

## REFERRAL FORM



### GENERAL PLAN OR SPECIFIC PLAN AMENDMENT Initiation Request

#### Related Code Section

Los Angeles Municipal Code (LAMC) Sections 11.5.6 (General Plan Amendment) and 11.5.7 G (Specific Plan Amendment) of Chapter 1 authorize the consideration of proposed General Plan or Specific Plan Amendments, respectively. Procedures for a General Plan Amendment are governed by LAMC Section 13B.1.1. of Chapter 1A. Procedures for a Specific Plan Amendment are governed by LAMC Section 13B.1.2. of Chapter 1A.

#### 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): \_\_\_\_\_

on property located at: \_\_\_\_\_

within the: \_\_\_\_\_ District/Community Plan.

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, requests for

initiation by private parties may be considered in such geographically-based batches and review schedule as determined by the Director.

\_\_\_\_\_  
(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): \_\_\_\_\_

on property located at: \_\_\_\_\_

VINCENT P. BERTONI, AICP  
Director of Planning

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date