

REFERRAL FORM



PRELIMINARY ZONING ASSESSMENT Chapter 1A Zoning

This form applies to properties subject to zoning established in Chapter 1A of Los Angeles Municipal Code (LAMC). For properties subject to zoning established in Chapter 1, please use form [CP-4064](#). For more information on a property's applied zoning, visit zimas.lacity.org.

This form is to serve as an inter-agency referral for City Planning applications associated with a project creating two or more dwelling units. As a part of a City Planning application, a completed Preliminary Zoning Assessment (PZA) form, accompanied by architectural plans, shall be submitted to Plan Check staff at the Department of Building and Safety (LADBS). LADBS Plan Check staff will sign the PZA form and the architectural plans once the informational Zoning Plan Check verifications are completed. Following the completion of the PZA process, a City Planning application may be filed along with all other applicable filing requirements.

Review of the referral form by City staff is intended to determine compliance with City zoning requirements necessary to achieve the proposed project and to identify any zoning issues or necessary approvals that would need to be resolved through a City Planning application. The informational Zoning Plan Check done through the PZA process does not constitute a zoning approval and does not require compliance with development standards to be completed.

To check if a project type qualifies for and requires the PZA form, see the [Housing Development Project Applicability Matrix](#) available on the City Planning Forms [webpage](#).

CONTACT INFORMATION

Department of Building and Safety, Affordable Housing Section

201 N. Figueroa St., Ste 830

Los Angeles, CA 90012

Phone: (213) 482-0455

Web: <https://ladbs.org/services/special-assistance/affordable-housing>

Email: LADBS.AHS@lacity.org

Department of City Planning, Development Services Center

For locations and hours:

<https://planning.lacity.org/contact/locations-hours>

THIS SECTION TO BE COMPLETED BY LADBS PLAN CHECK STAFF ONLY

| | |
|---|---|
| LADBS Plan Check Staff Name and Title | LADBS Plan Check Staff Signature¹ |
| Plan Check Application No.² | Date |
| Notes | |
| <div><input type="checkbox"/> ED 1 Eligible Revision #: _____</div> | |

¹ LADBS Plan Check staff will sign the Preliminary Zoning Assessment Form once the Zoning Plan Check verifications are complete.

² This completed form shall be accompanied by plans signed by a DBS Plan Check staff following the completion of a Zoning Plan Check.

THIS SECTION TO BE COMPLETED BY THE APPLICANT³

PROJECT INFORMATION

I. PROJECT LOCATION, ZONING & LAND USE JURISDICTION

Project Address: _____

Project Name (if applicable): _____

Assessor Parcel Number(s): _____

Legal Description (Lot, Block, Tract): _____

Community Plan: _____ Number of Parcels: _____ Site Area: _____ sq. ft.

Current Zone(s): _____

☐ YES ☐ NO **ED 1 Eligible⁴**

☐ YES ☐ NO **Enterprise Zone**

☐ YES ☐ NO **Alley in Rear**

☐ YES ☐ NO **Site Contains Historical Features**

☐ YES ☐ NO **Coastal Zone**

☐ YES ☐ NO **Special Grading Area (BOE) Area**

☐ YES ☐ NO **Hillside Area (Zoning)**

☐ YES ☐ NO **Very High Fire Hazard Severity Zone**

☐ **Specific Plan:** _____

☐ **Inclusionary Housing Requirement:** _____

☐ **Historic Preservation Overlay Zone (HPOZ):** _____

☐ **Design Review Board (DRB):** _____

☐ **Redevelopment Project Area:** _____

☐ **Overlay Zone (CPIO/CDO/POD/NSO/RIO/CUGU/etc.):** _____

☐ **Legal (Lot Cut Date)** _____

☐ **Related City Planning Cases** _____

☐ **Z.I.(s)** _____

☐ **Affidavits** _____

☐ **Easements** _____

³ All fields in this form must be completed. If an item is not applicable, write N/A.

⁴ 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.

