

# REFERRAL FORM



## AFFORDABLE HOUSING REFERRAL FORM

This form is to serve as a referral to the Los Angeles City Planning's (LACP) Development Services Center (DSC) for Affordable Housing case filing purposes (in addition to the required Department of 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 LACP DSC Housing Services Unit (HSU) Staff prior to filing an application for an entitlement, administrative review, or building permit. Any modifications to the content(s) of this form after its authorization by HSU Staff is prohibited. LACP 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.

### THIS SECTION TO BE COMPLETED BY HSU STAFF ONLY

**Planning Staff Name & Title:** \_\_\_\_\_

**Planning Staff Signature:** \_\_\_\_\_

**Referral Date:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

#### TRANSPORTATION QUALIFIERS (if applicable)

Major Transit Stop       Paratransit / Fixed Bus Route

Other: \_\_\_\_\_

**Location of Transit:** \_\_\_\_\_

**Qualifier #1:** \_\_\_\_\_

**Service Interval #1:** \_\_\_\_\_ **Service Interval #2:** \_\_\_\_\_

**Qualifier #2:** \_\_\_\_\_

**Service Interval #1:** \_\_\_\_\_ **Service Interval #2:** \_\_\_\_\_

*Service Intervals are calculated by dividing 420 (the total number of minutes during the peak hours of 6 am to 9 am and 3 pm to 7 pm) by the number of eligible trips.*

**Referral To:**

- Planning DSC - Filing
- 100% Affordable per AB 2345<sup>1</sup>
- SB 35
- AB 2162
- Measure JJJ
- Other: \_\_\_\_\_

**Notes:**

**THIS SECTION TO BE COMPLETED BY THE APPLICANT**

**APPLICANT INFORMATION**

**Applicant Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I. PROPOSED PROJECT**

**1. PROJECT LOCATION/ZONING**

**Project Address(es):** \_\_\_\_\_

**Assessor Parcel Number(s):** \_\_\_\_\_

**Community Plan:** \_\_\_\_\_

**Existing Zone:** \_\_\_\_\_

**Land Use Designation:** \_\_\_\_\_

**Number of Parcels:** \_\_\_\_\_

**Site Size (sf):** \_\_\_\_\_

- Specific Plan
- DRB/CDO
- HPOZ
- Redevelopment Project Area
- Enterprise Zone
- Q Condition/D Limitation (Ordinance No.): \_\_\_\_\_
- Other Pertinent Zoning Information (specify): \_\_\_\_\_

<sup>1</sup> AB 1763 incentives were amended by AB 2345.

## 2. DETAILED DESCRIPTION OF PROPOSED PROJECT

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## 3. DETAILED DESCRIPTION OF EXISTING SITE AND DEVELOPMENT

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<b>Existing Uses Dwelling Unit (DU) Square Footage (SF)</b>	<b>Existing No. of DUs or Non-Residential SF</b>	<b>Existing No. of DUs or Non-Residential SF to be Demolished</b>	<b>Proposed<sup>2</sup> No. of DUs or Non-Residential SF</b>
<b>Guest Rooms</b>			
<b>Studios</b>			
<b>One Bedrooms</b>			
<b>Two Bedrooms</b>			
<b>Three Bedrooms</b>			
<b>_____ Bedrooms</b>			
<b>Non-Residential SF</b>			
<b>Other</b>			

<sup>2</sup> Per AB 2556, replacement units shall be equivalent to the number of units and number of bedrooms of the existing development.

#### 4. APPLICATION TYPE

Density Bonus (per LAMC Section 12.22 A.25 or Government Code Section 65915) with only **Base Incentives** filed in conjunction with another discretionary approval.

Density Bonus with **On-Menu Incentives** (specify):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Density Bonus with **Off-Menu Incentives** (specify):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Density Bonus with **Waivers of Development Standards** (specify):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Greater Downtown Housing Incentive Area per LAMC Section 12.22 A.29

Affordable Housing per LAMC Section 11.5.11 (Measure JJJ)

