



REFERRAL FORMS:

UNPERMITTED DWELLING UNIT (UDU)

INTER - AGENCY REFERRAL FORM

RELATED CODE SECTION: The Los Angeles Municipal Code Section 14.00 A.10 establishes formal procedures for the legalization of pre-existing unpermitted dwelling units.

PURPOSE: This form is to serve as an inter-agency referral for Los Angeles Department of City Planning (DCP), Department of Building and Safety (DBS), and Housing and Community Investment Department (HCIDLA) in relation to the implementation of the Unpermitted Dwelling Unit (UDU) Ordinance No.184,907. The form is used to evaluate the projects compliance with the UDU ordinance.

PROCESS: Applications for legalization of unpermitted dwelling units shall be completed and signed by staff from the relevant Department(s) prior to issuance of the final building permit. The Department of City Planning reserves the right to require an updated form for the project if more than 180 days have transpired since the approval date, or as necessary, to reflect project modification, policy changes and/or amendments to the LAMC, local laws, and state laws.

I. PROJECT INFORMATION

A. Project Location/ Zoning (To be completed by applicant)

Project Address: _____
Existing Number of Units: _____ Permitted: _____ Unpermitted: _____
Applicant Name: _____ Phone: _____
Applicant Email: _____
Assessor Parcel Number(s): _____ Number of Lots: _____ Lot Size: _____ s.f.
Current Zone: _____ Community Plan: _____ Land Use Designation: _____
[] Specific Plan [] HPOZ [] DRB [] Enterprise Zone [] CRA [] CPIO [] CDO
▪ Q-condition/ D-limitation/ T-classification (please specify): _____
▪ Other pertinent zoning information (please specify): _____
▪ Is lot(s) located within 1/2 mile of a Major Transit Stop1? [] Yes [] No

B. Project Eligibility (To be completed by DCP Housing Services Unit)

Table with 2 columns: Eligibility Criteria, Yes or No. Rows include: 1. Structure has a non-permitted dwelling unit or guest room. 2. Structure is located in a zone that allows multiple-family uses (R2 or less restrictive) 3. Units to be legalized were built and occupied as residential units between December 11, 2010 and December 10, 2015. 4. At least one additional Restricted Affordable Unit will be provided on-site. 5. Project Eligible for Moderate Income Set aside

NOTES:

Table with 2 columns: DCP Staff Name and Title, DCP Staff Signature; Date Approved, Expiration Date

1 Per AB 744, a Major Transit Stop means a site containing an existing rail transit station 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.

II. ZONING COMPLIANCE (To be completed by DBS Staff)

A. Number of Permitted and Unpermitted Units

1. Number of permitted units on-site: _____ units (a)
2. Number of unpermitted units on-site: _____ units (b)
3. Total number of units proposed: _____ units (c) [$c = a+b$]
4. Number of main buildings on lot: _____
5. Identify location of unpermitted unit: _____

B. Parking

1. Number of required parking spaces per building records: _____
2. Number of provided parking spaces per building records: _____
3. Description of current parking provided on property: *(include description of number of compact spaces, number of covered spaces, number of tandem spaces, etc. as applicable, consider the existing UDU.)*

Is the current provided parking compliant with the LAMC? Yes No

C. Parking Compliance

1. **Requested Parking Compliance:** *(Please choose only one of the following options)*

Parking Option 1: Recalculate parking for all units in the project based on # of bedrooms for all units in the project (not just the restricted units), inclusive of Disabled and Guest parking. Any fractions are rounded up.

	# of Units	Spaces/Unit	Parking Required	Parking Provided
0-1 Bedroom		1		
2-3 Bedrooms		2		
4 or more Bedrooms		2.5		
TOTALS				

Parking Option 2: Parking may be calculated by maintaining all existing parking and providing additional parking only for newly legalized unit(s) in accordance with Parking Option 2 in LAMC Section 12.22 A.25(d). Up to 40% of required parking for Restricted Affordable Units may be compact stalls. One Restricted Affordable Unit or dwelling unit for Low Income individuals must be provided for each legalized unit. Any fractions are rounded up.

