

FACT SHEET

Zoning Review Transfer Ordinance

CPC-2025-5392-CA

ENV-2025-5393-CE

Summary

All projects submitted for permit approval must undergo a ministerial (“by-right”) review for compliance with zoning regulations as a part of our City’s existing “plan check” process (also referred to as “zoning review”). Currently, this review is conducted by the Department of Building & Safety (DBS).

In an effort to improve services, the City Council and Mayor directed the Department of City Planning (DCP), through the 2025-26 Budget, to assume the responsibility for conducting the zoning review portion of the plan check process. By placing existing zoning-related processes within City Planning, the City of Los Angeles is creating an opportunity for a seamless review of zoning regulations and improved response times. This transfer of responsibility will also facilitate improved communication between applicants and City Planning staff conducting zoning review and processing discretionary review applications.

To implement this, City Planning is proposing technical code amendments that will transfer these existing zoning review functions from the Department of Building & Safety to City Planning, and clarify the updated inter-departmental roles related to these functions. The proposed amendments do not result in any significant changes to any of the existing functions and solely focus on the necessary modifications required for their transfer to City Planning.

Background

The 2025-26 Budget adopted by the City Council and Mayor includes the creation of a new Development Services Bureau within the Department of City Planning, and the functional transfer of Zoning Review staff and zoning plan check responsibilities from the Department of Building and Safety to City Planning.

On August 29, 2025 the City Council approved a Motion ([Council File 25-0572](#)) directing City Planning to report back on the progress to date in establishing the new Bureau and identify any necessary administrative or legislative actions for the establishment of the Bureau and the transfer of Zoning Review.

In a September 3, 2025 report to the Planning and Land Use Management Committee, City Planning responded to the above motion and identified the need for technical amendments to the Los Angeles Municipal Code (LAMC) to clarify departmental authorities and ensure consistent and streamlined processes without any disruption of service.

To that end, the Director of City Planning initiated the Zoning Review Transfer Ordinance to clarify the updated departmental roles related to these functions. The draft Zoning Review Transfer Ordinance was released for public review on October 23, 2025 and the legislative adoption process is anticipated to take place in December/January 2025-26.

Key Provisions

The proposed technical Code amendments to the administrative provisions are sorted into three main updates:

- **Identification of Departmental Roles and Responsibilities** - amendments to clarify the authority and responsibility of City Planning for zoning review functions.
- **Transfer of Existing Zoning Plan Check and Modification Process** - amendments to create the ministerial Zoning Plan Check process within Article 13 of Chapter 1A of the Zoning Code (Processes and Procedures) and to move modification provisions relating to existing Department of Building & Safety authority into the Zoning Code for continuity of services.

Summary Table of Proposed Changes by Category

Los Angeles City Planning is looking to make targeted revisions to both Chapter I (Original Zoning Code) and Chapter 1A (New Zoning Code) of the LAMC that include the following changes:

TOPIC	PROPOSED AMENDMENT	REASON FOR AMENDMENT	RELEVANT CODE SECTIONS
Transfer of Zoning Plan Check Process	Transfer of Zoning Plan Check Process from DBS to DCP	Codifies the Zoning Plan Check process as a component of permit review	Chapter I: None Chapter 1A: Div. 13B.3.
Transfer of Slight Modification Authority	Transfer of authority from DBS to Subsection D. (Decision) of the Zoning Plan Check process under DCP Renaming to “Administrative Modification of Yard, Area, Parking Facility, and Loading Space Requirements” for clarity and to distinguish between other Zoning Code sections	Modification authority relates to implementation of zoning code and ordinances, which is being transferred to City Planning	Chapter I: Sec. 12.21 A.4(m)(1) through (3); Sec. 12.21 C.6(g); Sec. 12.26 B.; Sec. 14.00 A.12(b)(1) Chapter 1A: Sec. 13B.3.3.D.3.; Sec. 13B.10.1.
Notification and Letter of Determination Distributions to LADBS	Removal of certain document distributions to the Department of Building & Safety, which will no longer require receipt	Zoning review staff is moving to the Department of City Planning, making these distributions redundant	Chapter I: Sec. 12.32 R.2(g); Sec. 13.07 F.2.; Sec. 13.08 E.2. Chapter 1A: Sec. 13B.2.4.D.7.c.; Sec. 13B.4.2.D.4.; Sec. 13B.4.3.D.6.; Sec. 13B.4.4.D.4.; Sec. 13B.4.5.D.6.; Sec. 13B.4.6.D.4.; Sec. 13B.5.3.D.6.; Sec. 13B.5.3.G.4.e.
Update Reviewing Authority of Appeals from LADBS Determinations	Change the reviewing authority from Director of Planning to Zoning Administrator	Reflects current practice that the Zoning Administrator reviews and determines these appeals on behalf of the Director of Planning	Chapter I: None Chapter 1A: Sec. 13A.1.6.D.2.; Sec. 13A.1.7.D.1.; Sec. 13B.10.2.
References to LADBS Zoning Review Authority	Change in agency from the Department of Building & Safety to the Department of City Planning or cite the new	Reflection of modified zoning review and zoning information authority	Chapter I: Sec. 12.21.2 B.5; Sec. 12.22 A.25(a); Sec. 12.22 A.37(d)(1); Sec. 12.22 A.38(d)(1); Sec. 12.22

