



**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE**

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To: City Departments  
Interested Parties

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Subject: UPDATED IMPLEMENTATION GUIDELINES FOR EXECUTIVE DIRECTIVE 1:  
EXPEDITION OF PERMITS AND CLEARANCES FOR TEMPORARY SHELTERS  
AND AFFORDABLE HOUSING TYPES

On December 16, 2022, Mayor Karen Bass issued [Executive Directive 1 \(ED 1\)](#) to facilitate the expeditious processing of Shelter projects and 100 Percent Affordable Housing Projects to address the housing and homelessness crisis in Los Angeles. Effective immediately, the project review procedures in the Department of City Planning (City Planning), the Department of Building and Safety (LADBS), and the Housing Department (LAHD) are modified in response to ED 1. As directed by ED 1, City Planning shall provide guidelines on the implementation of ED 1 related to applications and permitting processes. This memorandum provides guidance for applicants seeking to file an application for projects that are eligible for the ED 1 Ministerial Approval Process—summarizing eligibility criteria and exceptions, general procedures, project review timelines, filing requirements, City Planning fees, development standards, additional tools and resources, and contact information.

The updates in this March 2024 memorandum include:

1. A new ED 1 Property Owner Declaration to be provided to LAHD as a requirement of project review;
2. Technical clarification on eligibility and City Planning application filing standards to qualify for the ED1 Ministerial Approval Process;

3. Technical updates to LAHD Replacement Unit Determination procedures, reflecting new State law in effect as of January 1, 2024.

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## **I. ED 1 ELIGIBILITY CRITERIA**

ED 1 applies to all Shelter projects and 100 Percent Affordable Housing Projects with an active or valid City Planning application or referral form filed with City Planning, and any ED 1 eligible projects under review by LADBS or LAHD. These projects shall hereafter be referred to as ED 1 projects within this memo.

For the purposes of implementing ED 1, “100 Percent Affordable Housing Project” is defined as:

A housing project with five or more units, and with all units affordable either at 80% of Area Median Income or lower (U.S. Department of Housing and Urban Development (HUD) rent levels), or at mixed income with up to 20% of units at 120% AMI (California Department of Housing and Community Development (HCD) rent levels) and the balance at 80% AMI or lower (HUD/TCAC rent levels), as technically described here: A Housing Development Project, as defined in California Government Code Section (§) 65589.5, that includes 100% covenant-restricted affordable units (excluding any manager’s units) for which rental or mortgage amounts are limited so as to be affordable to and occupied by Lower Income households, as defined in California Health and Safety Code §50079.5, or that meets the definition of a 100% affordable housing development in CA Government Code §65915(b)(1)G), as determined by the Los Angeles Housing Department (LAHD).

This definition is limited to projects that are for rent, as opposed to affordable for-sale projects. [Rent Schedules](https://housing2.lacity.org/partners/land-use-rent-income-schedules) (<https://housing2.lacity.org/partners/land-use-rent-income-schedules>) with the applicable rents by unit size and income category are maintained by LAHD and are updated annually.

As stated in ED 1, projects requiring a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change) or projects seeking a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of dedication/Improvement) are ineligible for the ED 1 Ministerial Approval Process. Projects that require consideration of a

Coastal Development Permit or are subject to the Subdivision Map Act are also ineligible. In no instance shall the project be located in a single family or more restrictive zone.

If a project changes at any time in the review and construction process such that it no longer meets ED 1 eligibility criteria, the project becomes disqualified from ED1 streamlining and all prior determinations on the project become inapplicable. For projects requiring a City Planning application, if a project changes at any point during the City Planning review or post-approval process such that the project would no longer qualify for ED 1 streamlining, a new City Planning application will be required, including new referral forms, the submission of all required filing documents and payment of fees for a new project. For projects submitted to LADBS, applicants should contact the plan check engineer and supervisor to go over the changes and obtain instructions on how to proceed as a regular project outside of the ED 1 processes.

