🗌 6% V	LI OR		15% LI	
□ For	projects requesting	g a General Plan /	Amendment, Zor	ne Change,	and/or Height D	District

Change that results in an increased allowable density greater than 35%:

□ 5% ELI AND	🗌 11% VLI	OR	🗌 20% LI
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<sup>17</sup> All fractional amounts in Sections 13 and 14 shall be rounded up to the next whole number.

	Required Number of A	Affordable Un	its			
	ELI VLI		LI			
В.	For Sale Projects					
	No less than the afference of the second	• •	entage correspondi	ng to the level	of density increase	
	•		□ % LI	OR 🗌	% Moderate Income	
	□ For projects reques	ting a General in an increase	Plan Amendment,	Zone Change		
	🗌 11% VLI	OR	🗆 20% LI	OR	□ 40% Moderate Income	
	Required Number of	Affordable Un	its			
	VLI LI		Moderate Income			
14	ALTERNATIVE CO	MPLIANCE	OPTIONS			
In	lieu of providing the affor	dable units on	site. there are three	e (3) other opti	ons available to comply with	
				· / ·	leave this section blank.	
Α.	. Off-Site Construction – Construction of affordable units at the following rate:					
	$\Box$ Within 0.5 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.0					
	$\square$ Within 2 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.25					
	$\Box$ Within 3 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.5					
	Updated Required Number of Affordable Units					
	ELI VL	l	LI	Moderate In	come	
В.	Off-Site Acquisition -	Acquisition of	property that will p	rovide affordat	ble units at the following rate:	
	$\Box$ Within 0.5 miles of t	he outer edge	of the Project, Affo	rdable Units ir	Section 13 x 1.0	
	$\Box$ Within 1 mile of the	•	•			
	$\Box$ Within 2 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.5					
	Updated Required Nu	mber of Affor	dable Units			
	ELI VL	l	LI	Moderate In	come	
C.	In-Lieu Fee – From the	e Affordability (	Gaps Study publish	ed by the Los	Angeles City Planning	
	Total In-Lieu Fee		(Note: Fina	I fee TBD if/wł	nen the project is approved)	

# **15. DEVELOPER INCENTIVES**

Please describe up to a maximum of three (3) incentives:

1)	
2)	
3)	

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.