

## REFERRAL FORM

### PRELIMINARY ZONING ASSESSMENT Chapter 1 Zoning



**This form applies to properties subject to zoning established in Chapter 1 of the Los Angeles Municipal Code (LAMC).** For properties subject to zoning established in Chapter 1A, please use form [CP-4064.A](#). For more information on a property's applied zoning, visit [zimas.lacity.org](https://zimas.lacity.org).

This form is to serve as an inter-agency referral for City Planning applications associated with a project creating two or more residential units. As a part of a City Planning application, a completed Preliminary Zoning Assessment (PZA) form, accompanied by architectural plans, shall be submitted to Plan Check staff at the Department of Building and Safety (LADBS). LADBS Plan Check staff will sign the PZA form and the architectural plans once the informational Zoning Plan Check verifications are completed. Following the completion of the PZA process, a City Planning application may be filed along with all other applicable filing requirements.

Review of the referral form by City staff is intended to determine compliance with City zoning and land use requirements necessary to achieve the proposed project and to identify any zoning issues or necessary approvals that would need to be resolved through a City Planning application. The informational Zoning Plan Check done through the PZA process does not constitute a zoning approval and does not require compliance with development standards to be completed.

**For projects requesting incentives through the State Density Bonus Program (LAMC Section 12.22 A.37), Mixed Income Incentive Program (LAMC Section 12.22 A.38), or Affordable Housing Incentive Program (LAMC Section 12.22 A.39): If a project is eligible for LADBS review and located in an overlay or Specific Plan that ONLY requires a clearance from City Planning, complete only the section beginning on the last 2 pages of this form. All other projects located in an overlay or Specific Plan requiring an entitlement must complete the entire PZA unless otherwise stated.**

To check if a project type qualifies for and requires the PZA form, see the [Housing Development Project Applicability Matrix](#) available on the City Planning Forms [webpage](#).

### THIS SECTION TO BE COMPLETED BY LADBS PLAN CHECK STAFF ONLY

|  |   |
|--|---|
| LADBS Plan Check Staff Name and Title        | LADBS Plan Check Staff Signature <sup>1</sup> |
| Plan Check Application No. <sup>2</sup>      | Date  |
| Notes <input type="checkbox"/> ED 1 Eligible |   |

<sup>1</sup> LADBS Plan Check staff will sign the Preliminary Zoning Assessment Form once the Zoning Plan Check verifications are complete.

<sup>2</sup> This completed form shall be accompanied by plans signed by a DBS Plan Check staff following the completion of a Zoning Plan Check.

## CONTACT INFORMATION

**Department of Building and Safety, Affordable Housing Section**  
201 N. Figueroa St., Ste 830 Los Angeles, CA 90012  
Phone: (213) 482-0455  
Web: <https://ladbs.org/services/special-assistance/affordable-housing>  
Email: [LADBS.AHS@lacity.org](mailto:LADBS.AHS@lacity.org)

**Department of City Planning, Development Services Center**  
For locations and hours:  
<https://planning.lacity.org/contact/locations-hours>

## THIS SECTION TO BE COMPLETED BY THE APPLICANT <sup>3</sup>

### PROJECT INFORMATION

#### I. PROJECT LOCATION, ZONING & LAND USE JURISDICTION

**Project Address:** \_\_\_\_\_

**Project Name (if applicable):** \_\_\_\_\_

**Assessor Parcel Number(s):** \_\_\_\_\_

**Legal Description (Lot, Block, Tract):** \_\_\_\_\_

**Community Plan:** \_\_\_\_\_ **Number of Parcels:** \_\_\_\_\_ **Site Area:** \_\_\_\_\_ sq. ft.

**Current Zone(s) & Height District(s):** \_\_\_\_\_ **Land Use Designation:** \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>ED 1 Eligible<sup>4</sup></b>    | <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Hillside Area (Zoning)</b>              |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Housing Element Streamlining</b> | <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Enterprise Zone</b>                     |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Alley in Rear</b>                | <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Site Contains Historical Features</b>   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Coastal Zone</b>                 | <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Special Grading Area (BOE) Area</b>     |
|  | <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Very High Fire Hazard Severity Zone</b> |