### **ED 1 Declaration Form**

In order for a project to be reviewed under ED1, the owner of each property involved must submit a signed [Property Owner Declaration of Project Eligibility Pursuant to ED 1 \(Declaration\)](https://housing2.lacity.org/wp-content/uploads/2024/01/ED-1-Property-Owner-Declaration-of-Project-Eligibility.pdf) (<https://housing2.lacity.org/wp-content/uploads/2024/01/ED-1-Property-Owner-Declaration-of-Project-Eligibility.pdf>) to LAHD's Land Use Section, confirming that the project is a 100 Percent Affordable Housing Project that is eligible for the benefits provided by ED1, and that the project is being submitted with their knowledge. The property owner shall also submit complete project information, including project identifying information and the unit and AMI breakdown projected as of the date the Declaration is executed. This information shall be set forth in the format provided by the declaration form. Covenants are required to be recorded against the property within 12 months of the submission of the completed Declaration. The declaration may be submitted concurrently with any other application materials, and shall not otherwise delay the commencement of application processing.

## **II. CITY PLANNING PROCEDURES**

In order to implement ED 1, all ED 1 projects will be reviewed through the *ED 1 Ministerial Approval Process*. The ED 1 Ministerial Approval Process provides ED 1 projects with project review streamlining enhancements, shortened review periods at all stages of the City Planning project review process, and reduced filing fees. Projects eligible for the ED 1 Ministerial Approval Process may use the ED 1 Case Intake Instructions and Checklist to guide the preparation of project applications.

### **Pre-Application Timelines and Procedures**

Pre-application referrals within the department shall be reviewed concurrently for ED 1 projects, provided that the request for the referrals along with the applicable materials are submitted through the City Planning's [Online Application System \(OAS\)](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>). City Planning affordable housing referral forms, Redevelopment Project referral forms, Project Planning referral forms, Historic Preservation Overlay Zone referral forms, and Housing Crisis Act Vesting Preliminary Applications shall be assigned to staff for review within two (2) business days

of receipt of all required documents and payment of fees (when applicable). Within ten (10) business days of receiving a complete set of information, staff will either issue the applicable referrals or provide the applicant with all information required in order to issue the referrals.

### **Case Filing Appointments, Fees, and Requirements**

Projects using the ED 1 Ministerial Approval Process may submit a City Planning application through OAS or in-person. Applications for ED 1 projects will receive priority scheduling for case filing appointments.

Visit the [BuildLA](https://appointments.lacity.org/apptsys/Public/Account) website (<https://appointments.lacity.org/apptsys/Public/Account>) to schedule an in-person or virtual appointment to file a City Planning application. Priority case filing appointments will be provided to applicants for projects that qualify for the ED 1 Ministerial Approval Process.

Case filing fees shall be set at “Administrative Review - Major,” plus surcharges, pursuant to Los Angeles Municipal Code (LAMC) Section 19.04 regardless of the number and type of City Planning requests made for the project.

City Planning application filing requirements for projects seeking approval through the ED 1 Ministerial Approval Process are available online at <https://planning.lacity.org/project-review/application-forms>.

The public counters may be reached at [planning.figcounter@lacity.org](mailto:planning.figcounter@lacity.org) and [planning.mbc2@lacity.org](mailto:planning.mbc2@lacity.org) for information and questions on application filing requirements and procedures.

### **City Planning Application Timelines and Procedures**

No later than thirty (30) days after a City Planning application is submitted and fees are paid, City Planning shall provide the applicant a list of all changes, amendments, corrections, amplifications, clarifications, or missing documents necessary to deem an application complete (“deemed complete date”). Ministerial ED 1 approvals shall be decided no later than sixty (60) days after the deemed complete date.

