

REFERRAL FORM



UNIVERSAL PLANNING REVIEW SERVICES Request Form

SECTION 1: UNIVERSAL PLANNING REVIEW SERVICE OVERVIEW

Universal Planning Review offers a broad set of planning pre-application services, including: (1) a single, universal entry point for project reviews by the Department of City Planning, (2) a project-specific assessment of zoning compliance and the required application type(s), and (3) optional application and environmental screening and application filing services for certain qualified projects.

No additional fee is required to use these services.

UPR services are not intended for the administration of building permit clearances. Contact the [public counters](#) for information on how to obtain building permit clearances.

Applicability and Screening

Universal Planning Review Services apply only to projects that meet the applicability [criteria](#) described in [Section 5](#) of this form. To request an applicability-only screening, submit this form on City Planning's [Online Application System](#)¹. No project plans, attachments, additional forms or materials are required for applicability-only screening requests. City Planning staff in another unit may also use this form as a referral to Universal Planning Review Services, if project plans are also provided to substantiate the applicability recommendation. If applicability cannot be determined, the [Development Service Centers' public counters](#)² can offer additional service navigation support.

Basic Service and Full Service Submittal Requirements and Additional Resources

To submit a request for Basic Service or Full Service, include in the submission the information listed in [Section 6](#). Additional resources and review standards are available in Section 6.

SECTION 2: CONTACT INFORMATION

Appointments for informational meetings are available through [BuildLA](#)³

Monday, Tuesday, Thursday, Friday
8:00 AM to 4:00 PM

Wednesday
1:00 PM to 4:00 PM

Address

201 North Figueroa St., Suite 525,
Los Angeles, CA 90012

Phone (213) 202-5464

Email

Planning.UniversalReview@lacity.org

Web <https://planning.lacity.gov/>

¹ <https://planning.lacity.gov/oas>

² <https://planning.lacity.gov/contact/public-counters>

³ <https://appointments.lacity.org/apptsys/Public/Account>

THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF ONLY⁴

SECTION 3: APPLICABILITY SCREENING

Universal Planning Review services apply if the project meets all three applicability criteria shown below and further described in [Section 5](#). This screening is only to determine applicability for the Universal Planning Review pilot and not for the purposes of filing a City Planning Application nor a Building Permit Application.

APPLICABILITY CRITERIA 1: <u>ELIGIBLE GEOGRAPHY</u>		Applicable?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Project Address or Assessor Parcel Number (APN): _____			
Geography (if ineligible): _____			
APPLICABILITY CRITERIA 2: PROJECT TYPE		Applicable?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Commercial (e.g. retail, restaurant, office) <input type="checkbox"/> Industrial/manufacturing <input type="checkbox"/> Institutional (e.g. school, house of worship, museum, cultural/community center) <input type="checkbox"/> Ineligible: _____ (project type)			
APPLICABILITY CRITERIA 3: APPLICATION TYPE⁵		Applicable?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Conditional Use (Class 1) <input type="checkbox"/> Conditional Use (Class 2) <input type="checkbox"/> Zone Variance <input type="checkbox"/> Adjustment (DIR) <input type="checkbox"/> Adjustment (ZA) <input type="checkbox"/> Modification of Approval (Zoning Administrator cases only) <input type="checkbox"/> Public Benefit Project <input type="checkbox"/> Other: _____			
Additional Review Required By: <i>(Please refer to contact list provided)</i>			
<input type="checkbox"/> Redevelopment Unit <input type="checkbox"/> Zoning Review Division <input type="checkbox"/> Affordable Housing Services <input type="checkbox"/> Beverage and Entertainment Streamlining <input type="checkbox"/> Public Counter <input type="checkbox"/> Case Management <input type="checkbox"/> Wireless Telecommunications <input type="checkbox"/> Department of Building & Safety (Zoning determination letter) <input type="checkbox"/> Map Processing <input type="checkbox"/> Project Planning (Specific Plans, Zoning Overlays, Hillside, Coastal)			
Referred by: (City Planning Staff Name)		Signature:	Date:
Referral from _____		(Name of City Planning unit): <input type="checkbox"/> YES <input type="checkbox"/> NO	
Verified by: (UPR Staff Name)		Signature:	Date:
Universal Planning Review Services Applies?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Notes:			

⁴ Any modifications to the content(s) of this form after its authorization by Planning Staff is prohibited. City Planning reserves the right to require an updated Referral Form for the project if more than 180 days has transpired since the referral date, or as necessary, to reflect project modifications, policy changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

⁵ This screening is preliminary and may not include all required entitlements for the project. Additional entitlements may be required after a complete zoning review and entitlement review is conducted.

