This form applies to properties subject to zoning established in Chapter 1A of the Los Angeles Municipal Code (LAMC). For properties subject to zoning established in Chapter 1 of the LAMC, please use form CP-4099. For more information on a property's applied zoning, visit zimas.lacity.org

This form is to serve as a referral to the Los Angeles City Planning's Development Services Center (DSC) for Public Land Project cases filed under the Affordable Housing Incentive Program of LAMC Section 9.2.2. of Chapter 1A (in addition to the required City Planning Application and any other necessary documentation); and to the City of Los Angeles Housing Department (LAHD), Department of Building and Safety (LADBS), or other City agency for project status and entitlement need purposes. All Applicants are required to provide a complete set of architectural plans at the time that this form is submitted for review. Any application submitted that is missing any required materials will be considered incomplete and will not be reviewed until all materials are submitted.

This form shall be completed by the Applicant and reviewed and signed by City Planning DSC Affordable Housing Services Section (AHSS) Staff prior to filing an application for an entitlement or administrative review. Any modifications to the content(s) of this form after its authorization by AHSS Staff is prohibited. City Planning reserves the right to require an updated Referral Form for the project if more than 180 days have transpired since the referral date, or as necessary, to reflect project modifications, policy changes, bus route changes, bus schedule changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

If a project is only seeking base incentives and on-menu incentives, and no other discretionary approval, this form is not required and the project may proceed directly to the Department of Building and Safety to apply for a building permit.

Note: This Referral Form does not constitute a City Planning application. See the Forms webpage for City Planning Application (CP13-7771.1) and the City Planning Application Filing Instructions (CP13-7810). If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans, as some have additional or different requirements. An Assignment List can be found on the City Planning website at http://planning.lacity.org under the "About" tab, under "Staff Directory."

THIS SECTION TO BE COMPLETED BY AHSS STAFF ONLY

Planning Staff Name & Title: _____

Planning Staff Signature: _____

Referral Date: _____   **Expiration Date:** _____

Case Number: _____

Environmental Factors: ☐ In a Very High Fire Hazard Severity Zone

☐ In The Coastal Zone

☐ In a Sea Level Rise Area

Historic Resources: ☐ Designated Historic Resource

☐ Non-Contributing Element

Eligibility Subarea: ☐ Within a ½ mile of a Major Transit Stop or a Low Vehicle Travel Area

☐ In a Moderate, High, or Highest Resource TCAC Opportunity Area

☐ Citywide (in neither of the above areas)

Ownership: ☐ The Ownership Documentation Checklist (CP-4101) with required documents attached has been submitted

Procedure Review: ☐ Ministerial Review: Department of Building and Safety
☐ Ministerial Review: Expanded Administrative Review
☐ Discretionary Review: Director's Determination (DIR)
☐ Discretionary Review: City Planning Commission Review (CPC)

Notes:

THIS SECTION TO BE COMPLETED BY THE APPLICANT

APPLICANT REQUESTING:

Public Land Project (Per LAMC Ch. 1A Div. 14.3)

Other project types under the Affordable Housing Incentive Program (LAMC Ch. 1A Sec. 9.2.2.) require a different referral form: One-Hundred Percent Affordable Housing Projects (CP-4097.A per LAMC Ch. 1A Div. 14.3), Faith-Based Organization Projects (CP-4098 per LAMC Ch. 1A Div. 14.3), Shared Equity Projects (CP-4100 per LAMC Ch. 1A Div. 14.3)

The Ownership Documentation Checklist (CP-4101) is included within the application:

☐ Yes ☐ No

A Resolution from the Los Angeles City Council is included with a cover letter in attachment to CP:

☐ Yes ☐ No

Other Programs and Streamlining Being Requested:

☐ ED 1[1]   ☐ Housing Element Site (ZI-2534 or ZI-2535)[2]

☐ Type I Unified Adaptive Reuse[3]   ☐ SB 4, CGS 65913.16 ☐ Measure JJJ ☐ SB 35

☐ Other (specify)**:**

APPLICANT INFORMATION

Applicant Name: _____

Phone Number: _____

Email: _____

I. PROPOSED PROJECT

1. PROJECT LOCATION/ZONING

Project Address(es): _____

Assessor Parcel Number(s):_____

Community Plan:_____

Zone:_____

Land Use Designation: _____

Corresponding Zones: _____

Number of Parcels: _____

Project Site Area (sf)[4]: _____

Other Site Regulations:

☐ Specific Plan   ☐ DRB/CDO   ☐ HPOZ   ☐ Enterprise Zone

---

[1] 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.

