



ZONE BOUNDARY ADJUSTMENT OR DETERMINATION

Related Code Sections

Los Angeles Municipal Code (LAMC) Section 12.30 authorizes the Director of Planning to make adjustments to, or determinations of, zone boundaries.

Public Hearing and Notice

Notification of a public hearing for the above process includes Property Owners abutting the boundaries of the subject site as well as on-site posting of the notice. This is for informational purposes only and not required at the time of filing, unless otherwise requested. Refer to the Mailing Procedures Instructions ([CP-2074](#)) and Posting Instructions ([CP-7762](#)) for applicable requirements.

Requested Actions

Check the following items that you are requesting:

Per LAMC Section 12.30 G:

Adjustments of less than 50 feet distance to conform to the lot lines of:

- A final tract map or parcel map
- A lot existing prior to July 30, 1962

Determinations to:

- Correct a mapping or dimensional error
- Resolve the location of a zone boundary line where uncertainty exists

Per LAMC Section 12.30 K:

- Adjustments between C or M Zones and P or PB Zones that will not increase the area of the C or M Zones.

Note: No portion of the C or M Zone may be adjusted closer than 50 feet of a street, alley, centerline, or A or R Zones, except where the zone is as close as it was prior to the adjustment. This exception does not apply if the area of the C or M Zone is less than 250 square feet in size.

Specialized Requirements

When filing for the above application, the following items are required in addition to those specified

in the Department of City Planning (DCP) Application Filing Instructions ([CP-7810](#)).

Department of City Planning Application Form

Provide a completed DCP Application Form ([CP-7771.1](#)), signed and notarized by all recorded owners of the property involved. If the property is not owned by an individual, refer to the DCP Application Filing Instructions ([CP-7810](#)) for directions. Specify the zones for adjustment or exchange and the square footage of each in the “Action(s) Requested” portion of the Form.

Plot/Site Plan

Provide one full size 24” x 36” and one reduced size 11” x 17” Plot/Site Plan of the subject property(s) where the action is being requested, which includes the following items:

- The property address and legal description, a north arrow (oriented with north at the top of the plans), the scale of drawing, and the name, address, telephone number and e-mail address of the person preparing the plans (include license number and stamp if applicable).
- The boundaries of the property and the existing and proposed zone boundary lines (all dimensioned). Show the area within the requested adjustment clearly by shading and by hatching.
- A legend at the bottom of the plans which shows the zones to be adjusted using the format in the following example with the boxes shaded in conformity with the areas that are being adjusted:



C2-1 to P-1 = x,xxx.xx square feet



P-1 to C2-1 = x,xxx.xx square feet

- The abutting streets, alleys, and highways and their dedicated width.
- The distance from the parcel to the nearest cross street.
- Existing and proposed development including height of structures.
- Adjoining land uses: Indicate the distance from the parcel boundary to adjacent structures on adjoining properties (within 50 feet of the subject property).
- Requests pursuant to LAMC Section 12.30 K must show the location of all proposed parking and loading areas (including stalls, circulation, and access) and the Summary of Information Table shall include the number of existing, required, and proposed parking spaces.

Zone Boundary Map

Provide electronic copies of the following:

- GIS shapefile or CAD file in NAD 83 StatePlane California V FIPS 0405 Feet projection
- PDF file of a map of the area showing the proposed zone boundary adjustment and all measurements, including total square footage of change
- Name and contact for the GIS staff to use for questions

The final Zone Boundary Map will be created by City Planning GIS Staff.

Related Documents

- Provide a copy of the published zoning ordinance for the site.
- If the request involves multiple lots, a copy of the recorded lot tie (Covenant and Agreement to Hold Property as One Parcel) is required. This form is available from the Department of Building and Safety. Contact Records Management Division at 201 North Figueroa Street, Suite 1350, Los Angeles, CA 90012; Records.LADBS@lacity.org; or (213) 482-6777
- Requests pursuant to LAMC Section 12.30 G.3 shall provide verification from the Bureau of Engineering, GIS and Mapping Division that the subject lot was created prior to July 30, 1962 (attach "Affidavit of Lot Cut"). Contact the GIS and Mapping Division at: 201 North Figueroa Street, Suite 1150, Los Angeles, CA 90012; eng.landrecords@lacity.org; or (213) 482-0060.

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

Note: The ZIMAS map is not a substitute for the Zone Boundary Map.

Environmental Clearance

- If the project conforms to the provisions of LAMC Section 12.30, a Categorical Exemption from California Environmental Quality Act (CEQA) review is available. For assistance, consult with [Development Services Center](#) Staff.

Electronic Copy of Application Materials

- In addition to the electronic materials required by the DCP Application Filing Instructions ([CP-7810](#)), provide all requested plans and maps in an electronic format on a USB thumb drive.