THIS SECTION TO BE COMPLETED BY THE APPLICANT

SECTION 4: PROJECT INFORMATION

Level of Service Selection

Which of the following services are you requesting:

- Applicability-only Screening** **Basic Service⁶** **Full Service⁶**

For additional information regarding these service options, please see [SECTION 6 of this form](#).

Project Location, Zoning Information

Street Address⁷: _____

Legal Description⁸: (Lot, Block, Tract): _____

Assessor Parcel Number (APN): _____

Project Description /Scope Of Work

Scope of work (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Industrial or Manufacturing | <input type="checkbox"/> Fence and/or Wall |
| <input type="checkbox"/> Institutional (e.g. churches, schools, museums etc.) | <input type="checkbox"/> Wireless Telecommunications |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Alcohol sales/ Entertainment |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Change of Use |

Present Use: _____

Proposed Use: _____

Describe in detail the characteristics, scope and /or operation of the proposed project:

Additional Information Attached:

YES **NO**

⁶ Additional submittal material may be required. See submittal requirements in [Section 6](#) of this form.

⁷ Street Addresses must include all addresses on the subject/ application site (as identified in ZIMAS–<http://zimas.lacity.org>).

⁸ Legal Description must include all contiguously owned properties (even if they are not part of the proposed project site).

Is the project seeking service from the Expedited Processing Section⁹?

YES NO

Existing Site Conditions (Check all that apply)

Site contains Historic Features

Site is undeveloped/unimproved (vacant)

Alley in Rear

Site has existing buildings (provide copies of building permit records)

Proposed Project Information

Demolition of existing buildings/structures

Relocation of existing buildings/structures

Removal of any on-site tree

Removal of any street tree

Removal of protected tree onsite or in public right-of-way

Grading

Haul Route

Additions to existing buildings

Interior remodeling/tenant improvements

Exterior renovation/alteration

Change of use and/or hours of operation

Uses/structures in public right-of-way

Phased project

Dedication _____ ft on

(Street Name(s))

New construction: _____ sq.ft.

City Planning Action(s) Requested (optional)

If known, provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan / Overlay Section from which relief is sought, and follow with a description of the requested action.

Code Section Authorizing the Type of Application: _____

Code Section from which relief is requested (if any): _____

Action Requested: _____

Additional Requests Attached:

YES NO

If the project is directly related to an existing City Planning application, list the relevant case number(s) below and check all that apply.

Case No.: _____ Ordinance No.: _____

Condition Compliance Review

Clarification of Q (Qualified) Condition

Clarification of D (Development) Limitation

Modification of Conditions

Revision of Approved Plans

Amendment of T (Tentative) Classification

Renewal of Entitlement

Plan Approval subsequent to Main Conditional Use

⁹ Basic Service applies to projects using the services of the Expedited Processing Section; however, Full Service does not apply. For more information regarding services provided by the Expedited Processing Section, visit <https://planning.lacity.gov/project-review/expedited-processing-section>

Applicant¹⁰ Information

APPLICANT

Applicant Name: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Are you in escrow to purchase the subject property? YES NO

AGENT / REPRESENTATIVE

Name: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

OTHER (e.g. ARCHITECT, ENGINEER, CEQA CONSULTANT) _____

Name: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Primary Contact¹¹ for Project Information (Select only one, email and phone number required)

Applicant

Agent/Representative

Other

¹⁰ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative)

¹¹ As of June 8, 2022, the Primary Contact for Project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section 49.7.37 (A)(6). An email address and phone number shall be required on the referral form and the email address provided shall match the email address used to create the Angeleno Account.

SECTION 5: SERVICES AND APPLICABILITY

SERVICES

The Universal Planning Review includes two levels of services: Basic Service and Full Service.

Basic Service includes zoning review, entitlement review and Centralized Project Review. The zoning review evaluates whether a project complies with the provisions of the Zoning Code and any other applicable Specific Plan, Zoning Overlay, Supplemental Use District, or Redevelopment plan. The entitlement review identifies relevant review pathways for projects that require more than an administrative clearance. If additional review by other units within the Department is required, Basic Service will facilitate the routing and coordination of pre-application project information to the appropriate units for their review.

Full Service includes entitlement application screening, a CEQA clearance recommendation, and Case intake, in addition to all components of Basic Service.