[2] Pursuant to LAMC Ch.1A Sec. 9.2.6., Housing Development Projects located on these sites that reserve at least 20 percent of the units for Lower Income Households shall be subject to Ministerial Approval.

[3] See LAMC Ch. 1A Sec. 9.4.6. for additional requirements associated with a Type I Unified Adaptive Reuse Project.

[4] Applicant should use official survey site area, if survey is provided.

☐ Redevelopment Project Area   ☐ Designated Historic Resource

☐ Non-Contributing Element ☐ CPIO ☐ Other

If applicable, specify: _____

Housing Element Inventory of Sites: ☐ Yes   ☐ No

Other Pertinent Zoning Information (Including General Plan footnotes, etc; specify):

II. PROJECT INFORMATION

2. DESCRIPTION OF PROPOSED PROJECT (Specify Use(s), Height, Stories, Total Units, and Floor Area)

3. EXISTING USE

A. Describe Existing Development:

Existing Uses Dwelling Unit (DU) Square Footage (SF)	Existing No. of DUs or Non-Residential SF	Existing No. of DUs or Non-Residential SF to be Demolished	Proposed No. of DUs, Shared Housing Units (SHU) or Non-Residential SF[5]
Guest Rooms / SHUs			
Studio			
One Bedroom			
Two Bedrooms			
Three Bedrooms			
____ Bedrooms			
Non-Residential SF			
Other			

---

[5] Replacement units shall comply with LAMC Ch. 1A Sec. 4C.15. Request more information from the Los Angeles Housing Department.

B. Describe Previous Cases Filed:

Previous Cases	1	2	3
Case No(s).:			
Date Filed:			
Date Approved:			
End of Appeal Period:			
Environmental Case No.:			

4. APPLICATION TYPE

Indicate requested incentives (On or Not on Menu), Public Benefit Options, Waivers of Development Standards and Multiple Approvals as applicable in the corresponding sections below. A Project may request up to five Incentives On or Not on the Menu.

☐ On-Menu Incentives (specify):

1) _____

2) _____

3) _____

4) _____

5) _____

☐ Not on Menu Incentives (specify):

1) _____

2) _____

3) _____

4) _____

5) _____

☐ Public Benefit Options (specify):

    1) _____

    2) _____

    3) _____

    4) _____

    5) _____

☐ Waivers of Development Standards (specify):

    1) _____

    2) _____

    3) _____

    4) _____

    5) _____

☐ Multiple Approvals (see non-comprehensive list below for reference):

_____

    ☐ Zone/Height District Change per LAMC Section 13B.1.4. of Chapter 1A

    ☐ Conditional Use per LAMC Section 9.2.1.F.4. of Chapter 1A or LAMC Section 9.2.1.G. of Chapter 1A, as applicable

    ☐ Project Compliance per LAMC Sections 13B.4.2. and 13B.4.3. of Chapter 1A

    ☐ Community Design Overlay per or LAMC Section 8.2.5.D.4. of Chapter 1A

    ☐ Coastal Development Permit per LAMC Section 13B.9.2. of Chapter 1A

    ☐ Tract or Parcel Map per LAMC Sections 13B.7.3. or 13B.7.5. of Ch.1A

5. ENVIRONMENTAL REVIEW

☐ Project is Exempt[6]

☐ Not Yet Filed

☐ Filed (Case No.):

6. HOUSING DEVELOPMENT PROJECT TYPE

Check all that apply:

☐ For Rent ☐ For Sale ☐ Mixed-Use Project ☐ Residential Hotel ☐ Acutely Low Income

☐ Extremely Low Income ☐ Very Low Income ☐ Low Income ☐ Moderate Income

☐ Supportive Housing ☐ Chronically Homeless ☐ Senior ☐ Shared Housing Building

☐ Special Needs (describe):

☐ Other Category (describe):

7. DENSITY CALCULATION (MAXIMUM ALLOWABLE RESIDENTIAL DENSITY)[7][8]

Lot size (including any ½ of alleys) _____ SF (a)

Density allowed by Zone[9]
(includes Qs and Overlays) _____ SF of lot area per DU (b)

Land Use: Density allowed by General Plan Land Use
(Most Permissive Corresponding Zone) _____ SF of lot area per DU (c)

Density allowed by Specific Plan _____ SF of lot area per DU (d)

Maximum Allowable Residential Density _____ units per SF(e)
(per highest density allowed of (b)(c)(d))

---

[6] Project may be exempt from CEQA review if it qualifies for a CEQA Exemption or is a Ministerial Project (aka, "By Right").Refer to CP-4089 for The Housing Element CEQA Streamlining Checklist Form.