Projects eligible for the ED 1 Ministerial Approval Process shall be exempt from California Environmental Quality Act (CEQA) as a ministerial project and from Site Plan Review procedures, pursuant to LAMC §16.05 (or Project Review, pursuant to LAMC §13 B.2.4, as the Site Plan Review process will be referred to after the July 2023 operative date of Chapter 1A of the new Zoning Code). In addition, no public hearings will be required, and the Administrative Compliance Letter will not be subject to appeals.

Through the ED 1 Ministerial Approval Process, City Planning will review only the objective development standards of the Zoning Code and of any applicable Specific Plans, Redevelopment Plan, Historic Preservation Overlay Zone, Community Plan Implementation Overlay or other Zoning Overlay areas. Any requested State Density Bonus and LAMC bonuses, incentives, waivers and concessions that are allowable through the incentive programs may be used to achieve compliance with applicable objective zoning standards.

### **Building Permit Clearance and Case Condition Clearance Timelines and Procedures**

A clearance to City Planning for Site Plan Review shall not be required for ED 1 projects during the permitting process. In addition, the LAHD affordable housing covenant required for City Planning case condition clearance shall be satisfied with a copy of the signed affordable housing covenant from LAHD at the time of building permit clearance. A copy of the final recorded covenant shall be submitted to City Planning for inclusion in the case file upon receipt from the Los Angeles County Registrar-Recorder.

In order to obtain permit clearances from City Planning, applicants may submit a single request for all clearances through [OAS \(https://plncts.lacity.org/oas\)](https://plncts.lacity.org/oas), where the relevant staff will be notified of a request for clearance from an ED 1 project.

Priority appointments will be provided for ED 1 project applicants to complete Case Condition Clearance and/or Landscape Review and electronic stamping will be provided, when applicable.

For additional information on ED 1 implementation in the processes administered by LADBS, please refer to LADBS' ED 1 implementation guidelines, below.

### **Previously Approved City Planning Cases**

Any previously approved projects that qualify for ED 1 streamlining will not be converted into Administrative Review cases, CEQA cases will not be terminated, and cases will not be eligible for refunds of paid fees. However, previously approved projects that qualify for ED 1 streamlining, will be eligible to receive City Planning building permit clearances or feedback within five (5) business days of applicant request and submittal of required documents and payment of applicable fees, and within two (2) business days of applicant request and submittal of required documents any any applicable fees for Shelters.

## **III. BUILDING AND SAFETY (LADBS) PROCEDURES**

### **Permit Applications and Procedures**

All plan check and inspection procedures will be expedited for review and approvals in the permitting and inspection process within the given applicable timelines of ED 1 and within the boundaries of state and local guidelines.



To apply for a permit for a ED 1 project, applicants can submit complete plans and supporting documents to LADBS using the online permitting system ePlanLA (<https://eplanla.lacity.org>). Once all the required application and submittal documents are submitted, a payment link will be emailed to the applicant. Once plan check fees are paid, the application is deemed complete and officially submitted. Alternatively, the applicant can submit in-person by making an appointment, although online submittals are highly encouraged. Once the plans for the project are officially submitted, the plans will be assigned to a plan check engineer within the LADBS Affordable Housing Section for review. After project review, the applicant will be notified of any comments to address, and relevant clearances will be issued to obtain approval from other Sections and other City Departments. Applicants are encouraged to reach out to the other Sections and City Departments as soon as possible to obtain clearance approvals. Once all comments are addressed and clearances approved, a permit will be issued after final permit fees are paid.

As stated in the above section, a clearance to City Planning for Site Plan Review shall not be required for ED 1 projects.

The Affordable Housing Section has highly experienced Plan Check Engineers who specialize in affordable housing projects and can provide guidance to applicants and consultants regarding the projects under their review.

### **Development Service Case Management**

The Development Services Case Management office (DSCM) is composed of Case Managers from the Department of Building and Safety, City Planning, Department of Public Works Bureau of Engineering, Department of Transportation, and Department of Water and Power. Each project is assigned a Case Manager representing each of these departments as necessary. Case Managers work together as a team to guide a project from pre-development to completion, each providing their expertise in one of the City's major processes – permitting, City Planning approvals, public improvements, and utility design.