Public Benefit Project per LAMC Section 14.00 A.2

General Plan Amendment per LAMC Section 11.5.6

Request: \_\_\_\_\_

Zone/Height District Change per LAMC Section 12.32

Request: \_\_\_\_\_

Conditional Use per LAMC Section 12.24 U.26

Site Plan Review per LAMC Section 16.05

Specific Plan Project Permit Compliance per LAMC Section 11.5.7 C

Community Design Overlay per LAMC Section 13.08

Coastal Development Permit per LAMC Section 12.20.2 or 12.20.2.1

Tract or Parcel Map per LAMC Section 17.00 or 17.50

Other (specify): \_\_\_\_\_

## 5. ENVIRONMENTAL REVIEW

Project is Exempt<sup>3</sup>

Not Yet Filed

Filed (Case No.): \_\_\_\_\_

## 6. HOUSING DEVELOPMENT PROJECT TYPE

### CHECK ALL THAT APPLY:

For Rent                       For Sale                       Mixed-Use Project                       Residential Hotel

Extremely Low Income    Very Low Income                       Low Income                       Moderate Income

Market Rate                       Supportive Housing                       Senior

Special Needs (describe): \_\_\_\_\_

Other Category (describe): \_\_\_\_\_

## 7. DENSITY CALCULATION

### A. Base Density: Maximum density allowable per zoning

Lot size (including any ½ of alleys)<sup>4</sup> \_\_\_\_\_ SF (a)

Density allowed by Zone \_\_\_\_\_ SF of lot area per DU (b)

No. of DUs allowed by right (per LAMC) \_\_\_\_\_ DUs (c) [c = a/b, round down to whole number]

Base Density \_\_\_\_\_ DUs (d) [d = a/b, round up to whole number]

**B. Maximum Allowable Density Bonus<sup>5</sup>** \_\_\_\_\_ DUs (e) [e = dx1.35, round up to whole number]

<sup>3</sup> Project may be exempt from CEQA review if it qualifies for a CEQA Exemption or is a Ministerial Project (aka, "By Right").

<sup>4</sup> 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.

<sup>5</sup> Per AB 2345, 100% affordable housing developments may request an 80% density increase or unlimited density if the project site is within 0.5 miles of a Major Transit Stop.

**C. Proposed Project:** Please indicate total number of DUs requested and break down by levels of affordability set by each category (California Department of Housing and Community Development [HCD] or United States Department of Housing and Urban Development [HUD]). For information on HCD and HUD levels of affordability please contact LAHD at [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org).

	<b>Total</b>	<b>HCD (State)</b>	<b>HUD (TCAC)</b>
Market Rate	_____	N/A	N/A
Managers Unit(s) - Market Rate	_____	N/A	N/A
Extremely Low Income (ELI)	_____	_____	_____
Very Low Income (VLI)	_____	_____	_____
Low Income (LI)	_____	_____	_____
Moderate Income	_____	_____	_____
Permanent Supportive Housing — ELI	_____	_____	_____
Permanent Supportive Housing — VLI	_____	_____	_____
Permanent Supportive Housing — LI	_____	_____	_____
Seniors — Market Rate	_____	N/A	N/A
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
TOTAL No. of DUs Proposed	_____	(f)	
TOTAL No. of Affordable Housing DUs	_____	(g)	
No. of Density Bonus DUs	_____	(h) [If f>c, then h=f-c; if f<c, then h= 0]	
Percent of Density Bonus Requested	_____	(i) $\{i = 100 \times [(f/d) - 1]\}$ (round down)	
Percent of Affordable Set Aside	_____	(j) $[g/d, \text{round down to a whole number}]$	

## 8. SITE PLAN REVIEW CALCULATION

An application for Site Plan Review (SPR) may be required for projects that meet any of the SPR thresholds as outlined in LAMC Section 16.05 C, unless otherwise exempted per LAMC Section 16.05 D. For Density Bonus projects involving bonus units, please use the formula provided below to determine if the project meets the SPR threshold for unit count. If the project meets the threshold(s) but qualifies under the exemption criteria per Section 16.05 D, please confirm the exemption with LACP's DSC HSU.

\_\_\_\_\_ units allowed by right (permitted by LAMC) – \_\_\_\_\_ existing units = \_\_\_\_\_ units

**YES, SPR is required.**

Proposed by-right units minus existing units is equal to or greater than 50<sup>6</sup>

**NO, SPR is not required.**

Base Density units minus existing units is less than 50

**Exempt.**

Specify reason: \_\_\_\_\_

## II. DENSITY BONUS (LAMC SECTION 12.22 A.25, ORDINANCE NO. 179,681)

### 9. PARKING OPTIONS

#### CHECK ALL THAT APPLY:

**Automobile Parking Reductions via Bicycle Parking for Residential Uses<sup>7</sup>. Choose only one of the options, if applicable:**

10%

15% (*Only for residential projects or buildings located within 1,500 feet of a Major Transit Stop*)

30% (*If selecting the 30% parking reduction, the project will be ineligible for any of the Parking Options listed below*)

If selecting the 30% parking reduction, provide the following information:

Required Parking per LAMC: \_\_\_\_\_

Required Parking after the 30% reduction: \_\_\_\_\_

<sup>6</sup> Site Plan Review may also be required if other characteristics of the project exceeds the thresholds listed in LAMC Section 16.05.

