

REFERRAL FORM



OFFICE OF ZONING ADMINISTRATION REFERRAL

Zoning Administrator Interpretation (ZAI) and Long Term Temporary Use (TLT)

Applicability

This form, **completed and signed** by appropriate Office of Zoning Administration Staff and/or Case Management Staff, must accompany any application submitted to the Department of City Planning regarding any of the following proposed applications:

- Zoning Administrator Interpretation – Site Specific (ZAI)
- Long-Term Temporary Use (TLT)

NOTE: The Department of City Planning reserves the right to require an updated form for the project if more than 90 days have transpired since the date of the signature, or as necessary, to reflect project modifications, policy changes and/or amendments to the LAMC, local laws, and State laws.

THIS SECTION TO BE COMPLETED BY APPLICANT

Project Summary

1. Subject Property Address: _____
2. Community Plan Area Name: _____
 - a. Name of Specific Plan, DRB, CDO, POD, NOD, CPIO, or SN, including subarea (if applicable):

3. Project Type (check all that apply):

☐ New Construction	☐ Addition	☐ Renovation
☐ Change of Use	☐ Grading	☐ Sign
☐ Other (describe):		
a. If Change of Use:		
Existing Use: _____ Proposed Use: _____		
4. Description of Proposed Project:

THIS SECTION TO BE COMPLETED BY PLANNING STAFF ONLY

Authorization to File:

☐ ZAI

☐ TLT

Environmental Clearance

☐ Not Determined

☐ Categorical Exemption

☐ Class 32 Categorical Exemption

☐ Existing ENV Case Number:

☐ ENV Addendum Case Number:

Public Noticing

☐ **TLTs** Applicant, owner of subject property, adjoining and abutting property owner, and property owners directly across the street from the subject property

☐ **ZAIs** Applicant, owner of subject property, abutting property owners (hearing at the discretion of the Zoning Administrator)

Notes:

OZA or Case Management Staff Signature: _____

Print Name: _____

Phone Number: _____ **Date:** _____

INSTRUCTIONS

Applicant shall follow these instructions to provide all materials to Case Management Staff for review **prior to filing a case**. Upon review, staff can verify appropriateness of filing and confirm with OZA, then sign this referral form. Applicant will complete all other necessary application material and submit along with this signed form at time of filing.

PRE-FILING APPOINTMENTS. A pre-filing appointment with Case Management staff is required to complete this referral form. Please contact case management staff at: planning.casemanagement@lacity.org.

REVIEW MATERIALS. Review of the application by assigned staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regard to requested actions or the adequacy of application exhibits/materials which could subsequently delay processing.

- **ZAI** (LAMC Section 13A.1.7.D.2. of Ch. 1A) Site specific ZAIs only. The ZA has the authority to determine other uses, in addition to those specifically listed in this article which may be permitted in each of the various zones, when in his or her judgement, the other uses are similar to and no more objectionable to the public welfare than those listed. The ZA shall also have the authority to interpret zoning regulations when the meaning of the regulation is not clear, either in general or as it applied to a specific property or situation.)
 - Provide the assigned planner with a copy of this form with items in the Project Summary section completed
 - Detailed plans
 - An explanation of the request
 - Abutting property owners list and mailing labels keyed to corresponding map
- **TLT** (LAMC Section 16.01 of Chapter 1 or LAMC Section 1.6.1. of Chapter 1A (Long-Term Temporary Uses), as applicable)
 - Provide the assigned planner with a copy of this form with items in the Project Summary section completed
 - Provide a complete copy of all application materials as specified in the Long-Term Temporary Use Filing Instructions, Special Requirements and Findings (Form [CP-2004.1](#)).

OTHER APPLICABLE APPROVALS. Upon initial review by the assigned planner, the applicant may be advised to consult with LADBS for any Building Code-related violations and City Planning's Zoning Review Division for any Zoning Code-related violations, or other impacted departments/agencies to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing. The design of the proposed project may require alterations in order to comply with the Los Angeles Municipal Code.

CASE FILING. Please be advised that to file the application **after review by Case Management/OZA staff**, a case filing appointment must be made separately with the Development Services Centers (DSCs) via the [BuildLA Appointment System](#). Please check the [Appointments](#) page for current protocols. Additional information about DSC services is available at the [Planning Services](#) page or visit the [Public Counters](#) page for current location and contact information.