ED 1 projects and Shelters will receive priority scheduling of DSCM meeting requests. To schedule a meeting with DSCM, submit a Service Request Form at <https://ladbs.org/services/special-assistance/dscm>.

### **Inspection Timelines and Procedures**

After a permit has been issued, Contractors can schedule inspections online at <https://ladbs.org/services/core-services/inspection> or by phone. Inspections happen at various stages of construction to ensure compliance with the approved plans. Once the construction is complete and all clearances/approvals are obtained from the City Departments, a Temporary Certificate of Occupancy or a Certificate of Occupancy will be issued.

## IV. HOUSING DEPARTMENT PROCEDURES

For all ED 1 projects, the following processes in LAHD will be expedited and simplified wherever possible: (1) Replacement Unit Determinations (RUDs), (2) Affordability Covenants, and (3) Accessible Housing Program (AHP) Accessibility Plan Review and Clearances.

### Replacement Unit Determinations

ED 1 applies to the RUD process required by the Housing Crisis Act of 2019 (California Senate Bill (SB) 330, SB 8, and AB 1218). In order to expedite the RUD, LAHD will utilize a simplified RUD application and review process, implement concurrent review of a RUD application, and implement other related process improvements. These improvements apply to applications already in process, as well as any applications submitted for ED 1 projects going forward.

#### RUD Process Streamlining

- A. **Prioritization of ED 1 Projects:** Land Use Unit staff is responsible for processing RUD applications for both ED 1 projects as well as projects that are not eligible for ED 1 streamlining. Therefore, staff will prioritize and closely track ED 1 projects in order to meet expedited timelines.
- B. **Concurrent Review:** Applicants for ED 1 projects may now apply for RUDs at the same time as applying for review by the City Planning, instead of waiting for the RUD to be approved by LAHD in order to submit their application to City Planning. Processing of RUDs will be undertaken concurrently with City Planning application reviews and completed prior to the issuance of an Administrative Compliance Letter from City Planning.
- C. **Vacancy Verification:** Because all units to be demolished in an ED 1 project will be replaced with a project that is 100% affordable per the definition of an ED 1 project, LAHD will no longer require verification of vacant units through correspondence with the Los Angeles Department of Water and Power (LADWP).
- D. **Simplified requirements and forms.** Land Use Unit staff have revised forms for easier understanding and completion to confirm the level of affordability for required replacement units. Tenants can now complete the Tenant Declaration form by indicating their monthly income without the need to submit backup income documentation. Additionally, LAHD has prepared FAQs and will make them available to tenants to address the most commonly asked questions regarding the process and information needed to ensure the replacement unit requirements satisfy applicable law.

### Affordability Covenants

City-subsidized or incentivized projects must record a covenant to guarantee the affordability of the housing units provided for the duration of the covenant period, which is typically 55 years. In order to expedite the covenant processing timeline, LAHD will utilize a simplified application process and implement concurrent review and processing, among other related process

improvements. These improvements apply to applications already in process, as well as any applications submitted for ED 1 projects going forward.