[7] If there is a related subdivision case, the lot area shall be calculated based on the site area after a dedication of land has been provided.

[8] 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

[9] If a project does not have a density allowed by Zone, consult the Affordable Housing Services Section

8. BASE INCENTIVES

Option A: *Select one of the following*:

☐ This Public Land Project is using the site's base zoning

☐ This Public Land Project is entering the program with a height of 33 feet/ 3 stories, a base FAR of 3.0

☐ The Public Land Projects is using the uses and development standards permitted on the least restrictive adjoining parcel. See LAMC Ch. 1A Sec. 9.2.2.C.2.b.iii.b) for more detail.

        APN/Address of adjacent lot: _____

        Zone: _____

Indicate the Base Incentives being requested by checking the respective boxes in the tables below.

Base Incentives for Public Land Projects. In addition to the above, a Public Land Project may request the following additional base incentives:

Eligibility Subarea	☐ Density	☐ Parking	☐ FAR	☐ Height
☐ **Citywide**	The amount of additional units granted as a density bonus shall be equivalent to 80% of the number of units that were set aside for lower income households prior to the application of the density bonus.	The minimum parking is .5 automobile parking stalls per dwelling unit.	Maximum of 3.0 or a 35% increase, whichever is greater.	An increase of 22 feet or 2 stories, whichever is greater.
☐ **Within a Low Vehicle Travel Area or a half mile of a Major Transit Stop**	Limited by Floor Area	No minimum residential parking is required	Maximum of 4.5, or a 50% increase, whichever is greater	An increase of 33 feet or 3 stories, whichever is greater.
☐ **Within a Moderate, High, or Highest Opportunity Area**	Limited by Floor Area	No minimum residential parking is required Required parking for current or proposed non-residential uses may be reduced by 25%	Maximum of 4.65, or a 55% increase, whichever is greater	An increase of 33 feet or 3 stories, whichever is greater.

Option B:

☐: The Public Land Project is proposing the development standards described in the resolution of Los Angeles City Council submitted as an attachment to the Ownership Checklist CP-4101.

FAR:_____

Option C:

☐: In a Specific Plan or Overlay district that has FAR available through a development bonus or incentive program to provide affordable housing, a Project may utilize the Bonus FAR of the Specific Plan or Overlay district in lieu of the FAR maximum described below.

FAR:_____

Projects must propose 5 or more units to be eligible for the Affordable Housing Incentive Program

Number of units prior to Density: _____(f)

Units Proposed with Density Bonus:_____(g)

Parking Permitted w/o Incentives: _____   **Parking Permitted with Incentives:** _____

FAR Permitted w/o Incentives:_____   **FAR Permitted with Incentives:** _____

Height Permitted w/o Incentives:_____   **Height Permitted with Incentives:** _____

Affordability Compliance:

AHIP Projects must provide minimum affordable units to meet State Density Bonus requirements. Complete Step 1 to ensure State Density Bonus requirements are met, and Steps 2-5 to ensure project specific affordability requirements are met.

Step 1 Initial Affordability set aside prior to application of Density Bonus[10] (HCD for rental units) *Check applicable option*	Step 2 Overall Covenanted Unit Requirement, Inclusive of Units from Step 1 (HCD or TCAC for rental units)	Step 3 Maximum Allowed Units Set Aside for Moderate Income Households (HCD or TCAC for rental units)	Step 4 Maximum Market Rate Units
☐ Option A: 15% Very Low Income): _____ (Step 1) *f[11]*15%, rounded up*	_____ (Step 2) *g*80%, rounded up*	_____ *(Results of Step 2-Results of Step 1)*	_____ *g* 20%, rounded up*

---

[10] If (f) is greater than (g), use (g) for Step 1
[11] Variables are labelled in previous sections.