II. PROJECT DESCRIPTION

Project Description/Proposed Use _____

No. of Stories: _____ No. of Dwelling Units: _____ Floor Area (Zoning): _____

Present Use/No. of Units: _____

III. CITY PLANNING ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request to City Planning and (if applicable) the Section in the LAMC or the Specific Plan/Overlay from which relief is sought; follow with a description of the requested action.

Authorizing Code Section: _____

Code Section from which relief is requested (if any): _____

Action Requested, Narrative: _____

Authorizing Code Section: _____

Code Section from which relief is requested (if any): _____

Action Requested, Narrative: _____

Additional Requests Attached

☐ YES ☐ NO

IV. APPLICANT INFORMATION⁶

Name: _____

Phone: _____

Email: _____

V. REPRESENTATIVE INFORMATION

Name: _____

Phone: _____

Email: _____

⁶ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing a case on behalf of a client (i.e. usually not the agent/representative).

VI. PRELIMINARY ZONING ASSESSMENT SUMMARY

THIS SECTION TO BE COMPLETED BY APPLICANT AND BY LADBS STAFF

Instructions to Applicant: The purpose of this table is to demonstrate the applicable zoning regulations for a property and whether the preliminary plans for a Housing Development Project comply. To determine a property's zoning rules, review the "Property Zone + Supporting Rules" report from zoning.lacity.org based on the property's address; access this report from the "Report" tab or "See the Zoning regulations for a specific property." Attach this report when submitting this form.

☐ **"Property Zone + Supporting Rules" attached (required)**

THIS SECTION TO BE COMPLETED BY LADBS STAFF

Instructions to Staff: In the table below, for a given type of regulation enter the property's Zoning District (for example, Form District) where applicable. In each section, indicate what is required by the Zone and what the project proposes, as well as the plan sheet where this is shown. When a type of regulation applies in multiple ways to a property (for example a different build-to depth at the primary lot line and the side lot line), list both. If additional items are required to describe a proposed project's compliance with applicable zoning regulations, these additional regulations should be listed under the individual district or on the blank page at the end of the form; attach additional pages as required. When a property includes multiple zones, attach additional copies of the table for each zone.

☐ **Additional pages attached (optional)**

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|---|----------|----------|--------------|-------------------|-------|
| <u>Use District (Article 5):</u> | | | | | |
| Proposed Code Use(s) as established in the New Zoning Code | | | | | |
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| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|---|----------|----------|--------------|-------------------|-------|
| Proposed Specified Use(s) from the Specified Use List (ZA Memo 1 for Chapter 1A) | | | | | |
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| <u>Density District (Article 6):</u> | | | | | |
| Density Ratio | | | | | |
| Maximum Density | | | | | |
| <u>Form District (Article 2):</u> | | | | | |
| Lot Area (min.) | | | | | |
| Lot Width (min.) | | | | | |

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|----------------------------------|----------|----------|--------------|-------------------|-------|
| Building Coverage (max.) | | | | | |
| Building Setbacks | | | | | |
| Primary Street (min.) | | | | | |
| Side Street (min.) | | | | | |
| Side (min.) | | | | | |
| Rear (min.) | | | | | |
| Alley (min.) | | | | | |
| Special: Other (min.) | | | | | |
| Amenity Space | | | | | |
| Lot amenity space (min.) | | | | | |
| Residential amenity space (min.) | | | | | |
| Floor Area Ratio (FAR) | | | | | |
| Base (max) | | | | | |
| Bonus (max) | | | | | |
| Height | | | | | |

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|--|----------|----------|--------------|-------------------|-------|
| Height in Feet (min/max) | | | | | |
| Height in Stories (min/max) | | | | | |
| Building Width | | | | | |
| Building width (max) | | | | | |
| Building break (min) | | | | | |
| Other Form District Regulations | | | | | |
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| <u>Frontage District (Article 3):</u> | | | | | |
| Build-To | | | | | |