TOPIC	PROPOSED AMENDMENT	REASON FOR AMENDMENT	RELEVANT CODE SECTIONS
	Zoning Plan Check code section		A.39(d)(1) Chapter 1A: Sec. 1.4.5.B.; Sec. 9.2.1.D.1.a.; Sec. 9.2.2.D.1.a.; Sec. 9.2.3.D.1.a.; Sec. 9.2.4.D.1.a.; Sec. 9.2.5.D.1.a.; Sec. 13A.1.8.B.2.
Technical Corrections and Edits	Updates to various sections to address typographical errors	Correction of typographical errors	Chapter I: Sec. 14.00 A.12(b)(1) Chapter 1A: Sec. 13B.5.3.D.6.; Sec. 13B.5.3.G.4.e.
	Updates to various tables to reflect Processes & Procedures Maintenance Ordinance text changes	Technical edits to various tables to reflect applicable text and citation changes	Chapter I: None Chapter 1A: Sec. 13A.2.2.; Sec. 13A.2.4.; Sec. 13A.2.10.

Frequently Asked Questions

Will there be any changes to or reduction of zoning review services currently available through the Department of Building and Safety?

All existing services, including: zoning plan check, slight modifications of yards and parking areas (to be called Administrative Modifications in the future), and public zoning information will continue to be provided. The department responsible for these services will change from Building and Safety to City Planning resulting in some changes to forms and procedures. There will be no regulatory changes, no reduction in services, and no introduction of new fees associated with the transfer of zoning review to City Planning.

Applicants seeking project approvals will continue to begin the permitting process either at the Department of Building and Safety by applying for a building permit, where they will then be routed to City Planning for zoning review, or at City Planning by applying for a ministerial or discretionary project approval, as applicable. Additionally, all appeals of building permits will continue to be directed to the Department of Building and Safety.

When will this change take place?

City Planning will assume zoning review responsibility for projects applying for a permit through a phased implementation plan over Fiscal Year 2025-26 (transitioning through July 1, 2026 for full implementation). This effort will be an iterative process and has the Department's full commitment to improved service delivery.

Will this Ordinance impact the zoning of my property?

No. The proposed Zoning Review Transfer Ordinance does not revise the zoning applied to any property in the City, including those located within any historic district or overlay. The Zoning Review Transfer Ordinance will solely amend the administrative provisions of the Zoning Code to authorize City Planning to conduct the zoning review component of plan check, and other zoning-related functions currently performed by the Department of Building and Safety.

What is the legislative adoption process and how long will it take?

The Zoning Review Transfer Ordinance is anticipated to undergo the legislative process commencing with the release of the draft ordinance for public review in October of 2025. This legislative process includes the following milestones:

- October 23, 2025 - City Planning released a draft Zoning Review Transfer Ordinance
- November 18, 2025 - City Planning hosts Virtual Information Session and Public Hearing
- November 25, 2025 - Public comment period ends for staff recommendation report (send to andrew.jorgensen@lacity.org), after this date comments may be sent directly to City Planning Commission (send to cpc@lacity.org)
- (Tentative) December 11, 2025 - City Planning Commission considers Transfer Ordinance
- (Tentative) December/January 2025-26 - Transmittal of City Planning Commission Recommendation to City Council, followed by Planning & Land Use Committee (PLUM) & City Council consideration of the Zoning Review Transfer Ordinance

Who can I contact for more information?

Please submit your questions and comments for the proposed ordinance to Andrew Jorgensen andrew.jorgensen@lacity.org or Clare Kelley clare.kelley@lacity.org.