Step 1 Initial Affordability set aside prior to application of Density Bonus[10] (HCD for rental units) *Check applicable option*	Step 2 Overall Covenanted Unit Requirement, Inclusive of Units from Step 1 (HCD or TCAC for rental units)	Step 3 Maximum Allowed Units Set Aside for Moderate Income Households (HCD or TCAC for rental units)	Step 4 Maximum Market Rate Units
☐ Option B: 25% Low Income: _____(Step 1)	_____(Step 2) *g*80%, rounded up*	_____ *(Results of Step 2- Results of Step 1)*	_____ *g* 20%, rounded up*
☐ Option C 45% Income (for sale only) _____(Step 1) *f*45%, rounded up*	_____(Step 2) *g*80%, rounded up*	_____ *(Step 2)*	_____ *g* 20%, rounded up*

Step 5: Specify Unit Breakdown Provided Per Each Income Category after the Application of the Density Bonus:

	Total	For Sale	For Rent	HCD	TCAC
Acutely Low Income (ALI)		☐	☐	☐	☐
Extremely Low Income (ELI)		☐	☐	☐	☐
Very Low Income (VLI)		☐	☐	☐	☐
Low Income (LI)		☐	☐	☐	☐
Moderate Income		☐	☐	☐	☐
Market Rate		☐	☐		
Manager's Units[12]					
Other: _____					

TOTAL No. of Affordable Housing DUs _____ (m)

---

[12] Properties proposing 16 units or more need to provide a manager's unit per 25 CCR § 42.

No. of Density Bonus Units: _____ (n)

If g>f, then n=g-f; if f=g, then n= 0][13]

Percent of Density Bonus Requested: _____ (o)

o = 100 x [(g/e) – 1] (round down)

Percent of Affordable Set Aside[14]: _____ (p)

[m/e, round down to a whole number]

☐ **Percent for PHP qualification[15]:** _____ (q)

[m/g, round down to a whole number]

☐ **Percent for Housing Element Streamlining[16]:** _____

 [m/g, round down to a whole number]

Note: Verify Rent Schedules with LAHD.[17] For information on levels of affordability please contact LAHD at https://housing.lacity.org/partners/ land-use-rent-income-schedules.

Roadway Widening Does the project request an exemption from any applicable roadway widening requirements pursuant to LAMC Section 10.1.10. of Chapter 1A?[18]

☐ Yes   ☐ No.

9. ADDITIONAL INCENTIVES

Select up to 5 Additional Incentives (On or Not On Menu). Note that certain projects are not eligible for on-menu incentives. A Project requesting incentives not on the Menu will be reviewed pursuant to Expanded Administrative Review (LAMC Section 13B.3.2. of Chapter 1A).

☐ **Projects that do not have access the Menu of Incentives.** Check this box if the project is:

1.) In a Very High Fire Hazard Severity Zone,

2.) In the Coastal Zone,

3.) In a Sea Level Rise Area

4.) Requires demolition, as demolition is defined in Subsection C. (Definitions) of LAMC Sec. 13B.8.1. (General Provisions) of Ch. 1A, of either (a) a designated historic resource, or (b) a surveyed historic resource identified in a Specific Plan, CPIO or Conservation District for any historic protection, special consideration, or special review for historic or architectural significance.

---

[13] Variables are labelled in previous sections.

[14] Projects must remain affordable throughout the duration of the project and permit process

[15] Per ED 7, the housing development project must propose five or more units that contain at least 20% of all units as lower income restricted affordable housing units (Extremely Low Income, Very Low Income, or Low Income) or 40% of all units as Moderate Income restricted affordable housing units.

[16] A project must reserve 20% of overall proposed units for Lower Income Households to be eligible for streamlining. This requirement can be satisfied by reserving the requisite number of units for Low, Very Low, Extremely Low, or Acutely Low Income Households, or a combination thereof.

[17] All units including proposed or future proposed ADUs shall be subject to affordability requirements as determined by LAHD.

[18] Projects in a Very High Fire Hazard Severity Zone, The Coastal Zone, a Hillside Area or subject to procedures in LAMC Section 13B.2.3 (Class 3 Conditional Use Permit) are not eligible for this incentive

Check the box for the incentive(s) being requested. On the lines provided, indicate the current standards permitted, and the proposed standards with the use of the incentive. Then, check the box to indicate if the incentive being requested is on-menu, or exceeds standards of the menu/ is not on the menu of incentives.

	Permitted	**Proposed per Incentives**	**On-Menu**	**Not On Menu**
☐ By-Right Adjustment	_____	_____	☐	☐
(Relief from any	_____	_____	☐	☐
standard otherwise	_____	_____	☐	☐
granted per Sec. 13B.5.2,	_____	_____	☐	☐
each counts as 1 incentive)	_____	_____	☐	☐

☐ Yard/Setback

  (Relief equivalent to by-right adjustment.

