

REFERRAL FORM



NUISANCE ABATEMENT/REVOCATIONS REFERRAL

Any case filing application submitted to Los Angeles City Planning for a request that is subject to one or more of the following filing types shall include a completed and signed Nuisance Abatement/Revocations Referral Form.

APPLICABLE FILINGS:

- **Plan Approval for Condition Compliance Review (LAMC Section 12.27.1 C.3)**
- **Modification of an Administrative Decision, Imposed Condition(s), or Discretionary Zoning Approval made pursuant to LAMC Section 12.27.1 (LAMC Section 12.27.1 E.)**

Review of the application by Nuisance Abatement/Revocations Staff is intended to identify the documents and materials required for the specific application type and to provide the Applicant with early notification of any issues with regards to the adequacy of application exhibits/materials pursuant to the applicable request, which could subsequently delay processing.

THIS SECTION TO BE COMPLETED BY APPLICANT

If the Applicant is requesting to modify/eliminate any condition(s) imposed, specify the condition number as stated in the previous determination letter.

PROPERTY INFORMATION

Business Name (DBA): _____

Property Owner: _____

Business Owner: _____

Business Operator: _____

Property Address: _____

Request(s): _____

Modification Request(s): _____

THIS SECTION TO BE COMPLETED BY PLANNING STAFF ONLY

DOCUMENTS AND MATERIALS REQUIRED (check all that apply)

- ☐ Department of City Planning Application ([CP-7771.1](#))
- ☐ All Letter of Determination(s) (LODs) issued for previous nuisance abatement/revocation actions on site
- ☐ Copy of recorded certified Covenant and Agreement for most recent LOD(s)
- ☐ Proof of payment for previous City Planning invoices issued related to nuisance abatement/revocation actions on site
- ☐ Mailing Notification Materials¹
 - ☐ BTC receipt
 - ☐ Mailing List & Labels for all Owners and Occupants within a 500-foot radius of the subject site
 - ☐ Mailing List & Labels for the Property Owner, Business Owner, and Business Operator, and all other members of the Project Team, as identified on the Department of City Planning Application ([CP-7771.1](#))
 - ☐ 500-foot Radius Map
- ☐ Condition Compliance Report with supporting documentation
- ☐ Plot Plan / Site Plan / Floor Plans - drawn to scale
- ☐ Justification for not requiring future compliance review(s)
- ☐ Justification for the request to modify/eliminate operational condition(s)
- ☐ Duplicate Case Files. In addition to the materials required on the Department of City Planning Application Filing Instructions ([CP-7810](#)), the following Duplicate Case Files shall be provided and include the items checked below.
 - ☐ Department of City Planning Application ([CP-7771.1](#))
 - ☐ All LODs issued for previous Nuisance Abatement/Revocation actions onsite
 - ☐ Plot Plan / Site Plan / Floor Plans - drawn to scale
 - ☐ Justification for not requiring future compliance review(s)
 - ☐ Justification for the request to modify/eliminate operational condition(s)

¹ See the Mailing Procedures Instructions ([CP-2074](#)) for further instructions. Note that materials listed under "Project Planning Submittal" will be required at the time of case filing.

FILING FEES

The fee for the Plan Approval for Revocation Case pursuant to LAMC Section 19.01 N shall be required at the time of filing. Note that the cited fees are prior to surcharges.

- ☐ Plan Approval for Condition Compliance Review. Fees charged pursuant to LAMC Section 19.01 N.
- ☐ Modification of an Administrative Decision, Imposed Condition(s), or Discretionary Zoning Approval, initiated by the Applicant and not in conjunction with filing of Plan Approval/Condition Compliance Review. Fees charged pursuant to LAMC Section 19.01 N.

NOTES:

Note to Applicant:

For applications filed pertaining to appeals, Plan Approval, Modification of an Administrative Decision, the property owner and/or business owner/operator, as well as all agents/representatives/associates affiliated with the property and business, who files an application on behalf of the property owner and/or business owner/operator, said individual shall be considered as the Applicant.

The property owner and/or the business owner/operator shall reimburse the City of Los Angeles applicable fees and surcharges for the subject application, as set forth in LAMC Section 19.01.

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 the Applicant's request(s).

Planning Staff Signature: _____

Print Name: _____

Phone Number: _____ **Date:** _____

INSTRUCTIONS

- 1. APPOINTMENTS.** A pre-filing appointment with Nuisance Abatement/Revocations Staff is required to complete this Referral Form. To schedule an appointment, contact revocationsunit@lacity.org and (213) 978-1318.

Please be advised that to file the application, a case filing appointment must be made separately with the Development Services Centers (DSCs) via the City Planning website. Please check the [Development Services](#) page for current protocols.

- 2. REVIEW MATERIALS.** Please provide the following materials for your appointment, as applicable:
- Documentation to support the Condition Compliance Report (e.g., photographs, security logs, security agreement, complaint monitoring, STAR training certificates, Acknowledgment of Conditions, recorded covenants, approved site/floor plans, and receipts)
 - Justification for not requiring future compliance review
 - Justification for the request to modify/eliminate operational conditions

CITY PLANNING OFFICE LOCATIONS:

DOWNTOWN OFFICES	VALLEY OFFICES	WEST LA OFFICES
DSC Metro Counter Figueroa Plaza 201 N Figueroa Street, 4th Floor Los Angeles, CA 90012	DSC Valley Counter Marvin Braude Building 6262 Van Nuys Blvd, Suite 251 Van Nuys, CA 91401	DSC West Los Angeles Counter 1828 Sawtelle Blvd, 2nd Floor Los Angeles, CA 90025
Nuisance Abatement/Revocations Unit Los Angeles City Hall 200 N Spring Street, Room 763 Los Angeles, CA 90012		