



REFERRAL FORMS:

GEOGRAPHIC PROJECT PLANNING REFERRAL

APPLICABILITY: This form, completed and signed by appropriate Planning Staff, must accompany any application submitted to the Department of City Planning regarding any of the following proposed project types:

- Specific Plan area
- Community Design Overlays (CDO)
- Neighborhood Oriented District (NOD)
- Sign District (SN)
- Small Lot Subdivision
- Zone Change
- Design Review Board (DRB)
- Pedestrian Oriented District (POD)
- Community Plan Implementation Ordinance (CPIO)
- Public Benefit Alternative Compliance
- Zone Variance

PROJECT SUMMARY:

1. **Address of Subject Property:** _____

2. **Name of Community Plan Area:** _____

a. **Name of Specific Plan, DRB, CDO, POD, NOD, CPIO, or SN, including subarea if applicable:** (If this is a Density bonus, Small Lot Subdivision or Zone Variance case, please write in the application type).

3. **Project Type (check all that apply)**

- | | | | |
|---|-----------------------------------|--|--|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Renovation | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Grading | <input type="checkbox"/> Density Bonus | <input type="checkbox"/> Small Lot Subdivision |
| <input type="checkbox"/> Other (describe) _____ | | | |

If Change of Use, what is:

Existing Use? _____ Proposed Use? _____

Description of proposed project: _____

Items 4-7 to be completed by Department of City Planning Staff Only

4. **AUTHORIZATION TO FILE:** (check all that apply)

Specific Plan/SN

- | | |
|--|---|
| <input type="checkbox"/> Project Permit | <input type="checkbox"/> Adjustment |
| ○ Minor (3 signs or less OR change of use) | <input type="checkbox"/> Exception |
| ○ Standard (Remodel or renovation in which additions are no greater than 200 sq. ft. more than 3 signs, wireless equipment) | <input type="checkbox"/> Amendment |
| ○ Major (All other projects, e.g. new buildings, remodels that include an addition of more than 200 sq. ft.) | <input type="checkbox"/> Interpretation |
| <input type="checkbox"/> Modification | <input type="checkbox"/> Not a Project |
| | <input type="checkbox"/> Other (VSO) |

Design Review Board

- Preliminary Review Final Review

CDO/POD/NOD

- Discretionary Action Sign-off only
 Minor (3 signs or less OR change of use)
 Standard (Remodel or renovation in which additions are no greater than 200 sq. ft. more than 3 signs, wireless equipment) Not a Project
 Major (All other projects, e.g. new buildings, remodels that include an addition of more than 200 sq. ft.)

Community Plan Implementation Overlay (CPIO)

- Administrative Clearance (Multiple Approvals) CPIO Adjustment (CPIOA) CPIO Exception (CPIOE)
 Potentially Historic Resource

Affordable Housing

- Density Bonus Conditional Use >35%
 Affordable Housing Referral Form Public Benefit
 Off-menu incentives requested

Small Lot Subdivision

- Consultation completed

Streetscape Plan

- Consultation completed Not a Project or N/A under Streetscape Plan: _____
(Insert Streetscape Plan Area)

5. ENVIRONMENTAL CLEARANCE:

- Not Determined
 Categorical Exemption Environmental Assessment Form (EAF)
 Class 32 Categorical Exemption Other Entitlements needed
 Existing ENV Case Number: _____
 ENV Addendum Case Number: _____

6. PUBLIC NOTICING:

- Standard (BTC to mail hearing notice)
 Special (At time of filing applicant must pay BTC to mail determination letters only)
 Abutting owners Abutting occupants

7. NOTES:

Project Planning Signature:	Phone Number: 213 978 1346
Print Name Jeff Khau	Date 9/25/2019

INSTRUCTIONS: Project Planning Referrals

1. **Appointments:** A pre-filing appointment with the assigned planner is required to complete this referral form. City Planning’s current *Assignment List* can be found on our website at <http://planning.lacity.org> under the “About” tab. [After the form is completed an appointment to file your application at the Development Services Centers is also required and must be made via the City Planning website.]

2. **Review Materials:** Review of the application by assigned staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regard to requested actions or the adequacy of application exhibits/materials which could subsequently delay processing.
 - a. Provide the assigned planner with a copy of this form with items in the Project Summary section completed.
 - b. Provide a complete copy of all application materials as specified in the Master Filing Instructions (e.g. completed DCP Application, plot plans, photographs, etc.).
 - c. Provide the Specialized Requirements/Findings or Instructions pertinent to your project (e.g. Specific Plan filing instructions, DRB filing instructions, Tentative Tract filing instructions, etc.).

3. **Other Applicable Approvals:** Applicants are strongly advised to obtain a pre-plan check consultation with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing. The design of the proposed project may require alterations in order to comply with the Los Angeles Municipal Code.

City of Los Angeles Department of City Planning WEBSITE: <http://planning.lacity.org>

<u>DOWNTOWN OFFICES:</u>	Central Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 621 Los Angeles, CA	West/South/Harbor Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 720 Los Angeles, CA	DSC Metro Counter Figueroa Plaza, 4 th Floor 221 N. Figueroa St. Los Angeles, CA
<u>VALLEY OFFICES:</u>	Valley Project Planning Offices Marvin Braude Building 6262 Van Nuys Blvd., Suite 430 Van Nuys, CA		DSC Valley Counter Marvin Braude Building 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA
<u>WEST LA OFFICE:</u>			DSC West Los Angeles Counter 1828 Sawtelle Blvd., 2nd Floor West Los Angeles, CA 90025