

ADMINISTRATIVE REVIEW



REDEVELOPMENT PROJECT AREA Administrative Review & Referral Form

Related Code Section

Los Angeles Municipal Code (LAMC) Division 13B.12. (Redevelopment Plan Procedures) of Chapter 1A authorizes Redevelopment Plan implementation procedures.

Purpose

This Administrative Review and Referral form determines the appropriate review process for proposed Redevelopment Plan Projects (Project) within a Redevelopment Project Area. Proposed development activity within Redevelopment Project Areas must conform to the Land Uses Permitted in the Project Area section of the respective Redevelopment Plan.

General Information

- A Project includes 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 Division 13B.12. (Redevelopment Plan Procedures) of Chapter 1A for the full definition.
- Visit planning.lacity.gov to review the relevant Redevelopment Plan – Land Uses Permitted in the Project Area.
- Review process options available:
 - Administrative Review - Redevelopment Plan
 - Administrative Review - Design for Development
 - Redevelopment Plan Project Adjustment
 - Redevelopment Plan Project Compliance
- For questions, contact the Redevelopment Plan Unit at planning.redevelopment@lacity.org

Submittal Instructions

To obtain a Redevelopment Clearance or a Pre-Application Review (Referral), please go to our [Online Application Portal](#). If you do not already have an Angeleno account, you will need to **create an account** before submitting the request. Once you have created an account, please click **My Projects** and then click **Create New Project** then click **Redevelopment Project Area Administrative Review (Permit Clearance) or Pre-Application Review (Referral)**.

Please review submittal requirements in [Redevelopment Plan Administrative Review Instructions \(CP-3540\)](#).

Online Application Portal: <https://planning.lacity.gov/oas>

This form shall be completed by the Applicant and reviewed and signed by City Planning DSC Redevelopment Plan Unit Staff prior to filing an application for an entitlement, administrative review, or building permit. Any modifications to the content(s) of this form after its authorization by 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.

TO BE COMPLETED BY THE APPLICANT

Redevelopment Plan Area (select from drop-down menu): Choose an item.

I am requesting a (check one below):

☐ **Permit Clearance(s)** * If there are multiple permit clearance requests for the same site, they should be combined in one application form and one application in the Portal.

☐ **Referral for Case Filing**

Applicant Information

Applicant Name _____

Address _____

Telephone _____ Email _____

Project Information

Note: Include All Lots associated with the Project Site.

Project Address(es): _____

Assessor Parcel Number(s): _____

Existing Zone(s): _____

Project Type(s):	<input type="checkbox"/> Addition	<input type="checkbox"/> Exterior Alteration	<input type="checkbox"/> Sign(s)
	<input type="checkbox"/> ADU	<input type="checkbox"/> Grading / Shoring	<input type="checkbox"/> Soft-Story Retrofit
	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Interior Alteration	<input type="checkbox"/> Wireless
	<input type="checkbox"/> Demolition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Other: _____

Project requests ED1¹ Processing: ☐ Yes ☐ No

ED1 Affordable Unit Count: _____ Total Units (#)

_____ Extremely Low Income _____ Very Low Income _____ Low Income _____ Moderate Income

Project Description (Note: include any requested entitlements):

Please fill in all fields. Use ZIMAS (zimas.lacity.org) to help you fill out property information. Enter "N/A" if the subject does not apply. **(Note: do not leave any blank spaces)**

Lot Area: _____ Project FAR _____

Current Use: _____ Proposed Use _____

Existing Residential (sf): _____ Proposed Residential (sf): _____

Existing Non-Residential (sf): _____ Proposed Non-Residential (sf): _____

Number of new residential units: _____

Number of residential units to remain: _____

Number of residential units to be demolished: _____

Building Permit Number(s): _____

Environmental Review (select one):

☐ Project is Ministerial – Environmental Review Not Required

☐ Not Yet Filed

☐ Filed (Indicate case number) _____

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.

TO BE COMPLETED BY CITY STAFF

Redevelopment Plan Section	Redevelopment Plan Conformance			Staff Comments
	N/A	YES	NO	
General Controls and Limitations				
Redevelopment Plan Map Land Use Designation				
City Zone Designation				
Proposed Use				
Density / FAR Limitation (Broadway Manchester, City Center, Central Industrial, Exposition / University Park, Hollywood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Conforming Uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design for Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Variances, Conditional Use Permits, Building Permits, and Other Land Development Entitlements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Historic Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☐ **ED1 Eligible**

Staff Notes:

Case Number: _____

Signature below only indicates that the Redevelopment Plan Unit staff reviewed the proposed project. All official clearances are noted on the clearance summary sheet for issuance of a permit from LADBS on PCIS, including Administrative Sign-Off/Approval.

ADMINISTRATIVE REVIEW – Project Conforms to Plan. No Referral Required – below Section is N/A. No fee is collected.

Staff Signature	Date	Phone Number
Print Name	Email	

PROJECT PLANNING REFERRAL – Select if Project Compliance or Project Adjustment is required below. Collect required fee(s) prior to filing.

☐ **Project Compliance Required**

☐ **Project Adjustment Required**

INITIAL REVIEW BY

Staff Signature	Date	Phone Number
Print Name	Email	