FINDINGS/SPECIAL REQUIREMENTS

HISTORIC PRESERVATION OVERLAY ZONE
Certificates of Appropriateness (COA) and Compatibility (CCMP)

Related Code Section

A Certificate of Appropriateness (COA) for construction, certain additions, alteration or reconstruction of Contributing Elements within a Historic Preservation Overlay Zone (HPOZ) is governed by Los Angeles Municipal Code (LAMC) Section 13B.8.5. of Chapter 1A. A Certificate of Compatibility (CCMP) for construction of a new building or structure on a lot, demolition, or building replacement of an element, identified as Non-Contributing, or not listed, in the Historic Resources Survey for the HPOZ is governed by LAMC Section 13B.8.7. of Chapter 1A.

General Instructions

Schedule a Consultation

Prior to preparing your application for a COA or CCMP, please reach out to your HPOZ planner to discuss the project and schedule a Consultation with the HPOZ Board. HPOZ staff may be contacted on the Planning website.

Department of City Planning Application

☐ Complete the **Department of City Planning Application** (CP13-7771.1) available on the Planning Forms Page. The form must be filled out completely and notarized.

- ☐ LAMC Section 13B.8.5. (Certificate of Appropriateness) of Chapter 1A is the Authorizing Code Section for a COA.
- ☐ LAMC Section 13B.8.7. (Certificate of Compatibility) of Chapter 1A is the Authorizing Code Section for a CCMP.

HPOZ Referral Form

☐ **Signed HPOZ Referral Form** (CP-3523). When a consultation is complete, and you are ready to file an application for a COA or CCMP, please contact the HPOZ Planner and set up an appointment to review your application. If all the requirements are met, the Planner will complete and sign the HPOZ Referral Form (CP-3523), to submit along with your application.

Other Referral Forms

Depending on the type of project, the following referral forms may be required in order to deem an application complete:

- ☐ Geographic Project Planning Referral Form (CP13-7812)
- ☐ Transit Oriented Communities (TOC) Referral Form (CP13-4050)
- ☐ Vesting Housing Crisis Act (HCA) Application (CP13-4062), No Net Loss Declaration (CP-4069) **or** SB8 Replacement Unit Determination (RUD) Letter from LAHD
- ☐ Tree Disclosure Statement (CP-4067) **and/or** Urban Forestry Referral Form (CP-4070)

- ☐ Preliminary Zoning Assessment (PZA) Referral (CP-4064 for Chapter 1, CP-4064.A for Chapter 1A)
- ☐ BOE Preliminary Land Use Report (PLUR)
- ☐ Low Impact Development (LID) Planning Case Referral Form (PCRF) from Bureau of Sanitation
- ☐ BOE Hillsides Referral Form

For more information regarding these forms, please review the Department of City Planning Application Filing Instructions (CP13-7810) and/or consult Planning's Development Services Center (DSC) Staff by scheduling an appointment through our BuildLA Appointment System.

Specialized Requirements

When filing for the above application, the following items are required for a complete application in addition to those specified in the City Planning Application Filing Instructions (CP13-7810):

- ☐ **Historic Resources Survey Page.** Add the survey page of the property (To print survey page please visit ZIMAS.lacity.org, search for the property, open the tab under "Planning and Zoning," click on the "Yes" next to "Historic Preservation Review, then print). If the Historic Resources Survey Page is not available in ZIMAS, contact the HPOZ Planner for a copy of the Survey Page.
- ☐ **Context Analysis** (if applicable)
- ☐ **Findings/Justification.** Address each applicable guideline from the HPOZ Preservation Plan. Provide a response to each guideline explaining how your project complies with that guideline.

Public Noticing

- ☐ Refer to the Instructions for Mailing Procedures (CP13-2074) and Instructions for On-Site Posting of Public Hearing Notices (CP-7762). Certificate of Appropriateness/Compatibility cases require noticing to abutting **owners and occupants** and a posting on site. Please be sure to submit both owner and occupant labels. **Noticing materials must be provided at the time of case filing.**

Case Filing Procedures

- ☐ **Schedule Case Filing Appointment.** The DSC offers Case Filing, Case Condition Clearance, and Consultation services by appointment. Once you have a completed application submittal, you may request a Virtual or In-Person appointment for Case Filing using our BuildLA Appointment system.

- ☐ **Filing Fees** must be paid at the time of filing the Certificate application and the Environmental Clearance. Fees are established in the relevant Fee Article of Chapter 1 or Chapter 1A of the Los Angeles Municipal Code. These fees partially cover the cost of processing applications. A Fee Estimator tool is available on the Planning website. You may also contact the DSC to verify fees.