

REFERRAL FORM



GENERAL PLAN OR SPECIFIC PLAN AMENDMENT Initiation Request

Related Code Section

Los Angeles Municipal Code (LAMC) Section 11.5.6 and 11.5.7 G establishes the procedure to initiate consideration of a proposed General Plan or Specific Plan Amendment, respectively.

Purpose

Under the City Charter and the Los Angeles Municipal Code, only the City may initiate an Amendment to the General Plan or Specific Plan through action of the City Council, the City Planning Commission, or the Director of Planning. In order for the Director of Planning to initiate a request, this form must be completed in accordance with instructions form ([CP-7723.1](#)), and signed by the Director of Planning, and included with the application package when filed.

I hereby request that the Director of Planning initiate a:

- General Plan Amendment Specific Plan Amendment

From: _____
(Zone, Land Use, Subarea)

To: _____
(Zone, Land Use, Subarea)

on property located at: _____

within the: _____ District/Community Plan.

Project Description: _____

By my signature below, I request the aforementioned Plan Amendment and affirm my understanding that initiation of a plan amendment is within the absolute discretion of the Director of Planning and, if initiated, to ensure a comprehensive review of the request and to avoid discordant planned land use, the Director may initiate additional properties ("added areas") within the immediate area for a similar plan amendment and, if so, that updated application materials will be required, including but not limited to, the radius maps and an expanded notification list.

(Signature) Owner Representative

Date

THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF

Planner in receipt of request: _____

Initials: _____

Materials Provided:

Cover Letter

Exhibit Maps

Management Team Review **Date:** _____

Pursuant to the Los Angeles City Charter and the LAMC, I hereby:

Approve the initiation of the plan amendment(s) as requested by the Owner / Representative, as described above.

Approve the initiation of the plan amendment(s) as requested by the Owner / Representative, as described above, with the following limitations or additional direction:

Also initiate additional properties (“add areas”) within the immediate area for a similar change of the plan:

From: _____
(Zone, Land Use, Subarea)

To: _____
(Zone, Land Use, Subarea)

on the property(ies) located at: _____

VINCENT P. BERTONI, AICP
Director of Planning

Signature

Date