

REFERRAL FORM

AFFORDABLE HOUSING INCENTIVE PROGRAM Public Land Project



This form applies to properties subject to zoning established in Chapter 1 of the Los Angeles Municipal Code (LAMC). For properties subject to zoning established in Chapter 1A of the LAMC, please use form [CP-4099.A](#). For more information on a property's applied zoning, visit zimas.lacity.org

This form is to serve as a referral to the Los Angeles City Planning's Development Services Center (DSC) for Public Land Project cases filed under the Affordable Housing Incentive Program of LAMC Section 12.22 A.39 of Chapter 1 (in addition to the required City Planning Application and any other necessary documentation); and to the City of Los Angeles Housing Department (LAHD), Department of Building and Safety (LADBS), or other City agency for project status and entitlement need purposes. All Applicants are required to provide a complete set of architectural plans at the time that this form is submitted for review. Any application submitted that is missing any required materials will be considered incomplete and will not be reviewed until all materials are submitted.

This form shall be completed by the Applicant and reviewed and signed by City Planning DSC Affordable Housing Services Section (AHSS) Staff prior to filing an application for an entitlement or administrative review. Any modifications to the content(s) of this form after its authorization by AHSS Staff is prohibited. City Planning reserves the right to require an updated Referral Form for the project if more than 180 days have transpired since the referral date, or as necessary, to reflect project modifications, policy changes, bus route changes, bus schedule changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

If a project is only seeking base incentives and on-menu incentives, and no other discretionary approval, this form is not required and the project may proceed directly to the Department of Building and Safety to apply for a building permit.

Note: This Referral Form does not constitute a City Planning application. See the Forms webpage for City Planning Application ([CP13-7771.1](#)) and the City Planning Application Filing Instructions ([CP13-7810](#)). If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans, as some have additional or different requirements. An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.org> under the "About" tab, under "Staff Directory."

THIS SECTION TO BE COMPLETED BY AHSS STAFF ONLY

Planning Staff Name & Title: _____

Planning Staff Signature: _____

Referral Date: _____

Expiration Date: _____

Case Number: _____

- Environmental Factors:** In a Very High Fire Hazard Severity Zone
 In The Coastal Zone
 In a Sea Level Rise Area

- Historic Resources:** Designated Historic Resource
 Non-Contributing Element

- Eligibility Subarea:** Within a ½ mile of a Major Transit Stop or a Low Vehicle Travel Area
 In a Moderate, High, or Highest Resource TCAC Opportunity Area
 Citywide (in neither of the above areas)

- Ownership:** The Ownership Documentation Checklist (CP-4101) with required documents attached has been submitted

- Procedure Review:** Ministerial Review: Department of Building and Safety
 Ministerial Review: Expanded Administrative Review
 Discretionary Review: Director’s Determination (DIR)
 Discretionary Review: City Planning Commission Review (CPC)

Notes:

THIS SECTION TO BE COMPLETED BY THE APPLICANT

APPLICANT REQUESTING:

Public Land Project (Per LAMC Section 12.22 A.39 of Chapter 1)

Other project types under the Affordable Housing Incentive Program (LAMC Section 12.22 A.39 of Chapter 1) require a different [referral form](#): One-Hundred Percent Affordable Housing Projects (CP-4097 per LAMC Section 12.03 of Chapter 1), Faith-Based Organization Projects (CP-4098 per LAMC Section 12.22 A.39(b) of Chapter 1), Shared Equity Projects (CP-4100 per LAMC Section 12.22.A.39(b) of Chapter 1)

The Ownership Documentation Checklist (CP-4101) is included within the application:

Yes No

A Resolution from the Los Angeles City Council is included with a cover letter in attachment to CP:

Yes No

Other Programs and Streamlining Being Requested:

ED 1¹ Housing Element Site (ZI-2534 or ZI-2535)²

Type I Unified Adaptive Reuse³ SB 4, CGS 65913.16 Measure JJJ SB 35

Other (specify):

APPLICANT INFORMATION

Applicant Name: _____

Phone Number: _____

Email: _____

I. PROPOSED PROJECT

1. PROJECT LOCATION/ZONING

Project Address(es): _____

Assessor Parcel Number(s): _____

Community Plan: _____

Zone: _____

Land Use Designation: _____

Corresponding Zones: _____

Number of Parcels: _____

Project Site Area (sf)⁴: _____

¹ Refer to [Executive Directive 1 Implementation Guidelines](#) for qualifying criteria. If the project is determined to be ineligible for ED 1, a new Referral Form will need to be obtained.