	# of Units	Spaces/Unit	Additional Parking Required	Parking Provided
Permitted units		n/a	0	<i>[from Section II.B.2]</i>
Restricted Affordable		1		
Very Low/ Low Income Senior or Disabled		0.5		
Residential Hotel		0.25		
TOTALS				

Project Address: _____

- Parking Option 3:** Parking may be calculated by maintaining all existing parking and providing additional parking at a ratio of 0.5 parking spaces per bedroom only for the newly legalized unit(s) for a project located within one half mile of a Major Transit Stop¹. The maximum ½ mile distance to a major transit stop is measured in a straight line (“as the crow flies”). Tandem or uncovered parking is permitted. Any fractions are rounded up.

	# of Bedrooms	Spaces/ Bedroom	Additional Parking Required	Parking Provided
Permitted units		n/a	0	[from Section II.B.2]
Unpermitted units		0.5		
TOTALS				

D. Passageway *(Per Ordinance, not an additional incentive)*

Does project meet the passageway provisions of LAMC Sections 12.21 C.2(b) through (e). Yes No

E. Additional Project Zoning Compliance *(Must be completed)*

Zoning Standard	Code Section	Required /Allowable	Proposed <i>(Description of conditions currently provided on property)</i>	Zoning Relief Required (Y/N)
Automobile Parking				
Bicycle Parking				
Open Space				
Yard/Setback: Front Side Side Rear				
Lot Coverage				
Lot Width				
Floor Area Ratio				
Other <i>(please specify)</i>				

NOTES:

DBS Staff Name and Title	DBS Staff Signature	Date

III. ZONING RELIEF AND AFFORDABLE HOUSING REQUIRED (To be completed by DCP Housing Services Unit)

A. Density Compliance

1. Maximum density allowable per zoning:

- a. Lot size: _____ s.f. (d)
- b. Density allowable by zone: _____ units/s.f. of lot area (e)
- c. Base Density: _____ units (f);
 [f = d/e, Including fraction and round up to the next whole number]
 or if applicable, Permitted Units by Certificate of Occupancy of _____ units.

2. Total Number of Units Proposed: _____ units (g) [from Section II.A.3]

3. Total Increase in Density Requested: _____ percent (h) [h = ((g-f)/f)*100]

4. Percent of Affordable Set Aside Required: (Pursuant to CA Gov't Code Sect. 65915(f)) _____

5. Total Increase in Density Approved: _____ (check code section below)

Check One			
Code Section	LAMC 14.00 A.10(d)(1)	LAMC 14.00 A.10(d)(2)	LAMC 14.00 A.10(d)(3)
Description	Less than 35% increase in density	Greater than 35% increase in density when the number of legal units exceeds allowable density	Legalizing a third unit on a property when an existing permitted two-unit building already exists

B. Additional Incentives

1. Total Number of Incentives/Zoning Relief Requested: _____ [from Section II.E above]

List of Incentives Requested and Approved by DCP [from Section II.E]

One:

Two:

Three:

Additional Waivers of Development Standards Required: (Only after exhausting 3 incentives)

If not waived, these development standards would physically preclude the legalization of an eligible UDU project with the densities and incentives permitted by Section 14.00 A.10. Development standards include, but are not limited to, a site condition, a height limitation, a setback requirement, a floor area ratio, an onsite open space requirement, or a parking ratio that applies to a residential development pursuant to any ordinance, general plan element, specific plan, charter, or other local condition, law, policy, resolution, or regulation. Development standards do not include conditions imposed through discretionary approvals. Incentives and additional waivers shall not be used to exempt compliance with performance standards.