#### Affordability Covenant Process Streamlining

- A. **Prioritization of ED1 Projects:** Land Use Unit staff is responsible for processing Affordability Covenant applications for both ED 1 projects as well as projects that are not eligible for ED 1 streamlining. Therefore, staff will prioritize and closely track ED 1 projects in order to meet expedited timelines.
- B. **Concurrent Review:** Applicants for ED 1 projects may now apply for both the RUD and Affordability Covenant at the same time, at the beginning of an ED 1 project's review process. This will allow Applicants for ED1 Projects to apply for necessary LAHD review at the same time as applying for their building permit or City Planning review, as applicable. Because the Affordability Covenant requirements must match the final mix of affordable units proposed for a project, the specific terms of the covenant, such as the number of and level of affordability for the covenanted units, will be finalized upon issuance of a final City Planning or LADBS approval for an ED 1 project, and will be in place prior to the commencement of construction.
- C. **Standardization of Affordability Covenants:** Terms and conditions for affordability covenants will be standardized to the extent feasible for each funding and regulatory source that requires an affordability covenant to be recorded.
- D. **Affordability Covenant Recording:** City Planning will accept an unrecorded covenant with Owner/Applicant's signature, instead of requiring a final recorded covenant before issuing City Planning clearance for an ED 1 project applicant's building permit clearance. This will allow other steps in the development process to proceed while the covenant is recorded.

#### **Accessible Housing Program**

The City's ACHP applies to specified housing development projects that are, in main part, financially supported with City funding or financed with state or federal funds through a program administered by the City (Covered Housing Projects). These Covered Housing Projects must comply with the requirements of ACHP, which include compliance with the terms of the Corrected Settlement Agreement (CSA) between the City and private plaintiffs (CSA), the terms of the Voluntary Compliance Agreement (VCA) between the City and HUD, and local, state, and federal accessibility standards. These requirements are identified at the plan review stage, and all Covered Housing Projects must show compliance with applicable accessibility requirements in their approved plans prior to receiving building permits. Once under construction, a Covered Housing Project must be built in compliance with the approved plans and in accordance with the applicable accessibility requirements. Therefore, a Covered Housing Project must receive ACHP clearance prior to the issuance of a Temporary Certificate of Occupancy (TCO) and approval through ACHP confirming the project as in compliance with the CSA and VCA prior to receiving a final Certificate of Occupancy (COO).



AcHP staff will expedite the review and approval process for accessibility plans, expedite clearances for TCOs, and expedite the process for final COO approvals. This will accelerate the construction and occupancy of ED 1 projects that are also Covered Housing Projects, while still enabling the projects to meet the requirements of the CSA and VCA.

### **Accessibility Plan Review and Approval Process Streamlining**

Review and approval of plans for compliance with the accessibility requirements that apply to projects covered by AcHP will be undertaken concurrently with the plan review process of other City departments whenever feasible unless sequential review is requested by the applicant. The following steps and timeframes will apply to the AcHP Accessibility Plan Review process:

1. Screening and Assignment of Accessibility Plan Review Package - 8 Business Days. Applicants shall submit a complete Accessibility Plan Review package to AcHP in order for accessibility plan review to proceed. To ensure application packages are complete, within 8 business days of the initial submittal, AcHP will assign a lead staff person, conduct a screening review of the materials, and inform the applicant for an ED 1 project of any missing or incomplete materials necessary to conduct the full Accessibility Plan Review. Applications for Accessibility Plan Review shall be submitted electronically via [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org) and, to trigger concurrent review, shall be submitted to AcHP at the same time as submitted to LADBS or any other department for that department's plan review. A complete Accessibility Plan Review package shall include:
  - a. 80-100% construction documents (plans),
  - b. Accessibility design review by the ED1 Project's Certified Access Specialist (CAsp),
  - c. Technical Services Request Form (TSR), and
  - d. Copies of any applicable loan applications or funding source documents necessary to verify the accessibility standards that apply to the project, including documentation of Enhanced Accessibility Program features where applicable.
2. Full Accessibility Plan Review - 25 Business Days. Within 25 business days after a complete Accessibility Plan Review package is submitted, assigned AcHP staff will complete the review of the Accessibility Plan Review package, and prepare necessary corrections for the ED 1 project. The corrections will be transmitted to an AcHP supervisor for review and confirmation prior to release to the ED1 Applicant.
3. Supervisor Review and Release of Corrections to Applicant - 5 Business Days. Within 5 business days after the completion of the full Accessibility Plan Review, the AcHP supervisor shall review the materials, and the corrections shall be provided to the applicant. Corrections are issued directly to the ED 1 project applicant.