  All setbacks may be adjusted with use of one incentive)

☐ Front	_____	_____	☐	☐
☐ Side (1)	_____	_____	☐	☐
☐ Side (2)	_____	_____	☐	☐
☐ Rear	_____	_____	☐	☐

☐ Alternative Frontage (counts as 2 incentives)

☐ Multi-Unit 2 (MU2)	_____	_____	☐	☐
☐ General 1 (G1)	_____	_____	☐	☐

☐ Averaging (all count as one incentive – check all that are needed)

☐ FAR	_____	_____	☐	☐
☐ Density	_____	_____	☐	☐
☐ Parking	_____	_____	☐	☐
☐ Lot Amenity Space	_____	_____	☐	☐
☐ District Boundary Hght.	_____	_____	☐	☐
☐ Ground Floor Act.	_____	_____	☐	☐
☐ Ground Story Height	_____	_____	☐	☐

	Permitted	Proposed per Incentives	On-Menu	Not On Menu

☐ Commercial Parking _____ _____ ☐ ☐

☐ Density Calculation _____ _____ ☐ ☐

☐ Buildings/ Passages _____ _____ ☐ ☐

☐ Building Coverage _____ _____ ☐ ☐

☐ Lot Width _____ _____ ☐ ☐

Other Off-Menu Incentives (specify):

TOTAL No. of Incentives Requested: On-Menu___ Not On Menu____

10.   PUBLIC BENEFIT OPTIONS

Select Public Benefit Options that are being requested. A Project requesting Public Benefit Options will be reviewed pursuant to Expanded Administrative Review (LAMC Section 13B.3.2. of Chapter 1A).

☐ **Projects only eligible for the Child Care and Land Donation Public Benefit Options.**
Check this box if the Project is located in:

   1.) a Very High Fire Hazard Severity Zone

   2.) the Coastal Zone

   3.) a Sea Level Rise Area

Public Benefit Option	Permitted	Proposed per Base, On-Menu, or Off-Menu Incentives	Request w/ Public Benefit	Public Benefit Option (Check box if using)
Child Care Facility				☐
Multi-Bedroom Units				☐
Preservation of Trees				☐
Land Donation				☐

Public Benefit Option	Permitted	Proposed per Base, On-Menu, or Off-Menu Incentives	Request w/ Public Benefit	Public Benefit Option (Check box if using)
Active Ground Floor Exemption from Calculation of Floor Area				☐
Privately Owned Public Space				☐
Surveyed Historic Resource Facade Rehabilitation				☐

Other Public Benefit Options:

Is the site mapped for another Public Benefits Set (LAMC Sec. 9.3.4. of Ch. 1A) through an applicable CPIO or Specific Plan?

☐ Yes ☐ No

If yes, Specify which set:

Specify other Public Benefits provided by the project.

Public Benefit Name   Permitted/Proposed per Incentives   Request with Public Benefit Option

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

Cumulative Increase with all utilized Public Benefit Options:

_____

11. WAIVERS

Up to one for Expanded Administrative Review (LAMC Section 13B.3.2. of Chapter 1A), up to three requires Director's Determination (LAMC Section 13B.2.5. of Chapter 1A), and over 3 requires City Planning Commission Review (LAMC Section 13B.2.3. of Chapter 1A). Public Land Projects may seek more than one Waiver through an Expanded Administrative Review, as set forth by the provisions of Section 13B.3.2 (Expanded Administrative Review) of Chapter 1A of this Code, where a project has received a preceding resolution of support from City Council.

Indicate the Waivers being requested.

Waiver Request:	Permitted:	Proposed with Waiver:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Other:

TOTAL No. of Waivers Requested:

12. PROJECT OUTCOMES

Density, FAR, Height, and Parking allowed on site with base zoning:

_____

Density, FAR, Height, and Parking permitted with Incentives, Public Benefit Options, and waivers:

_____

13. COVENANT

All Affordable Housing Incentive Program projects are required to prepare and record an Affordability Covenant to the satisfaction of the LAHD's Occupancy Monitoring Unit **before** a building permit can be issued. For more information, please contact the LAHD at lahd-landuse@lacity.org. Certain Public Benefit Options (Section 10) require covenants recorded with LA County and submitted to City Planning.

14. REPLACEMENT UNITS

Applicants must obtain a Replacement Unit Determination from LAHD pursuant to LAMC Sec. 4C.15. of Ch. 1A.

> *Disclaimer: This review is based on the information and plans provided by the applicant at the time of submittal of this form. Applicants are advised to verify any zoning issues such as height, parking, setback, and any other applicable zoning requirements with LADBS.*