<sup>7</sup> Any project utilizing Parking Option 3 may not further reduce automobile parking via bicycle parking.

**Automobile Parking for Residential Uses (choose only one of the following options):**

*Note: Any fractional numbers are rounded up.*

**Parking Option 1.** Based on # of bedrooms, inclusive of Handicapped and Guest parking.

	# of DUs	Spaces/DU	Parking Required	Parking Provided
0-1 Bedroom		1		
2-3 Bedrooms		1.5		
4 or more Bedrooms		2.5		
Stalls Reduced via Bike Parking				Subtract:
TOTALS				

**Parking Option 2.** Reduced only for Restricted Affordable Units and up to 40% of required parking for Restricted Affordable Units may be compact stalls.

	# of DUs	Spaces/DU	Parking Required	Parking Provided
Market Rate (Including Senior Market Rate)		Per Code		
Restricted Affordable		1		
VLI/LI Senior or Disabled		0.5		
Restricted Affordable in Residential Hotel		2.5		
Stalls Reduced via Bike Parking				Subtract:
TOTALS				

**Parking Option 3 [AB 2345 (2020)].** Applies to two types of projects:

- 100% affordable housing developments consisting solely of affordable units, exclusive of a manager’s unit(s), with an affordable housing cost to lower income families; or
- Mixed-income developments consisting of 11% VLI or 20% LI units.

**100% Affordable Housing Developments.** There is no minimum parking requirement for any of the following 100% affordable housing developments described below. Check all that apply:

- A housing development located within 0.5 miles of a Major Transit Stop.
- A housing development for individuals who are 62 years of age or older with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day.



- Special Needs Housing Development**, as defined in Section 51312 of the Health and Safety Code (H&SC), with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day.
- Supportive Housing Development**, as defined in Section 50675.14 of the H&SC.
- Mixed-Income Developments** consisting of 11% VLI or 20% LI units.

	Spaces/Unit	Parking Required	Parking Provided
Located within 0.5 miles of Major Transit Stop with unobstructed access to project	0.5		

**Major Transit Stop** is defined as a site containing an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. It also includes major transit stops that are included in the applicable regional transportation plan.

**Bus Rapid Transit** is defined as public mass transit service provided by a public agency or by a public-private partnership that includes all of the following features:

- 1) Full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
- 2) Transit signal priority.
- 3) All-door boarding.
- 4) Fare collection system that promotes efficiency.
- 5) Defined stations.

## 10. INCENTIVES

### A. Qualification for Incentives

Below is the minimum Required Restricted Affordable Housing Units, calculated as a percentage of the base density allowed on the date of the application. Check only one:

Incentives	% Very Low Income	% Low Income	% Moderate Income
<b>One</b>	<input type="checkbox"/> 5% to <10%	<input type="checkbox"/> 10% to <20%	<input type="checkbox"/> 10% to <20%
<b>Two</b>	<input type="checkbox"/> 10% to <15%	<input type="checkbox"/> 20% to <30%	<input type="checkbox"/> 20% to <30%
<b>Three</b>	<input type="checkbox"/> 15% or greater	<input type="checkbox"/> 30% or greater	<input type="checkbox"/> 30% or greater

- 100% Affordable Housing Developments may request up to four (4) incentives and one (1) Waiver of Development Standard.** Check this box if this applies to the project.

**B. Project Zoning Compliance & Incentives** (Only for projects requesting a Density Bonus with Incentives/Waivers)

	Permitted w/o Incentives	Proposed per Incentives	On-Menu	Off-Menu
<input type="checkbox"/> Yard/Setback (each yard counts as one incentive)				
<input type="checkbox"/> Front (1)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Front (2)	_____	_____	<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"/>
<input type="checkbox"/> Rear	_____	_____	<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"/> Floor Area Ratio <sup>8</sup>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Height/Stories <sup>9</sup>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overall Height	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Transitional Height(s)	_____	_____	<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"/> Density				
<input type="checkbox"/> Parking				
<input type="checkbox"/> Open Space				
<input type="checkbox"/> Vehicular Access				
<input type="checkbox"/> Other Off-Menu Incentives (specify): _____				
_____				
<input type="checkbox"/> Waiver of Development Standards (specify): _____				
_____				
<input type="checkbox"/> 100% Affordable Housing Development shall receive a height increase of three additional stories up to 33 additional feet. Check the box if this applies to your project.				