Corrections shall be made by the applicant for an ED 1 project and returned directly to the AcHP staff assigned to the ED 1 project. When corrections are complete and accessibility plans are ready to be approved, AcHP staff will sign and/or stamp the plans electronically to indicate approval.

## **TCO Clearances and COO Approvals Process Streamlining**

### TCO Clearance

Clearances are required from AcHP prior to issuance of a Temporary Certificate of Occupancy (TCO), which is a necessary step for tenants to occupy ED 1 projects. During construction of an ED 1 project, the City's Neutral Accessibility Consultant (NAC), which is the accessibility expert retained by the City pursuant to the terms of the CSA and VCA, will inspect the ED 1 project and issue any necessary corrections to ensure compliance with applicable accessibility requirements. These inspections are concurrent with other construction progress inspections of the project.

It should be noted that final inspection and verification by the NAC is not a precondition for AcHP to issue its clearance for a TCO. Therefore, AcHP staff will issue a clearance for a TCO within 5 business days of receiving a complete request for a TCO from an applicant for an ED 1 project. The NAC will concurrently conduct any necessary reinspections of the ED 1 project to confirm corrections have been made in accordance with applicable requirements.

### COO Approval

Approval of a COO for an ED 1 project that is a Covered Housing Project does require verification of compliance by the NAC. The verification by the NAC is required in order to confirm compliance with the City's obligations to provide a specified number of accessible units pursuant to the terms of the CSA and VCA. The NAC's verification is a precondition for the City to be able to certify accessible units as in satisfaction of our settlement obligations.

In order to expedite approval of a COO, AcHP staff will schedule the NAC for any necessary site reinspection within 5 business days of a request by an applicant for an ED 1 project to inspect the corrections made. If no further corrections are required as a result of the reinspection, within 5 business days of the NAC's reinspection, the NAC will issue a report indicating there are no further deficiencies. Upon receipt of that report, AcHP staff will issue AcHP approval for the COO.

## **LAHD Contacts for ED 1 Projects**

For questions or further information regarding RUDs or Affordability Covenants, applicants should contact [Lahd-Landuse@lacity.org](mailto:Lahd-Landuse@lacity.org), and indicate "ED 1 Project" in the subject line.

For questions or further information regarding AcHP or to submit an application for AcHP Accessibility Plan Review, applicants should contact [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org).

## **V. DEVELOPMENT STANDARDS, TRIBAL CONSULTATIONS, AND LABOR STANDARDS**

### **Density**

ED 1 projects shall utilize the maximum allowable base density under the zoning ordinance, specific plan or zoning overlay, or General Plan land use designation. Affordable, set-aside units required through either a Density Bonus or TOC request will be calculated based on the maximum allowable density. To determine a project site's applicable zone, specific plan, overlay and General Plan land use visit the [ZIMAS \(http://zimas.lacity.org/\)](http://zimas.lacity.org/) website under the "Jurisdictional" and "Planning and Zoning" tabs.

### **Parking**

Parking reductions may be applied to ED 1 projects consistent with the affordable housing program being utilized, including Density Bonus, Transit Oriented Communities (TOC), and Qualified Permanent Supportive Housing (QPSH) programs. 100 percent affordable housing projects utilizing Density Bonus law (Assembly Bill (AB) 2345) and located within ½ mile of a major transit stop are not required to provide any parking spaces. Housing development projects utilizing any affordable housing program and located within ½ mile of a major transit stop are not required to provide any parking spaces pursuant to AB 2097.

AB 2097 eligibility is available on the [ZIMAS \(http://zimas.lacity.org/\)](http://zimas.lacity.org/) website under the "Planning and Zoning" tab.