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|--|----------|----------|--------------|-------------------|-------|
| Applicable stories (min) | | | | | |
| Build-to depth (max) | | | | | |
| Build-to width (min) | | | | | |
| Pedestrian amenity allowance (max) | | | | | |
| Parking setbacks: | | | | | |
| Landscaping | | | | | |
| Frontage planting area (min) | | | | | |
| Frontage yard fence & wall height: | | | | | |
| Transparency | | | | | |
| Transparent Area: Ground story (min.) | | | | | |
| Transparent Area: Upper stories (min.) | | | | | |
| Active wall spacing (max.) | | | | | |
| Entrances | | | | | |
| Street-facing entrance | | | | | |

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|-------------------------|-----------------|-----------------|---------------------|--------------------------|--------------|
| Entrance spacing (max.) | | | | | |
| Entry feature | | | | | |

Ground Story

| | | | | | |
|----------------------------------|--|--|--|--|--|
| Ground story height (min.) | | | | | |
| Ground floor elevation (min/max) | | | | | |

Other Frontage District Regulations

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|--|--|--|--|--|--|
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Development Standards District (Article 4):

Pedestrian Access

| | | | | | |
|----------------|--|--|--|--|--|
| Package Number | | | | | |
|----------------|--|--|--|--|--|

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|---|-----------------|-----------------|---------------------|--------------------------|--------------|
| Pedestrian accessway type | | | | | |
| Pedestrian accessway spacing (max) | | | | | |
| Distance from street intersection (max) | | | | | |
| Pedestrian passageway | | | | | |
| Pedestrian passageway spacing (max) | | | | | |

Automobile Access

| | | | | | |
|--|--|--|--|--|--|
| Package Number | | | | | |
| Number of Access Lanes | | | | | |
| Access Lane Width (min/max) | | | | | |
| Drive Aisle Separation From intersection (min) | | | | | |
| Drive Aisle Separation From other drive aisles (min) | | | | | |
| Drive-through facilities | | | | | |

Bicycle Parking

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|---|----------|----------|--------------|-------------------|-------|
| Short-term | | | | | |
| Long-term | | | | | |
| Automobile Parking | | | | | |
| Automobile parking stalls | | | | | |
| Parking structure design | | | | | |
| Transportation Demand Management Project Size | | | | | |
| Plants | | | | | |
| Trees Required Based on Floor Area | | | | | |
| Trees Required Based on Planting Area | | | | | |
| Side/Rear Yard Fence & Wall Height | | | | | |
| Frontage Screens | | | | | |
| Planting Area Width (min) | | | | | |
| Screening Plants (min per 50') | | | | | |
| Large Species Trees (min per 50') | | | | | |

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|------------------------|-----------------|-----------------|---------------------|--------------------------|--------------|
| Wall Height (min) | | | | | |
| Wall Opacity | | | | | |

Transition Screens

| | | | | | |
|-----------------------------------|--|--|--|--|--|
| Planting Area Width (min) | | | | | |
| Screening Plants (min per 50') | | | | | |
| Large Species Trees (min per 50') | | | | | |
| Wall Height (min) | | | | | |
| Wall Opacity | | | | | |

Outdoor Storage Screens

| | | | | | |
|---------------------------------|--|--|--|--|--|
| Frontage lot line setback (min) | | | | | |
| Area (max) | | | | | |
| Enclosure (min) | | | | | |
| Height (min) | | | | | |
| Opacity (min) | | | | | |

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|---|----------|----------|--------------|-------------------|-------|
| Signs | | | | | |
| Sign package number | | | | | |
| Total Sign Area Allowed | | | | | |
| Development Review Package Number | | | | | |
| Other Development Standards District Regulations | | | | | |
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| <u>Alternate Typologies Requested (Article 7)</u> | N/A | | | | |
| <u>Public Benefit Systems Utilized (Article 9)</u> | N/A | | | | |

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|---|----------|----------|--------------|-------------------|-------|
| <u>Other Discretionary Requests or Relief from Zoning</u> | N/A | | | | |

Staff Notes:

Staff Initials: _____

ADDITIONAL ZONING AND LAND USE STANDARDS

| Zoning Standard | Required | Proposed | Plan Sheet # | Project Complies? | Notes |
|-----------------|----------|----------|--------------|-------------------|-------|
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