² Pursuant to LAMC Ch.1 Section 16.70 E. of Chapter 1, Housing Development Projects located on these sites that reserve at least 20 percent of the units for Lower Income Households shall be subject to Ministerial Approval.

³ See LAMC Section 12.22 A.26(h)(1) of Chapter 1 for additional requirements associated with a Type I Unified Adaptive Reuse Project.

⁴ Applicant should use official survey site area, if survey is provided.

Other Site Regulations:

- Specific Plan DRB/CDO HPOZ Enterprise Zone
- Redevelopment Project Area Designated Historic Resource
- Non-Contributing Element CPIO Other

If applicable, specify: _____

Housing Element Inventory of Sites: Yes No

Q Condition/D Limitation (Ordinance No. and provide a copy): _____

Other Pertinent Zoning Information (Including General Plan footnotes, etc; specify):

II. PROJECT INFORMATION

2. DESCRIPTION OF PROPOSED PROJECT (Specify Use(s), Height, Stories, Total Units, and Floor Area)

3. EXISTING USE

A. Describe Existing Development:

Existing Uses Dwelling Unit (DU) Square Footage (SF)	Existing No. of DUs or Non-Residential SF	Existing No. of DUs or Non-Residential SF to be Demolished	Proposed No. of DUs, Shared Housing Units (SHU) or Non-Residential SF ⁵
Guest Rooms / SHUs			
Studio			
One Bedroom			
Two Bedrooms			

⁵ Replacement units shall comply with LAMC Sections 16.60 & 16.61. Request more information from the Los Angeles Housing Department.

Existing Uses Dwelling Unit (DU) Square Footage (SF)	Existing No. of DUs or Non-Residential SF	Existing No. of DUs or Non-Residential SF to be Demolished	Proposed No. of DUs, Shared Housing Units (SHU) or Non-Residential SF ⁵
Three Bedrooms			
____ Bedrooms			
Non-Residential SF			
Other			

B. Describe Previous Cases Filed:

Previous Cases	1	2	3
Case No(s):			
Date Filed:			
Date Approved:			
End of Appeal Period:			
Environmental Case No.:			

4. APPLICATION TYPE

Indicate requested incentives (On or Not on Menu), Public Benefit Options, Waivers of Development Standards and Multiple Approvals as applicable in the corresponding sections below. A Project may request up to five Incentives On or Not on the Menu.

On-Menu Incentives (specify):

1) _____

- 2) _____
- 3) _____
- 4) _____
- 5) _____

Not on Menu Incentives (specify):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Public Benefit Options (specify):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Waivers of Development Standards (specify):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Multiple Approvals (see non-comprehensive list below for reference):

-
- Zone/Height District Change per LAMC Section 12.32 of Chapter 1
 - Conditional Use per LAMC Section 12.24 U.26 of Chapter 1
 - Project Compliance per LAMC Sections 13B.4.2. and 13B.4.3. of Chapter 1A
 - Community Design Overlay per LAMC Section 13.08 of Chapter 1
 - Coastal Development Permit per LAMC Sections 13B.9.1. or 13B.9.2. of Chapter 1A
 - Tract or Parcel Map per LAMC Sections 13B.7.3. or 13B.7.5. of Ch.1A

5. ENVIRONMENTAL REVIEW

- Project is Exempt⁶
- Not Yet Filed
- Filed (Case No.):

6. HOUSING DEVELOPMENT PROJECT TYPE

Check all that apply:

- For Rent For Sale Mixed-Use Project Residential Hotel Acutely Low Income
- Extremely Low Income Very Low Income Low Income Moderate Income
- Supportive Housing Chronically Homeless Senior Shared Housing Building
- Special Needs (describe):
- Other Category (describe):

⁶ Project may be exempt from CEQA review if it qualifies for a CEQA Exemption or is a Ministerial Project (aka, "By Right"). Refer to CP-4089 for The Housing Element CEQA Streamlining Checklist Form.