### **Height**

In addition to height incentives available under various affordable housing incentive programs, AB 2334 (2022) amended State Density Bonus Law to allow projects in a "very low vehicle travel area" to be eligible for an additional three stories, or 33 feet in height. Check the "Planning and Zoning" tab on [ZIMAS \(http://zimas.lacity.org/\)](http://zimas.lacity.org/) website to find out if a specific site is located in a "very low vehicle travel area," and contact City Planning's Affordable Housing Services Section (AHSS) for information on incentives provided by this law. Contact information is provided below.

### **Vesting of City Ordinances, Policies, and Standards**

An ED 1 project may qualify for vesting of City ordinances policies and standards through either the submittal of plans sufficient for a complete plan check to LADBS, consistent with LAMC §12.26-A.3 or the submittal of a complete Housing Crisis Act (HCA) Vesting Preliminary Application prior to case filing. The vesting provisions that apply to projects associated with the SB 35 Ministerial Approval Process, a legislative action or a subdivision do not apply to ED 1 projects.

## **Tribal Consultations and Labor Standards**

AB 168 Tribal Scoping Consultations for SB 35 projects and AB 52 tribal consultations do not apply to projects using the ED 1 Ministerial Approval Process. The labor provisions of Section 403 of the SB 35 Guidelines and Los Angeles Municipal Code §11.5.11(i) for projects requiring a legislative action also do not apply to projects using the ED 1 Ministerial Approval Process.

## **VI. ADDITIONAL RESOURCES AND TOOLS**

In an effort to fully implement ED 1, City Planning is making the following technology updates to existing online resources to further enhance usability for City staff and applicants:

### **Executive Directive 1 (ED 1)**

[Executive Directive No. 1 – Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types](#) was signed by Mayor Karen Bass and issued on December 16, 2022. ED 1 aims to expedite project and funding approvals for eligible ED 1 projects

### **ED 1 Web Map**

The citywide ED 1 web map locates all ED 1 projects that filed a City Planning case or a LADBS plan check application. The web map also provides links to project descriptions and status and other relevant map layers.

### **ED 1 City Planning Case Filing Instructions and Intake Checklist**

The ED 1 case filing instructions will provide relevant information and requirements applicable only to projects to be reviewed through the ED 1 Ministerial Approval Process.

### **ZIMAS**

City Planning's [Zoning Information and Map Access System \(ZIMAS\)](http://zimas.lacity.org/) (<http://zimas.lacity.org/>) is a web-based mapping tool that provides zoning, ED 1 and an array of site-specific information to help with making informed land use decisions. [Additional information and tutorials on ZIMAS](https://planning.lacity.org/zoning/zoning-search) (<https://planning.lacity.org/zoning/zoning-search>) are available on the City Planning department website.

### **Online City Planning Submissions**

The [Online Application System](https://plncts.lacity.org/oas) (OAS) (<https://plncts.lacity.org/oas>) can be used to submit a request for relevant referral forms processed by City Planning, as well as application submissions, building permit clearances, and case condition clearances.

## **In-Person Submissions and Informational Appointments**

In-person filing appointments and informational meetings with City staff can be made through the [BuildLA appointment system](https://appointments.lacity.org/apptsys/Public/Account) (<https://appointments.lacity.org/apptsys/Public/Account>).

## **City Planning Fee Estimator**

Obtain an estimate of City Planning fees using the [City Planning Fee Estimator](https://planning.lacity.org/development-services/fee-estimator) (<https://planning.lacity.org/development-services/fee-estimator>). For ED 1 case filing fees, select “Select from All Fees,” and then “ED1-Executive Directive 1.”

## **LADBS ePlanLA**

[ePlanLA](https://eplanla.lacity.org/) (<https://eplanla.lacity.org/>) is an online service for submitting plans for plan check, applying for permits, and tracking the progress of these applications.

## **Optional HCA Vesting Preliminary Applications**

An optional HCA Vesting Preliminary Application may be submitted through [OAS](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>).

