



# Administrative Review & Referral Form

## Related Code Sections

The Citywide Adaptive Reuse Ordinance consists of Section 12.22 A.26 of Chapter I of the Los Angeles Municipal Code (LAMC) and, under Procedures in 12.22 A.26(f)(2), it spells out the types of Adaptive Reuse Projects that are eligible for Administrative Review. For details on the Administrative Review process, please see LAMC Section 13B.3.1. (Administrative Review) of Chapter 1A.

The information in this document applies to those properties subject to Chapter I of the LAMC. For information on Adaptive Reuse Projects proposed within the boundaries of the Downtown Community Plan or updated Community Plan areas as they are adopted, please see Form [CP13-2404.A](#), as these projects are subject to Article 9 of LAMC Chapter 1A.

## Purpose

This Administrative Review and Referral Form is used to determine whether a proposed Adaptive Reuse Project qualifies for Administrative Review. An Administrative Review is a ministerial approval process for applications that comply with all applicable regulations and standards of the LAMC.

## General Information

Adaptive Reuse Projects involving the conversion of existing commercial buildings resulting in the creation of five or more residential units are eligible for the incentives and streamlining of procedures in the Citywide Adaptive Reuse Ordinance. The Citywide Ordinance is an expansion of the original Adaptive Reuse Ordinance, first adopted in 1999, which only applied to buildings built before 1974 and located in or near Downtown. Under the Citywide Ordinance all buildings that are at least fifteen years old are now eligible, if they are located in Multifamily Residential, Commercial, Parking or Public Facilities Zones<sup>1</sup>. Parking buildings or parking areas within an existing building that are at least five years old are also eligible, as is any existing building of this age, subject to Zoning Administrator approval (LAMC Section 12.24 X.1 of Chapter I).

## Public Hearing and Notice

There is no public hearing required for an Administrative Review, and so no notice of a public hearing is required. In addition, no appeal or modification process is available for projects approved by Administrative Review.

<sup>1</sup> R2, RD1.5, RD2, RD3, RD4, RD5, RD6, RW2, R3, RAS3, R4, RAS4, R5, CR, C1, C1.5, C4, C2, C5, CM, P, PB, or PF

## Projects Subject to Administrative Review

Adaptive Reuse Projects that otherwise qualify for by-right approval by Los Angeles' Department of Building and Safety (LADBS) shall submit plans to the Director of Planning ("Director") for Administrative Review if the proposed project falls into either of the following two categories:

### Projects Utilizing Unified Adaptive Reuse Provisions with Affordable Housing

Unified Adaptive Reuse Projects include at least one existing building in combination with new construction, whether the new floor area built is attached to the existing building, on the same lot, or located across the street or alley from the adaptively reused building. These projects that provide on-site affordable housing are required to submit an Administrative Review application, and may utilize unlimited density plus any combination of incentives listed in LAMC Sections 12.22 A.26(h) (*Incentives*) and 12.22 A.26(i) (*Incentives for Unified Adaptive Reuse Projects Providing Affordable Housing*) of Chapter I.

### Surveyed Historic Resources

Properties assessed as eligible for historic designation through Survey LA or another historic resources survey and included in [HistoricPlacesLA](#), the City's historic resources inventory, are considered Surveyed Historic Resources and are eligible to use the California Historic Building Code. Applicants for Adaptive Reuse Projects involving a Surveyed Historic Resource are encouraged to schedule a preliminary consultation with the [Office of Historic Resources](#) (OHR) as early in their design process as possible.

If the Director, in consultation with the Office of Historic Resources, determines that the Surveyed Historic Resource is an historical resource as defined by Public Resource Code Section 21084.1, the Administrative Review will be considered a discretionary approval for the purposes of CEQA. The Director may also determine that the existing building is not an historical resource, based upon the review of supplemental information. An Historic Resource Assessment may be required to either contest the historical resource determination or demonstrate conformance with the Secretary of the Interior's Standards for Rehabilitation.

Any proposed alteration of a Surveyed Historic Resource that *does not* conform with the Secretary's Standards will not be eligible for Administrative Review, and the Adaptive Reuse Project will then follow discretionary procedures established in LAMC Section 91.106.4.5.

