

INSTRUCTIONS



REDEVELOPMENT PLANS – ALL PROJECT AREAS Administrative Review and Referral Instructions

General Information

Review the Redevelopment Plan that applies to the location of your project. Redevelopment Plans are available on the web at planning.lacity.gov under Plans & Policies – Plan Overlays. All forms can be found and downloaded in the Project Documents section of the Online Application Portal or on the [Forms](#) page of the website.

Definition of a Redevelopment Plan Project - Shall mean any proposed development activity within a Redevelopment Project Area with an Unexpired Redevelopment Plan that includes the issuance of a building, grading, demolition, sign or change of use permit (refer to [Los Angeles Municipal Code Section 11.5.14](#) for the full definition).

Related Entitlements - A Project with an additional entitlement request (e.g., Zoning Variance, Conditional Use, Specific Plan review, etc.) must contact the [Development Services Center Public Counter](#) for information on filing procedures for the related entitlement.

Administrative Review and Referral Form (CP-3540) - The form must be filled out and completed by the Project applicant. The Redevelopment Plan Unit staff will review the completed form to verify conformance with the related Redevelopment Plan.

Administrative Review and Referral Form Processing

Submittal Requirements

To expedite your Redevelopment review, all application materials must be submitted and complete. Leave no blank fields.

1. To obtain a Redevelopment Plan clearance, please go to our [Online Application Portal](#).
Online Application Portal: <https://plncts.lacity.gov/oas>
 - a. Sign in with an Angeleno Account
 - b. Select + Create New project
 - i. Scroll down to Redevelopment Project Area (RPA) and select from the following options:
 1. Redevelopment Project Area Administrative Review (Permit Clearance),
or
 2. Pre-Application Review (Referral) for a new case filing
2. **Use the project APN instead of the address.** This will auto populate all addresses and the Redevelopment Project Area. **If your project site includes multiple parcels or addresses, you must enter all APNs for the site.**

Multiple Permit Clearances

If there are multiple permit clearance requests for the same site, they should be combined into one application in the Portal.

Submittal Materials

- Administrative Review and Referral Form
 1. Complete applicant section.
 2. Fill-in N/A if the subject does not apply; **DO NOT LEAVE ANY BLANK FIELDS.**
- Permit Clearance Summary Worksheet (CSW)
- Site plan
- If your project does not require project plans, then submit a ZIMAS Parcel Profile Report.
 1. Go to [ZIMAS \(zimas.lacity.org\)](http://zimas.lacity.org)
 2. Select “Reports”
 3. Select “Parcel Profile Report”
 4. Select “Parcel Profile Report (official, no modifications)”
 5. Click “Run Report”

**Staff will contact you if any additional requirements are needed to complete your review.*

ADDITIONAL SUBMITTAL DOCUMENTS – SIGNS, RESIDENTIAL HOTELS, & OTHER DFD REQUIREMENTS

DFD (Design Review) for Signs

If a proposed sign in a Redevelopment Project Area requires DFD (design review), the listed items shall be included with the application.

- DFD (Design Review) Application Form**
- Sign Plans** must include the following:
 - Dimensions - length, height, depth, square feet
 - Sign Type - reverse channel, blade, monument, etc.
 - Illumination - back lighting, internal lighting, ground up lighting, etc.

DFD (Design Review) for Residential Hotels

For a Residential Hotel, contact the Redevelopment Plan Unit for required applications and documents. Applicant will need to contact LAHD for additional required application and supplemental documents and include with the Administrative Review Form.

- DFD (Design Review) Application Form**

Additional Information Required (see Application Form)

Materials and Applications Required by LAHD

All other DFDs

Provide submittal requirements listed under Administrative Review and Referral Form Processing.

Project Compliance and Project Adjustment

[Department of City Planning Application Filing Instructions](#)

1. Required submittal package in addition to the Redevelopment Project Area Administrative Review and Referral Form.
2. These instructions are provided as a guide to completing the Department of City Planning Application Form [\(CP13-7771.1\)](#) and preparing necessary application materials.

I am applying for:

- Single Entitlement - When the Project Compliance or Project Adjustment is the ***only*** entitlement needed, submit materials to the Redevelopment Plan Unit.
- Multiple Entitlement - When the Project Compliance or Project Adjustment is part of a multiple entitlement case, contact the DSC Public Counter Staff.

Redevelopment Plan Findings

Refer to Staff Notes in the Pre-Application Referral Form for the required findings.

Contact Us

For questions, contact the Redevelopment Plan Unit at planning.redevelopment@lacity.org