## **VII. CONTACT INFORMATION**

### **CITY PLANNING**

#### **City Planning Public Counters**

City Planning’s public counters offer in-person and virtual services, including application submissions, building permit clearances and answers to general questions. To make an appointment for case filing, case condition clearances, building permit clearances, or other inquiries, an appointment may be made through [OAS](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>). Inquiries can also be sent to the Metro Public Counter at [Planning.figcounter@lacity.org](mailto:Planning.figcounter@lacity.org) or the Van Nuys Public Counter at [Planning.mbc2@lacity.org](mailto:Planning.mbc2@lacity.org).

- [Locations & Hours | Los Angeles City Planning \(lacity.org\)](#)
- (<https://planning.lacity.org/contact/locations-hours>)

#### **Affordable Housing Services Section (AHSS)**

The Affordable Housing Services Section offers specialized, technical assistance, and processing of pre-application referral forms for a number of affordable housing programs including:

- Executive Directive 1
- Density Bonus
- Transit Oriented Communities (TOC)



- Measure JJJ
- Qualified Permanent Supportive Housing (QPSH)

For affordable housing inquiries, please email [Planning.PriorityHousing@lacity.org](mailto:Planning.PriorityHousing@lacity.org).

### **Redevelopment Plan Area (RPA) Projects**

Each Redevelopment Plan has a unique set of land use regulations. Development projects located within Redevelopment Project Areas are reviewed for compliance with the Redevelopment Plans. For general Redevelopment Plan inquiries, please email [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org). For administrative review and building permit clearances, submit requests through the [online application portal \(https://plncts.lacity.org/oas\)](https://plncts.lacity.org/oas).

### **City Planning Case Management**

In partnership with LADBS, City Planning offers [Development Services Case Management \(DSCM\)](https://www.ladbs.org/services/special-assistance/dscm) (<https://www.ladbs.org/services/special-assistance/dscm>): the main portal for consultation, assistance and troubleshooting for complex development projects requiring interdepartmental approvals. The office brings together case managers from various city departments, including City Planning, Building and Safety, Engineering, Transportation, and Water and Power. For City Planning Case Management inquiries, please email [Planning.CaseManagement@lacity.org](mailto:Planning.CaseManagement@lacity.org)

### **Housing Crisis Act Vesting**

Most housing projects qualify to submit an optional [HCA Vesting Preliminary Application](#), which "locks in" local planning and zoning rules at the time the complete application is submitted. To initiate a request for HCA vesting rights, submit a [Housing Crisis Act Vesting Preliminary Application \(CP-4062\) Form](#) and the required materials through City Planning's [Online Application Portal](#). Email [Planning.HCA@lacity.org](mailto:Planning.HCA@lacity.org) or visit [City Planning's HCA implementation page \(https://planning.lacity.org/development-services/housing-crisis-act\)](https://planning.lacity.org/development-services/housing-crisis-act) for more information.

### **LADBS**

#### **Affordable Housing Section**

The Affordable Housing Section to help expedite the permitting process for affordable housing development projects by streamlining and providing flexibility in the submittal procedures.

For affordable housing inquiries, please email [ladbs.ahs@lacity.org](mailto:ladbs.ahs@lacity.org)

### **LAHD**

The Land Use Unit process applications for RUDs and Affordability Covenants. For questions or further information regarding RUDs or Affordability Covenants, applicants should contact [Lahd-Landuse@lacity.org](mailto:Lahd-Landuse@lacity.org), and indicate "ED 1 Project" in the subject line.



Updated Implementation Guidelines for Executive Directive 1, Mayor Karen Bass

AcHP's Retrofit Unit is responsible for Accessibility Plan Review and Approval as well as the necessary LAHD clearances and approvals for TCOs and final Certificates of Occupancy. For questions or further information regarding AcHP or to submit an application for AcHP Accessibility Plan Review applicants should contact [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org).

Applicable rent schedules can be seen on LAHD's website at the following link: <https://housing.lacity.org/partners/land-use-rent-income-schedules>