

REFERRAL FORM



GENERAL PLAN OR SPECIFIC PLAN AMENDMENT Initiation Request

Related Code Section

[Los Angeles City Charter Section 555](#) and [Los Angeles Municipal Code \(LAMC\) Section 13B.1.1. \(General Plan Amendment\) of Chapter 1A](#) authorize the consideration of proposed General Plan Amendment for properties subject to zoning established in either Chapter of the LAMC. [LAMC Section 11.5.6 \(General Plan Amendment\) of Chapter 1](#) contains additional regulations for properties subject to zoning established in Chapter 1 of the LAMC. Procedures for a General Plan Amendment are governed by [LAMC Section 13B.1.1. of Chapter 1A](#).

[LAMC Section 13B.1.2. \(Specific Plan Amendment\) of Chapter 1A](#) authorizes the consideration of proposed Specific Plan Amendments.

Purpose

Under the City Charter and the LAMC, only the City may initiate an Amendment to the General Plan or Specific Plan through action of the City Council, the City Planning Commission, or the Director of Planning. In order for the Director of Planning to initiate a request, this form must be completed in accordance with the Specialized Requirements for General Plan or Specific Plan Amendment ([CP13-7723.1](#)), signed by the Director of Planning, and included with the application package when filed.

I hereby request that the Director of Planning initiate a:

- General Plan Amendment** **Specific Plan Amendment**

From (Zone, Land Use, Subarea): _____

To (Zone, Land Use, Subarea): _____

Property Address: _____

District/Community Plan Area: _____

Project Description: _____

By my signature below, I request the aforementioned Plan Amendment and affirm my understanding that initiation of a plan amendment is within the absolute discretion of the Director of Planning and, if initiated, to ensure a comprehensive review of the request and to avoid discordant planned land use, the Director may initiate additional properties (“added areas”) within the immediate area for a similar plan amendment and, if so, that updated application materials will be required, including but not limited to, the radius maps and an expanded notification list. Further, I acknowledge that in order to comprehensively consider applications for amendments to a given Community Plan, initiation by private parties may be considered or ultimately approved in geographically-based batches, and may require scheduling changes to comply with state or local laws. Additionally, I acknowledge that the Director of Planning reserves the right to require an updated Initiation Request for the project if more than one year has transpired since the referral date, or as necessary to reflect project modifications, policy changes, and/or amendments to the LAMC, local laws, and state laws.

(Signature) Owner Representative

Date

THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF

Planner in Receipt of Request: _____

Initials: _____

Materials Provided: Cover Letter Exhibit Maps
 Management Team Review Date: _____

Pursuant to the Los Angeles City Charter and the LAMC, I hereby:

- Approve the initiation of the plan amendment(s) as requested by the Owner / Representative, as described above.
- Approve the initiation of the plan amendment(s) as requested by the Owner / Representative, as described above, with the following limitations or additional direction:

- Also initiate additional properties (“add areas”) within the immediate area for a similar change of the plan:

From (Zone, Land Use, Subarea): _____

To (Zone, Land Use, Subarea): _____

Property Address: _____

VINCENT P. BERTONI, AICP
Director of Planning

Signature

Date

Note: Authorization expires one year after the above date.