☐ **Specific Plan:** \_\_\_\_\_

☐ **Historic Preservation Overlay Zone (HPOZ):** \_\_\_\_\_

☐ **Design Review Board (DRB):** \_\_\_\_\_

☐ **Redevelopment Project Area:** \_\_\_\_\_

☐ **Overlay Zone (CPIO/CDO/POD/NSO/RIO/CUGU/etc.):** \_\_\_\_\_

<sup>3</sup> All fields in this form must be completed. If an item is not applicable, write N/A.

<sup>4</sup> Refer to [Executive Directive 1 Implementation Guidelines](#) for qualifying criteria. If the project is determined to be ineligible for ED 1, a new Referral Form will need to be obtained.

☐ Q Condition/ D Limitation/ T Classification (*Ordinance No. and Subarea*): \_\_\_\_\_

Description of Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Legal (Lot Cut Date): \_\_\_\_\_

☐ Related City Planning Cases: \_\_\_\_\_

☐ Z.I.(s): \_\_\_\_\_

☐ Affidavits: \_\_\_\_\_

☐ Easements: \_\_\_\_\_

☐ TOC Tier<sup>5</sup> (if applicable to project): \_\_\_\_\_

☐ MIIP Incentive Area<sup>6</sup> (if applicable to project): \_\_\_\_\_

## II. PROJECT DESCRIPTION

Project Description/Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No. of Stories: \_\_\_\_\_ No. of Dwelling Units: \_\_\_\_\_ Floor Area (Zoning): \_\_\_\_\_

Present Use/No. of Units: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>5</sup> TOC Tier must be verified by the City Planning Affordable Housing Services Section. A Tier Verification for projects using the TOC guidelines is required to initiate a Preliminary Zoning Assessment with LADBS. Contact [Planning.PriorityHousing@lacity.org](mailto:Planning.PriorityHousing@lacity.org).

<sup>6</sup> MIIP eligibility, including TOIA Tier and Opportunity Corridor Incentive Area, can be viewed on ZIMAS in the Planning and Zoning Section under the Mixed Income Incentive Program.

### III. CITY PLANNING ACTIONS REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request to City Planning and (if applicable) the Section in the LAMC or the Specific Plan/Overlay from which relief is sought; follow with a description of the requested action.

**Authorizing Code Section:** \_\_\_\_\_

**Code Section from which relief is requested (if any):** \_\_\_\_\_

**Action Requested, Narrative:** \_\_\_\_\_

**Authorizing Code Section:** \_\_\_\_\_

**Code Section from which relief is requested (if any):** \_\_\_\_\_

**Action Requested, Narrative:** \_\_\_\_\_

Additional Requests Attached ☐ YES ☐ NO

### IV. APPLICANT INFORMATION<sup>7</sup>

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### V. REPRESENTATIVE INFORMATION

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

<sup>7</sup> An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing a case on behalf of a client (i.e. usually not the agent/representative).

## VI. PRELIMINARY ZONING ASSESSMENT SUMMARY

THIS SECTION TO BE COMPLETED BY LADBS STAFF<sup>8</sup>

| Item No. | Zoning Standard | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup> | Plan Sheet | Standard Met  | Comments and Additional Information   |
|----------|-----------------|----------|-------------------|-------------------------------------|------------|---|---|
| 1        | Use             |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                 | <input type="checkbox"/> Conditional Use (LAMC Sec. 12.24 of Ch. 1) for _____   |
| 2        | Height          |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A | <input type="checkbox"/> Transitional Height applies (LAMC Section 12.21.1 A.10)<br><input type="checkbox"/> Commercial Corner Development/Mini- Shopping Center height applies (LAMC Section 12.22 A.23(a)(1)) |

<sup>8</sup> LADBS Plan Check staff will sign Section IV of the Preliminary Zoning Assessment (PZA) form and provide signed architectural plans once the Zoning Plan Check verifications are complete.