Basic Service

As of February 17, 2026, Basic Service applies to all eligible projects.

- Centralized project submission
- Zoning review
- Entitlement review
- Post-approval clearances

Full Service

Full Service is an **optional**, pre-filing service available to projects eligible for Basic Service.

- All Basic Service features
- Entitlement application screening
- CEQA screening
- Entitlement case intake options

APPLICABILITY

Basic Service Applicability

Basic Service applies if the project meets three criteria based on the (1) project type, (2) geography, and (3) application type.

1 PROJECT TYPE

Basic Service **DOES** apply to these types of projects:

- Commercial (e.g. retail, restaurant, office)
- Industrial/manufacturing
- Institutional (e.g. schools, community centers, museums)

Basic Service **DOES NOT** apply to these types of projects and requests:

- Any project that involves residential development including mixed-use projects
- Stand-alone wireless telecommunications facilities
- Stand-alone alcohol sales/service and/or public dancing requests
- Stand-alone Lot Line Adjustments or legalization
- Stand-alone signage projects
- Home-Sharing

2 GEOGRAPHY

Basic Service **DOES** apply in the following Specific Plan areas:

- Adaptive Reuse Incentive Areas
- Glencoe/Maxella
- Los Angeles Coastal Transportation Corridor
- San Pedro
- South Los Angeles Alcohol Sales
- West Los Angeles Transportation Improvement and Mitigation

Basic Service **DOES NOT** apply in the following geographies:

- Hillside Areas (subject to the Baseline Hillside Ordinance Map)
 - Downtown Community Plan area
 - Coastal Zone
 - Specified sites within the Palisade Rebuild and Recovery Area
 - Community Design Overlays (CDOs)
 - Community Plan Implementation Overlays (CPIOs)
 - Pedestrian Oriented Districts (PODs)
 - Historic Preservation Overlay Zones (HPOZs);
 - Commercial and Artcraft Districts;
- Specific Plans (unless noted)

3 APPLICATION TYPE

Basic Service applies to projects requiring at least one action under the authority of the [Zoning Administrator](#) or an [Adjustment](#). This applicability criterion will be determined by City Planning staff during an initial screening of individual submissions.

Full Service Applicability

Full Service is available to any project eligible for Basic Service, unless any of the following apply:

- The main City Planning application for the project is already filed
- The project requires an initial decision by the City Planning Commission
- The project will be processed through the [Expedited Processing Section \(EPS\)](#) or the Major Projects Division (e.g. the project requires an Environmental Impact Report (EIR), Sign District, Development Agreement, or project-level Specific Plan).
- The project requires an action under the Subdivision Map Act, such as a Tentative Tract Map or a Preliminary Parcel Map.

SECTION 6: SUBMITTAL REQUIREMENTS

Applicability Screening Only

In order to initiate a request for Universal Planning Review service applicability screening, please submit the Universal Planning Review Services Request Form ([CP-4109](#)). Project plans are required only if the project is referred by other City Planning staff on the [Applicability Screening \(see page 2\)](#).

Basic Service and Full Service

To request Basic Service or Full Service, please submit the following materials and information through City Planning's [Online Application System](#). No appointment is required.

Required:

1. Universal Planning Review Services Request Form ([CP-4109](#))
2. Project plans (Refer to [Plot Plan](#), [Floor Plan](#) and [Elevation Instructions](#))

If applicable:

3. Building records, including Certificates of Occupancy, Building Permits, Covenants or Affidavits (for projects involving a change of use, modifications to existing structures, or on a site with existing structures)
4. Bureau of Engineering Preliminary Land Use Report - PLUR (if the project involves new construction or additions). To obtain a PLUR, visit the BOE Online Portal at <https://engpermits.lacity.org/plur>.
5. Any referral forms, hold letters or correction letters/sheets provided by other City Planning units
6. Redevelopment Project Area Administrative Review & Referral Form ([CP-3621](#))
7. Redevelopment Project Area Design for Development - Signs Administrative Review and Referral Form ([CP-3630](#)) for projects involves signage and are located in the following Redevelopment Project Areas: Adelante Eastside, Broadway Manchester, Council District 9, Crenshaw, Mid City Corridors, Vermont Manchester, Watts Corridors, Western – Slauson, and Westlake

Optional:

8. Zoning Assessment for Universal Planning Review Services ([CP-4110](#)) for non-residential projects

Additional Resources:

[UPR Zoning Assessment \(CP-4110\)](#)

[UPR Contact List \(CP-4111\)](#)