Adaptive Reuse Projects involving a Designated Historic Resource or located within an Historic Preservation Overlay Zone (HPOZ) *do not* qualify for Administrative Review unless all proposed alterations conform with the Secretary of the Interior's Standards. Designated Historic Resources shall otherwise follow procedures established in LAMC Section 91.106.4.5; those located within an Historic Preservation Overlay Zone (HPOZ) shall follow procedures established in LAMC Division 13B.8. (Historic Preservation) of Chapter 1A.

## Specialized Requirements

Adaptive Reuse Projects will provide new street trees, at the rate of one per thirty linear feet of street frontage (LAMC Section 12.22 A.26(h)(11) of Chapter I) and be indicated on the project site plan. The tree species, their planting locations and spacing will be determined by the Urban Forestry Division (UFD) of Streets LA. The applicant will pay a Tree Planting Guarantee Fee (LAMC Section 62.177) should UFD staff determine that the required number of street trees cannot be physically accommodated within the public rights-of-way.

In addition to those items specified in the City Planning Application Filing Instructions ([CP13-7810](#)), evidence of the date of initial permitted and completed construction will be required prior to the issuance of any building permit(s). Suitable documents include copies of any building permits or Certificate(s) of Occupancy, and these or other documentation may be obtained at [dbs.lacity.gov](#).

## Submittal Instructions

To request an Administrative Review clearance, please go to Planning's [Online Application Portal](#). If you do not already have an Angeleno account, you will need to **create an account** before submitting the request. Once you have created an account, please click **My Projects** and then click **Create New Project** then click **Citywide Adaptive Reuse Ordinance Administrative Review (Permit Clearance)**.

This form shall be completed by the Applicant and reviewed and signed by City Planning Development Service Center (DSC) 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 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, and/or amendments to the LAMC, local laws, and State laws.

## TO BE COMPLETED BY THE APPLICANT

### Applicant Information

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Project Information

Please fill in all fields below, using the Zoning Information and Map Access System (ZIMAS) <https://zimas.lacity.org/> to help you fill out property information. Enter "N/A" if the subject does not apply and do not leave any blank spaces.

**Note: Include all lots associated with the Adaptive Reuse Project.**

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

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

Age of building: \_\_\_\_\_ Existing Zone(s): \_\_\_\_\_

Proposed new residential units: \_\_\_\_\_ Proposed new affordable units: \_\_\_\_\_

Surveyed Historic Resource:  Yes  No      Specific Plan and/or other overlay:  Yes  No

Project Description (**Note: indicate all requested incentives and if the project involves a Surveyed or Designated Historic Resource or a Unified Adaptive Reuse Project**):

Lot Area: \_\_\_\_\_ Total Adaptive Reuse Project FAR: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Existing Non-Residential Use (sf): \_\_\_\_\_ Proposed Non-Residential Use (sf): \_\_\_\_\_

Proposed total number residential units: \_\_\_\_\_ Proposed Residential Use (sf): \_\_\_\_\_

Specific Plan and/or other overlay, if applicable: \_\_\_\_\_

New square footage of construction proposed outside existing building envelope, if any:

\_\_\_\_\_

## TO BE COMPLETED BY CITY PLANNING STAFF

Exhibit A approval date \_\_\_\_\_

The signature below only indicates that Planning staff reviewed the proposed project. All official clearances are noted on the clearance summary sheet for issuance of a permit from LADBS on PCIS, including Administrative Sign-Off/Approval.

<b>ADMINISTRATIVE REVIEW</b> – Project Conforms to Citywide Adaptive Reuse Ordinance. No Planning Referral Required – below Section is N/A. No fee is collected.		
Staff Signature	Date	Phone Number
Print Name	Email	

<b>OFFICE OF HISTORIC RESOURCES REFERRAL</b> – Select if Adaptive Reuse Project involves a Surveyed Historic Resource. Collect required Administrative Review fee(s) prior to filing.		
<input type="checkbox"/> <b>Secretary of the Interior’s Standards for Rehabilitation Compliance Required</b>	<input type="checkbox"/> <b>Adaptive Reuse Project does not include an Historical Resource</b>	
<b>INITIAL REVIEW BY</b>		
Staff Signature	Date	Phone Number
Print Name	Email	