| Item No. | Zoning Standard           | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup>           | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|---------------------------|----------|-------------------|---|------------|---|-------------------------------------|
| 3        | No. of Stories            |          |                   | LAMC Sec. 12.21.1 of Ch. 1 (if code prevails) |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |
| 4        | FAR<br>(Floor Area Ratio) |          |                   |   |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |

| Item No. | Zoning Standard                               | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup> | Plan Sheet | Standard Met  | Comments and Additional Information  |
|----------|---|----------|-------------------|-------------------------------------|------------|---|--|
| 5        | <b>RFAR</b><br>(Residential Floor Area Ratio) |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |  |
| 6        | <b>Density</b>                                |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A | Density Ratio:<br><input type="checkbox"/> Project Review (13B.2.4. of Ch. 1A) / Major Project CUP (12.24 U.14 of Ch. 1) |

| Item No. | Zoning Standard           | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup> | Plan Sheet | Standard Met  | Comments and Additional Information  |
|----------|---------------------------|----------|-------------------|-------------------------------------|------------|---|--|
| 7        | <b>Setback</b><br>(Front) |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO | Lot Line Location<br>(Street Name):<br><br>Lot Line Location (Street Name):  |
| 8        | <b>Setback</b><br>(Side)  |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO | Offset plane break met:<br><input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |



| Item No. | Zoning Standard   | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup> | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|-------------------|----------|-------------------|-------------------------------------|------------|---|-------------------------------------|
| 9        | Setback<br>(Rear) |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |
| 10       | Building Line     |          |                   | Ordinance No.:                      |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |

| Item No. | Zoning Standard                         | Proposed                              | Required/ Allowed  | Applicable Section No. <sup>8</sup>                 | Plan Sheet | Standard Met  | Comments and Additional Information   |
|----------|---|---------------------------------------|--|---|------------|---|---|
| 11       | <b>Parking</b><br>(automobile)          | Residential:<br><br>Non- Residential: | <b>Residential</b><br>Required per the LAMC:<br><br>Allowed per Other Relief Mechanism:<br><br><b>Non-Residential</b><br>Required per the LAMC:<br><br>Allowed per Other Relief Mechanism: | LAMC Sec. 12.21 A.4 of Ch. 1<br>(if code prevails)  |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A | Design standards met (12.21 A.5 of Ch. 1):<br><input type="checkbox"/> YES <input type="checkbox"/> NO<br><br>Improvement standards met (12.21 A.6 of Ch. 1 (except landscaping, to be determined by City Planning)):<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| 12       | <b>Bicycle Parking</b><br>(residential) | Long-term:<br><br>Short-term:         | Long-term:<br><br>Short-term:  | LAMC Sec. 12.21 A.16 of Ch. 1<br>(if code prevails) |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A | Facility standards met:<br><input type="checkbox"/> YES <input type="checkbox"/> NO<br><br>Design standards met:<br><input type="checkbox"/> YES <input type="checkbox"/> NO  |



| Item No. | Zoning Standard                                     | Proposed                         | Required/ Allowed                | Applicable Section No. <sup>8</sup>          | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|---|----------------------------------|----------------------------------|--|------------|---|-------------------------------------|
| 15       | <b>Retaining Walls in Special Grading Areas</b>     | Max Height:<br><br>Max Quantity: | Max Height:<br><br>Max Quantity: | LAMC Section 12.21 C.8<br>(if code prevails) |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |
| 16       | <b>Grading</b><br>(Zoning and Planning limitations) |                                  |                                  |  |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |

| Item No. | Zoning Standard | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup> | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|-----------------|----------|-------------------|-------------------------------------|------------|---|-------------------------------------|
| 17       | Lot Coverage    |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |
| 18       | Lot Width       |          |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |

| Item No. | Zoning Standard         | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup>                   | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|-------------------------|----------|-------------------|---|------------|---|-------------------------------------|
| 19       | Space between Buildings |          |                   | LAMC Sec. 12.21 C.2(a) of Ch. 1<br>(if code prevails) |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |
| 20       | Passageway              |          |                   | LAMC Sec. 12.21 C.2(b) of Ch. 1<br>(if code prevails) |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |

| Item No. | Zoning Standard                 | Proposed | Required/ Allowed | Applicable Section No. <sup>8</sup>          | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|---------------------------------|----------|-------------------|--|------------|---|-------------------------------------|
| 21       | Location of Accessory Buildings |          |                   | LAMC Section 12.21 C.5<br>(if code prevails) |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |
| 22       | Loading Area                    |          |                   |  |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |

| Item No. | Zoning Standard   | Proposed  | Required/ Allowed | Applicable Section No. <sup>8</sup> | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|-------------------|---|-------------------|-------------------------------------|------------|---|-------------------------------------|
| 23       | Trash & Recycling |   |                   |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |
| 24       | Landscape         | Conformance determined by Los Angeles City Planning |                   |                                     |            |   |                                     |



| Item No. | Zoning Standard  | Proposed  | Required/ Allowed   | Applicable Section No. <sup>8</sup> | Plan Sheet | Standard Met  | Comments and Additional Information   |
|----------|--|---|---|-------------------------------------|------------|---|---|
| 25       | Private Street   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |   |
|          | <b>Other</b><br>(e.g., ground floor transparency, lighting, utilities, signage, walls, lot area, minimum frontage, etc.) | See additional sheets, if applicable  |   |                                     |            |   | Additional Sheet(s) attached:<br><input type="checkbox"/> YES <input type="checkbox"/> NO |

\_\_\_\_\_ (LADBS Staff Initials)

**ADDITIONAL ZONING AND LAND USE STANDARDS REVIEWED**  
to be completed by LADBS Plan Check Staff

| Item No. | Zoning Standard | Proposed | Required/ Allowed | Applicable Sec. No. | Plan Sheet | Standard Met  | Comments and Additional Information |
|----------|-----------------|----------|-------------------|---------------------|------------|---|-------------------------------------|
|          |                 |          |                   |                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |                                     |
|          |                 |          |                   |                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |                                     |
|          |                 |          |                   |                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |                                     |
|          |                 |          |                   |                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |                                     |
|          |                 |          |                   |                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |                                     |
|          |                 |          |                   |                     |            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |                                     |

\_\_\_\_\_ (LADBS Staff Initials)

**If the project is utilizing the State Density Bonus Program, Mixed Income Incentive Program or Affordable Housing Incentive Program and is subject to LADBS Review pursuant to LAMC Sections 12.22 A.37(d)(1), 12.22 A.38(d)(1), or 12.22 A.39(d)(1), please fill out the fields below:**

**Program and Code Section:**

- ☐ State Density Bonus Program (LAMC 12.22 A.37, for 100% affordable projects, 12.22.A.39)
- ☐ Mixed Income Incentive Program (LAMC 12.22 A.38)  
☐ Transit Oriented Incentive Area Tier \_\_\_ ☐ Opportunity Corridor Tier \_\_\_ ☐ Corridor Transition Area Tier \_\_\_
- ☐ Affordable Housing Incentive Program (LAMC 12.22 A.39)  
☐ 100% Affordable ☐ FBO Project ☐ Shared Equity Project ☐ Public Land Project ☐ Senate Bill 4 Project

**Base Incentives Requested:**

☐ Density ☐ Parking ☐ Height ☐ FAR

**Additional Incentives Requested**

Is the project eligible for the menu of incentives: ☐ Yes ☐ No

Number of Incentive Requests Permitted: \_\_\_\_\_

Description of Incentives (Specify whether each is On-Menu or Not On-Menu):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_ (LADBS Staff Initials)

4. \_\_\_\_\_

5. \_\_\_\_\_

**Public Benefit Options Requested:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Waivers Requested:**

*Note that waivers listed below have **not** received final zoning approval. Requests for waivers are still subject to the review procedures described in the applicable LAMC Section, and requests for waivers of development standards are not guaranteed.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_ (LADBS Staff Initials)