7. DENSITY CALCULATION (MAXIMUM ALLOWABLE RESIDENTIAL DENSITY)^{7 8}

Public Land Projects may use the standards of the most permissive adjacent lot to establish maximum allowable residential density. See LAMC Section 12.22.A.39(e)(3) of Chapter 1 for more detail.

APN/Address of adjacent lot: _____

Zone of adjacent lot: _____

Lot size (including any ½ of alleys) _____ SF (a)

Density allowed by Zone⁹
(includes Qs and Overlays) _____ SF of lot area per DU (b)

Land Use: Density allowed by General Plan Land Use
(Most Permissive Corresponding Zone) _____ SF of lot area per DU (c)

Density allowed by Specific Plan _____ SF of lot area per DU (d)

Maximum Allowable Residential Density
(per highest density allowed of (b)(c)(d)) _____ units per SF(e)

8. BASE INCENTIVES

Option A: Select one of the following:

The Public Land Project is using the site's base zoning

The Public Land Project is entering the program with a height of 33 feet/ 3 stories, a base FAR of 3.0

The Public Land Projects is using the uses and development standards permitted on the least restrictive adjoining parcel. See LAMC Section 12.22 A.39(e)(3) of Chapter 1 for more detail.

APN/Address of adjacent lot: _____

Zone: _____

⁷ If there is a related subdivision case, the lot area shall be calculated based on the site area after a dedication of land has been provided.

⁸ As defined by Government Code Section 65915(o)(7), which states that "maximum allowable residential density" or "base density" means the maximum number of units allowed under the zoning ordinance, specific plan, or land use element of the general plan, or, if a range of density is permitted applicable to the project. If the density allowed under the zoning ordinance is inconsistent with the density allowed under the land use element of the general plan or specific plan, the greater shall prevail

⁹ If a project does not have a density allowed by Zone, consult the Affordable Housing Services Section

Indicate the Base Incentives being requested by checking the respective boxes in the tables below.

Base Incentives for Public Land Projects. In addition to the above, a Public Land Project may request the following additional base incentives:

Eligibility Subarea	<input type="checkbox"/> Density	<input type="checkbox"/> Parking	<input type="checkbox"/> FAR	<input type="checkbox"/> Height
<input type="checkbox"/> Citywide	80% of the number of units set aside for Lower Income Households (CGS 65915(f)(3)(D)(i))	.5 Parking Spaces per Unit	3.0:1 or a 35% increase over the base FAR, whichever is greater	Plus 22' or 2 stories, whichever is greater
<input type="checkbox"/> Within a Low Vehicle Travel Area or a half mile of a Major Transit Stop	Limited by Floor Area	No minimum parking required	4.5:1 or a 50% increase over site's base FAR, whichever is greater	Plus 33' or 3 stories, whichever is greater
<input type="checkbox"/> Within a Moderate, High, or Highest Opportunity Area	Limited by Floor Area	No minimum parking required Required parking for current or proposed non-residential uses may be reduced by 25%	4.65:1 or a 55% increase over site's base FAR, whichever is greater	Plus 33' or 3 stories, whichever is greater

Option B:

: The Public Land Project is proposing the development standards described in the resolution of Los Angeles City Council submitted as an attachment to the Ownership Checklist CP-4101.

FAR: _____

Option C:

: In a Specific Plan or Overlay district that has FAR available through a development bonus or incentive program to provide affordable housing, a Project may utilize the Bonus FAR of the Specific Plan or Overlay district in lieu of the FAR maximum described below.

FAR: _____

Projects must propose 5 or more units to be eligible for the Affordable Housing Incentive Program

Number of units prior to Density: _____ (f)

Units Proposed with Density Bonus: _____ (g)

Parking Permitted w/o Incentives: _____

Parking Permitted with Incentives: _____

FAR Permitted w/o Incentives: _____

FAR Permitted with Incentives: _____

Height Permitted w/o Incentives: _____

Height Permitted with Incentives: _____

Affordability Compliance:

AHIP Projects must provide minimum affordable units to meet State Density Bonus requirements. Complete Step 1 to ensure State Density Bonus requirements are met, and Steps 2-5 to ensure project specific affordability requirements are met.