DCP Staff initials

Project Address: _____

2. Qualification for Incentives: *(Calculated as a percentage of base density)*

Eligible Number of Incentives	Percent of Total Units Restricted to Very Low Income Households	Percent of Total Units Restricted to Low Income Households	Percent of Total Units Restricted to Moderate Income Households
One	<input type="checkbox"/> 5% to <10%	<input type="checkbox"/> 10% to <20%	<input type="checkbox"/> 10% to <20%
Two	<input type="checkbox"/> 10% to <15%	<input type="checkbox"/> 20% to <30%	<input type="checkbox"/> 20% to <30%
Three	<input type="checkbox"/> 15% or greater	<input type="checkbox"/> 30% or greater	<input type="checkbox"/> 30% or greater

C. Number of Affordable Units Required

Type	Percent Required <i>[per Sections III.A.4 and III.B.2]</i>	Number of Units Required	Number of Bedrooms per Restricted Unit(s)
Extremely Low Income			
Very Low Income			
Low Income			
Moderate Income			
Total			

NOTES:

DCP Staff Name and Title	DCP Staff Signature	Date
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IV. AFFORDABLE HOUSING COVENANT - (To be completed by HCIDLA Land Use Staff)

1. Affordability Covenant

- An affordability covenant executed and/or recorded to the satisfaction of the Los Angeles Housing and Community Investment Department. Contact HCIDLA.LandUse@lacity.org for the application and processing and monitoring fees.

Type	Number of Units Recorded
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	

NOTES:

HCIDLA Staff Name and Title	HCIDLA Staff Signature	Date
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INSTRUCTIONS: Unpermitted Dwelling Unit Inter - Agency Referrals

1. **Appointments:** Individual agencies may require appointments to require completion of individual portions of this referral form. Please inquire with individual agency staff to determine this.

For the Department of City Planning, an appointment with the DSC Housing Services Staff is recommended to complete this referral form. After the Unpermitted Dwelling Unit Inter-Agency Referral Form is completed, an appointment to file your Public Benefit application at the Development Services Centers is also required and must be made via the City Planning website: <http://planning.lacity.org>.

2. **Review Materials:** Review of the referral form by staff is intended to identify and determine compliance with City requirements necessary to achieve the proposed project. Materials submitted for Eligibility Criteria and Zoning Compliance must comply with the respective agency’s criteria for submittal. Please consult the respective agency for specific submittal requirements.
 - a. **Eligibility Criteria:** The Unpermitted Dwelling Unit (Ordinance No. 184,907) requires specific evidence to establish occupancy including an apartment lease, utility bill, Rent Stabilization Ordinance (RSO) Rent Registration Certificate, code enforcement case documentation (i.e. Orders to Comply), all between the period of December 11, 2010 to December 10, 2015. Insufficient materials or lack of materials will delay processing of your project.
 - b. **Zoning Compliance:** Applicants will need to submit for Plan Check with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved.

3. **Contact Information:**

<u>DOWNTOWN OFFICES:</u>	Housing + Community Investment Department Land Use Unit 1200 W. 7th Street, 8th floor Los Angeles, CA 90017 Phone: (213)808-8843 Email: Hcidla.LandUse@lacity.org Website: https://hcidla2.lacity.org/partners/developers/developer-resources/land-use-covenants	Department of Building and Safety, Metro Office 201 N. Figueroa St., 4 th Floor Los Angeles, CA 90012 Phone: (213) 473-3231 Website: http://www.ladbs.org	Department of City Planning DSC Housing Services Unit Figueroa Plaza 201 N. Figueroa St., 5 th Floor Los Angeles, CA 90012 Phone: (213) 202-5464 Email: dcpphp@lacity.org
<u>VALLEY OFFICES:</u>		Department of Building and Safety, Van Nuys Office 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA 91401	
<u>WEST LA OFFICES:</u>		Department of Building and Safety, West Los Angeles Office 1828 Sawtelle Blvd. Los Angeles, CA 90025	