

## REFERRAL FORM



### GEOGRAPHIC PROJECT PLANNING REFERRAL

Any case filing application submitted to Los Angeles City Planning for a project which is subject to one or more of the following Overlays shall include a completed and signed Geographic Project Planning Referral Form (Referral Form). An [Assignment List](http://planning.lacity.org) can be found on the City Planning website at <http://planning.lacity.org> under the "About" tab.

### APPLICABLE OVERLAYS

- **Specific Plan**
- **Community Design Overlay (CDO)**
- **Neighborhood Oriented District (NOD)**
- **Community Plan Implementation Ordinance (CPIO)**
- **Design Review Board (DRB)**
- **Pedestrian Oriented District (POD)**
- **Sign District (SN)**

Review of the application by Project Planning Staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regards to requested actions or the adequacy of application exhibits/materials pursuant to the applicable Geographic Overlay, which could subsequently delay processing.

City Planning reserves the right to require an updated Referral Form for the project if more than **180 days** has lapsed from the date of the signature provided by the Project Planner, or as necessary to reflect project modifications, policy changes and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

### THIS SECTION TO BE COMPLETED BY APPLICANT

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

**Community Plan Area:** \_\_\_\_\_

**Specific Plan, DRB, CDO, POD, NOD, CPIO, or SN, including Subarea, if applicable:** \_\_\_\_\_

### PROJECT TYPE (check all that apply)

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> <b>New Construction</b> | <input type="checkbox"/> <b>Addition</b> | <input type="checkbox"/> <b>Renovation</b>  | <input type="checkbox"/> <b>Grading</b> |
| <input type="checkbox"/> <b>Change of Use</b>    | <input type="checkbox"/> <b>Signage</b>  | <input type="checkbox"/> <b>Other</b> _____ |   |

**Description of Proposed Project:** \_\_\_\_\_

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## THIS SECTION TO BE COMPLETED BY PLANNING STAFF ONLY

### AUTHORIZATION TO FILE (check all that apply)

#### Specific Plan/SN

- ☐ **Project Permit**
  - ☐ **Minor** (3 signs or less or change of use)
  - ☐ **Standard** (More than 3 signs, wireless equipment, or additions of less than 200 sq. ft.)
    - ☐ Single-Family
  - ☐ **Major** (All other projects)
    - ☐ Single-Family
- ☐ **Modification**    ☐ **Interpretation**    ☐ **Adjustment**    ☐ **Administrative Clearance**
- ☐ **Exception**    ☐ **Amendment**    ☐ **Sign-Off Only**    ☐ **Not a Project**
- ☐ **SB 9 - ADM Case Required**

#### Design Review Board (DRB)

- ☐ **Preliminary Review**                      ☐ **Final Review**

#### CDO/POD/NOD

- ☐ **Design Overlay Plan Approval**
  - ☐ **Minor** (3 signs or less or change of use)
  - ☐ **Standard** (More than 3 signs, wireless equipment, or additions of less than 200 sq. ft.)
  - ☐ **Major** (All other projects)
- ☐ **Sign-Off Only**
- ☐ **Not a Project**
- ☐ **SB 9 - ADM Case Required**

#### Community Plan Implementation Overlay (CPIO)

- ☐ **Administrative Clearance (Multiple Approvals)**
- ☐ **CPIO Adjustment (CPIOA)**
- ☐ **CPIO Exception (CPIOE)**
- ☐ **Potentially Historic Resource**
- ☐ **SB 9 - ADM Case Required**

### Streetscape Plan

☐ Consultation Completed

☐ Not a Project or N/A under Streetscape Plan: \_\_\_\_\_

### ENVIRONMENTAL CLEARANCE

☐ Not Determined

☐ Categorical Exemption (CE)

☐ Environmental Assessment Form (EAF)

☐ Class 32 CE

☐ Existing ENV Case Number: \_\_\_\_\_

☐ ENV Addendum Case Number: \_\_\_\_\_

☐ Other: \_\_\_\_\_

### PUBLIC NOTICING

☐ Public Hearing Required (BTC Required)

☐ Mailing of Letter of Determination

☐ BTC Required

☐ BTC Not Required

See Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

### NOTES:

*Note: Materials and plans have not been checked for full compliance with LAMC or Los Angeles Building Code. A signed Referral Form does not constitute approval of entitlements or the plans submitted at the time of case filing.*

**Project Planning Signature:** \_\_\_\_\_

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

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

**Date:** \_\_\_\_\_

## INSTRUCTIONS

- 1. APPOINTMENTS.** A pre-filing appointment with the planner assigned to the applicable Overlay is required to complete this Referral Form. Please be advised that to file the application, a case filing appointment must be made separately with the Development Services Centers via the City Planning website. Please check the [Development Services](#) page for current protocols.
- 2. REVIEW MATERIALS.** Please provide the following materials:
  - a. Project Planning Referral Form with items in the Project Summary Section completed.
  - b. A complete copy of all application materials, as specified in the Department of City Planning Filing Instructions ([CP-7810](#)) (e.g., DCP Application Form, Project Plans, Site Photographs).
  - c. Specialized Requirements/Findings pertinent to your project.
- 3. OTHER APPLICABLE APPROVALS.** This Referral Form is not intended to provide an exhaustive list of required entitlements. The City of Los Angeles offers several services to assist in identifying required entitlements and if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing, including [DSC Case Management](#) and/or [Preliminary Plan Check](#) with the Los Angeles Department of Building and Safety (LADBS).

## CITY PLANNING OFFICE LOCATIONS

| DOWNTOWN OFFICES   | VALLEY OFFICES   | WEST LA OFFICES  |
|--|--|--|
| DSC Metro Counter<br>Figueroa Plaza<br>201 N Figueroa Street, 4th Floor<br>Los Angeles, CA 90012                                 | DSC Valley Counter<br>Marvin Braude Building<br>6262 Van Nuys Blvd, Suite 251<br>Van Nuys, CA 91401              | DSC West Los Angeles Counter<br>1828 Sawtelle Blvd, 2nd Floor<br>Los Angeles, CA 90025 |
| Major Projects<br>Figueroa Plaza<br>221 N Figueroa St, Rm 1350<br>Los Angeles, CA 90012  | Valley Project Planning Offices<br>Marvin Braude Building<br>6262 Van Nuys Blvd, Suite 430<br>Van Nuys, CA 91401 |  |
| Central Project Planning Offices<br>Los Angeles City Hall<br>200 N Spring Street, Room 621<br>Los Angeles, CA 90012              |  |  |
| West/South/Harbor Project<br>Planning Offices<br>Los Angeles City Hall<br>200 N Spring Street, Room 720<br>Los Angeles, CA 90012 |  |  |