

REFERRAL FORM

UNPERMITTED DWELLING UNIT (UDU) Inter-Agency Referral Form



Related Code Section

Los Angeles Municipal Code (LAMC) [Section 14.00 A.10 of Chapter 1](#) for properties subject to zoning established in Chapter 1 and [LAMC Section 9.4.4.D. of Chapter 1A](#) for properties subject to zoning established in Chapter 1A authorize formal procedures for the legalization of pre-existing unpermitted dwelling units (UDU).

Purpose

This form is to serve as an inter-agency referral for Los Angeles Department of City Planning (DCP), Department of Building and Safety (LADBS), and Los Angeles Housing Department (LAHD) in relation to the implementation of the above LAMC Sections. The form is used to evaluate the project's compliance with the UDU regulations.

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.

Note: Before submitting an application for the UDU program, consider reviewing if the unit qualifies as an Accessory Dwelling Unit (ADU). Certain unpermitted dwelling units may be eligible as an ADU via California State Government Code Sections (GCS) 66314-66332, 66333-66339. For more information visit the LADBS ADU webpage here and review the informational bulletin [here](#).

STEP 1: TO BE COMPLETED BY PLANNING'S AHSS

Is the project site eligible for the UDU Program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Notes:		
Planning Staff Signature: _____		
Print Name: _____		
Referral Date: _____	Expiration Date¹: _____	

¹ Steps I-IV of this form shall be completed before the Expiration Date. The planner assigned to work on your UDU application may extend the Expiration Date if applicable.

THIS SECTION TO BE COMPLETED BY APPLICANT

PROJECT INFORMATION

Project Address(es): _____

Existing No. of Units: _____ Permitted: _____ Unpermitted: _____

Applicant/Representative Name: _____

Phone Number: _____ E-mail Address: _____

Assessor Parcel No(s): _____

Number of Lots: _____ Site Area (sf): _____

Current Zone: _____

Community Plan: _____

Land Use Designation: _____

Specific Plan DRB/CDO/CPIO Redevelopment Project Area

HPOZ Enterprise Zone

If applicable, specify Specific Plan/Overlay: _____

Q Condition/D Limitation (Ord. No. and provide a copy): _____

Other Pertinent Zoning Information (specify): _____

Is the Project Site with ½ mile of a Major Transit Stop²? YES NO

Detailed Description of Proposed Project:

² A Major Transit Stop means a site containing an existing rail or a bud rapid transit station, a ferry terminal, or served by either bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 20 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.

STEP 1: TO BE COMPLETED BY AHSS

I. RESIDENTIAL EVIDENCE & DENSITY BONUS

A. Evidence of Residential Occupancy

The project must meet all the following eligibility criteria:

- | | | |
|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> The structure has an unpermitted dwelling unit or guest room. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> The structure is within a zone that allows multi-family uses ² . | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> The project has evidence that the units to be legalized were built and occupied as residential units between December 11, 2010, and December 10, 2015. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

B. Density Compliance

1. Maximum allowable residential density³:

- Lot size (sf): _____ sf (d)
- Density allowable by zone: _____ units/sf of Lot Area (e)
- Base Density (per highest density allowed): _____ Units (f); [f = d/e, Including fraction and round up to the next whole number]
- or if applicable, Permitted Units by Certificate of Occupancy _____ 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]

² If the proposed UDU is located on a substandard lot less than 4,000 SF within a R3, RAS3, R4, RAS4, or R5 zone, the project site is not allowed more than 2 dwelling units due to area restrictions. If within a R2 zone, the project site is not allowed more than 1 dwelling unit.

³ 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.

STEP 2A: TO BE COMPLETED BY PLANNING'S ZONING REVIEW DIVISION

II.A. ZONING COMPLIANCE

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 on-site: _____ 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		1.5		
4+ Bedrooms		2.5		

TOTALS				
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- 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 [LAMC Section 12.22 A.37\(e\)\(2\)\(ii\)](#) or [LAMC Section 9.2.1.C.2. of Chapter 1A](#), as long as one Restricted Affordable Unit or dwelling unit for Lower Income individuals who are 62 years of age or more, or who has a physical or mental impairment that limits one or more major life activities is provided for each legalized unit.