Step 1 Initial Affordability set aside prior to application of Density Bonus ¹⁰ (HCD for rental units) <i>Check applicable option</i>	Step 2 Overall Covenanted Unit Requirement, Inclusive of Units from Step 1 (HCD or TCAC for rental units)	Step 3 Maximum Allowed Units Set Aside for Moderate Income Households (HCD or TCAC for rental units)	Step 4 Maximum Market Rate Units
<input type="checkbox"/> Option A: 15% Very Low Income): _____ (Step 1) <i>f¹¹*15%, rounded up</i>	_____ (Step 2) <i>g*80%, rounded up</i>	_____ <i>(Results of Step 2- Results of Step 1)</i>	_____ <i>g* 20%, rounded up</i>
<input type="checkbox"/> Option B: 25% Low Income: _____(Step 1)	_____ (Step 2) <i>g*80%, rounded up</i>	_____ <i>(Results of Step 2- Results of Step 1)</i>	_____ <i>g* 20%, rounded up</i>
<input type="checkbox"/> Option C 45% Income (for sale only) _____(Step 1) <i>f*45%, rounded up</i>	_____ (Step 2) <i>g*80%, rounded up</i>	_____ <i>(Step 2)</i>	_____ <i>g* 20%, rounded up</i>

¹⁰ If (f) is greater than (g), use (g) for Step 1

¹¹ Variables are labelled in previous sections.

Step 5: Specify Unit Breakdown Provided Per Each Income Category after the Application of the Density Bonus:

	Total	For Sale	For Rent	HCD	TCAC
Acutely Low Income (ALI)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremely Low Income (ELI)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Low Income (VLI)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Income (LI)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderate Income		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Market Rate		<input type="checkbox"/>	<input type="checkbox"/>		
Manager's Units¹²					
Other: _____					

TOTAL No. of Affordable Housing DUs _____ (m)

No. of Density Bonus Units: _____ (n)
 If $g > f$, then $n = g - f$; if $f = g$, then $n = 0$ ¹³

Percent of Density Bonus Requested: _____ (o)
 $o = 100 \times [(g/e) - 1]$ (round down)

Percent of Affordable Set Aside¹⁴: _____ (p)
 [m/e, round down to a whole number]

Percent for PHP qualification¹⁵: _____ (q)
 [m/g, round down to a whole number]

Percent for Housing Element Streamlining¹⁶: _____
 [m/g, round down to a whole number]

¹² Properties proposing 16 units or more need to provide a manager's unit per 25 CCR § 42.

¹³ Variables are labelled in previous sections.

¹⁴ Projects must remain affordable throughout the duration of the project and permit process

¹⁵ Per ED 7, the housing development project must propose five or more units that contain at least 20% of all units as lower income restricted affordable housing units (Extremely Low Income, Very Low Income, or Low Income) or 40% of all units as Moderate Income restricted affordable housing units.

¹⁶ A project must reserve 20% of overall proposed units for Lower Income Households to be eligible for streamlining. This requirement can be satisfied by reserving the requisite number of units for Low, Very Low, Extremely Low, or Acutely Low Income Households, or a combination thereof.

Note: Verify Rent Schedules with LAHD.¹⁷ For information on levels of affordability please contact LAHD at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

Roadway Widening Does the project request an exemption from any applicable roadway widening requirements pursuant to LAMC Section 12.37 of Chapter 1?¹⁸

Yes No.

9. ADDITIONAL INCENTIVES

Select up to 5 Additional Incentives (On or Not On Menu). Note that certain projects are not eligible for on-menu incentives. A Project requesting incentives not on the Menu will be reviewed pursuant to Expanded Administrative Review (LAMC Section 13B.3.2. of Chapter 1).

Projects that do not have access the Menu of Incentives. Check this box if the project is:

- 1.) In a Very High Fire Hazard Severity Zone,
- 2.) In the Coastal Zone,
- 3.) In a Sea Level Rise Area
- 4.) Requires demolition of a Designated Historic Resource
- 5.) Requires demolition of a Surveyed Historic Resource eligible or architectural historic resource identified for any historic protection or special consideration or review by an applicable Overlay or Specific Plan.¹⁹

Check the box for the incentive(s) being requested. On the lines provided, indicate the current standards permitted, and the proposed standards with the use of the incentive. Then, check the box to indicate if the incentive being requested is on-menu, or exceeds standards of the menu/ is not on the menu of incentives.

Permitted Proposed per Incentives On-Menu | Not On Menu

Yard/Setback

(All count as one incentive –

check all that are needed)

<input type="checkbox"/> Front	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Side (1)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Side (2)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

¹⁷ All units including proposed or future proposed ADUs shall be subject to affordability requirements as determined by LAHD.

¹⁸ Projects in a Very High Fire Hazard Severity Zone, The Coastal Zone, a Hillside Area or subject to procedures in LAMC Section 13B.2.3 (Class 3 Conditional Use Permit) are not eligible for this incentive

¹⁹ Including sites located in the South Los Angeles Community Plan Implementation Overlay (CPIO) Section 16.C.5.b; the Southeast Los Angeles CPIO Section 1-6.C.5.b; the West Adams CPIO Ch.1, Section 6.C.5.b; the San Pedro CPIO Ch.1, Section 7.C.5.b; Westwood Village Specific Plan; Echo Park Community Design Overlay (CDO) District; or the North University Park Specific Plan.



	Permitted	Proposed per Incentives	On-Menu Not On Menu	
<input type="checkbox"/> Rear	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Transitional Height	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ground Floor Activation	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ground Floor Height	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Commercial Parking	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Buildings and Passages	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Coverage	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Width	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Open Space	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Density Calculation	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Averaging (all count as one incentive – check all that are needed)				
<input type="checkbox"/> FAR	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Density	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parking	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Open Space	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Vehicular Access	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Relief from a Standard	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
(Can be requested	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
multiple times, each request	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
counts as one incentive)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Other Off-Menu Incentives (specify):

TOTAL No. of Incentives Requested: On-Menu___ Not On Menu___

10. PUBLIC BENEFIT OPTIONS

Select Public Benefit Options that are being requested. A Project requesting Public Benefit Options will be reviewed pursuant to Expanded Administrative Review (LAMC Section 13B.3.2. of Chapter 1A).

Projects only eligible for the Child Care and Land Donation Public Benefit Options.

Check this box if the Project is located in:

- 1.) a Very High Fire Hazard Severity Zone
- 2.) the Coastal Zone
- 3.) a Sea Level Rise Area

Public Benefit Option	Permitted	Proposed per Base, On-Menu, or Off-Menu Incentives	Request w/ Public Benefit	Public Benefit Option (Check box if using)
Child Care Facility				<input type="checkbox"/>
Multi-Bedroom Units				<input type="checkbox"/>
Preservation of Trees				<input type="checkbox"/>
Land Donation				<input type="checkbox"/>
Active Ground Floor Exemption from Calculation of Floor Area				<input type="checkbox"/>
Privately Owned Public Space				<input type="checkbox"/>
Surveyed Historic Resource Facade Rehabilitation				<input type="checkbox"/>

11. WAIVERS

Up to one for Expanded Administrative Review (LAMC Section 13B.3.2. of Chapter 1A), up to three requires Director’s Determination (LAMC Section 13B.2.5. of Chapter 1A), and over 3 requires City Planning Commission Review (LAMC Section 13B.2.3. of Chapter 1A). Public Land Projects may seek more than one Waiver through an Expanded Administrative Review, as set forth by the provisions of Section 13B.3.2 (Expanded Administrative Review) of Chapter 1A of this Code, where a project has received a preceding resolution of support from City Council.

Indicate the Waivers being requested.

Waiver Request:	Permitted:	Proposed with Waiver:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Other:

TOTAL No. of Waivers Requested:

12. PROJECT OUTCOMES

Density, FAR, Height, and Parking allowed on site with base zoning:

Density, FAR, Height, and Parking permitted with Incentives, Public Benefit Options, and waivers:

13. COVENANT

All Affordable Housing Incentive Program projects are required to prepare and record an Affordability Covenant to the satisfaction of the LAHD’s Occupancy Monitoring Unit **before** a building permit can be issued. For more information, please contact the LAHD at lahd-landuse@lacity.org. Certain Public Benefit Options (Section 10) require covenants recorded with LA County and submitted to City Planning.

14. REPLACEMENT UNITS

Applicants must obtain a Replacement Unit Determination from LAHD pursuant to LAMC Section 16.61.

Disclaimer: This review is based on the information and plans provided by the applicant at the time of submittal of this form. Applicants are advised to verify any zoning issues such as height, parking, setback, and any other applicable zoning requirements with LADBS.