	# of Units	Spaces/ Unit	Add'l 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				

- 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	Add'l Parking Required	Parking Provided
Permitted units		n/a	0	<i>[from Section II.B.2]</i>
Unpermitted units		0.5		
TOTALS				

- 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 Stop².

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

Does the project meet the passageway provisions of [LAMC Sections 12.21 C.2\(b\) through \(e\)](#) (properties with applied zoning pursuant to Chapter 1 of the LAMC only)?

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:

Zoning Review Division Staff Signature: _____

Print Name: _____ Date: _____

STEP 2B: TO BE COMPLETED BY LADBS

Project complies with Building Code requirements: YES NO

Notes:

LADBS Staff Signature: _____

Print Name: _____ Date: _____

STEP 3: TO BE COMPLETED BY PLANNING'S AHSS

III. ZONING RELIEF AND AFFORDABLE HOUSING REQUIRED

A. Density Compliance

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

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

Check One	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code Section	LAMC Section 14.00 A.10(d)(1) of Chapter 1 or LAMC Section 9.4.4.C.2. of Chapter 1A	LAMC Section 14.00 A.10(d)(2) of Chapter 1 or LAMC Section 9.4.4.C.3. of Chapter 1A	LAMC Section 14.00 A.10(d)(3) of Chapter 1 or LAMC Section 9.4.4.C.4. of Chapter 1A
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 [LAMC Section 14.00 A.10 of Chapter 1](#) or [LAMC Section 9.4.4.C. \(Incentives\) of Chapter 1A](#). 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

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
Four	<input type="checkbox"/> 30% or greater	<input type="checkbox"/> N/A	<input type="checkbox"/> 45%

_____ Base Density x _____ % required for No. of incentives requested = _____ Affordable Dus.

C. Number of Affordable Units Required

Type	Percent Required <i>[per Sections III.A.4 and III.B.2]</i>	Number of Units Required ⁴	Number of Bedrooms
Low Income			
Moderate Income			
Total			

Notes:

Planning Staff Signature: _____

Print Name: _____ **Date:** _____

⁴ Include proposed UDU(s) if the total density is below the Maximum Allowable Residential Density.

STEP 4: TO BE COMPLETED BY LAHD

IV. AFFORDABLE HOUSING COVENANT

1. Affordability Covenant

- An affordability covenant executed and/or recorded to the satisfaction of the Los Angeles Housing and Community Investment Department. Contact lahd-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	

LAHD Staff Signature: _____

Print Name: _____ Date: _____

STEP 5: TO BE COMPLETED BY AHSS

V. PERFORMANCE STANDARDS

Performance Standard	Performance Standard Verification	
	Standard Met?	Plan Sheet or Document Showing Compliance
1. Front Yard Landscaping. All portions of the required front yard not used for necessary driveways and walkways, including decorative walkways, are landscaped and maintained, and not otherwise paved.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Lighting. Security night lighting is shielded so that the light source cannot be seen from adjacent residential properties.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Parking Area. Any surface parking areas are landscaped pursuant to the requirements of LAMC Subsection 12.21.A.6(i) of Chapter 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Signage. Any illegal signage shall have been removed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Code Violations. There are no outstanding code violations other than those being addressed by this legalization.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Unpermitted Building Area Expansion. The units to be legalized do not result in or have resulted in an unpermitted expansion of the building footprint or additional height, except that additions of less than 250 square feet, not resulting in any additional height, may be permitted, provided it is not located on the building frontage adjoining the front yard.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Project complied with all performance standards. **Yes** **No**

If No, the project will utilize the Alternative Compliance procedures per LAMC Sec. 14.00 B.
 Yes **No**

Planning Staff Signature: _____

Print Name: _____ **Date:** _____

INSTRUCTIONS

If the Unpermitted Dwelling Unit(s) require discretionary review per LAMC 14.00A.10(g), 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>.