**TOTAL No. of Incentives Requested:**    On-Menu \_\_\_\_\_    Off-Menu \_\_\_\_\_

**TOTAL No. of Waivers Requested:** \_\_\_\_\_

<sup>8</sup> See LAMC Section 12.22 A.25(f)(4) for additional requirements.

<sup>9</sup> See LAMC Section 12.22 A.25(f)(5) for additional requirements.

## 11. COVENANT

All Density Bonus 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](mailto:lahd-landuse@lacity.org).

## III. GREATER DOWNTOWN HOUSING INCENTIVE AREA (LAMC SEC. 12.22 A.29, ORDINANCE NO. 179,076)

## 12. GREATER DOWNTOWN HOUSING INCENTIVE AREA (GDHIA)

### A. Eligibility for Floor Area Bonus

NOTE: The affordability levels required are set by the HUD/TCAC. For information on HCD and HUD levels of affordability please contact the LAHD at [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org).

- 5% of the total number of DUs provided for VLI households; and
- One of the following shall be provided:
  - 10% of the total number of DUs for LI households; or
  - 15% of the total number of DUs for Moderate Income households; or
  - 20% of the total number of DUs for Workforce Income households, and
- Any DU or Guest Room occupied by a household earning less than 50% of the Area Median Income (AMI) that is demolished or otherwise eliminated shall be replaced on a one-for-one basis within the Community Plan area in which it is located

### B. Incentives

NOTE: Must meet all three (3) eligibility requirements from 12.A above and provide a Covenant & Agreement (See #11).

#### CHECK ALL THAT APPLY:

- A 35% increase in total floor area
- Open Space requirement pursuant to LAMC Section 12.21 G reduced by one-half, provided that a fee equivalent to amount of the relevant park fee, pursuant to LAMC Section 19.17, shall be paid for all dwelling units. See LAMC Section 12.29 A.29(c) for exceptions
- No parking required for units for households earning less than 50% AMI
- No more than one parking space required for each dwelling unit

### C. Additional Incentives to Produce Housing in the GDHIA

- No yard requirements except as required by the Urban Design Standards and Guidelines
- Buildable area shall be the same as the lot area (for the purpose of calculating buildable area for residential and mixed-use)

- Maximum number of dwelling units or guest rooms permitted shall not be limited by the lot area provisions, as long as the total floor area utilized by guest rooms does not exceed the total floor area utilized by dwelling units
- No prescribed percentage of the required open space that must be provided as either common open space or private open space

## IV. MEASURE JJJ<sup>10</sup> (LAMC Sec. 11.5.11, Ordinance No. 184, 745)

### 13. AFFORDABLE REQUIREMENTS

A certain percentage of affordable units is required based on the total number of units in the project.

**Fill out either A or B below:**

#### A. Rental Projects

- No less than the affordability percentage corresponding to the level of density increase requested or allowed:
  - \_\_\_\_\_ % VLI    **OR**     \_\_\_\_\_ % LI
- For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35%:
  - 5% ELI            **AND**             6% VLI            **OR**             15% LI
- For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35%:
  - 5% ELI            **AND**             11% VLI            **OR**             20% LI

#### Required Number of Affordable Units

ELI \_\_\_\_\_ VLI \_\_\_\_\_ LI \_\_\_\_\_

#### B. For Sale Projects

- No less than the affordability percentage corresponding to the level of density increase requested or allowed:
  - \_\_\_\_\_% VLI    **OR**     \_\_\_\_\_% LI            **OR**     \_\_\_\_\_% Moderate Income
- For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35% or allows a residential use where not previously allowed:
  - 11% VLI            **OR**             20% LI            **OR**             40% Moderate Income

#### Required Number of Affordable Units

VLI \_\_\_\_\_ LI \_\_\_\_\_ Moderate Income \_\_\_\_\_

<sup>10</sup> All fractional amounts in Sections 13 and 14 shall be rounded up to the next whole number.

## 14. ALTERNATIVE COMPLIANCE OPTIONS

In lieu of providing the affordable units on site, there are three (3) other options available to comply with Measure JJJ Affordable Requirements. Select one, if applicable; otherwise leave this section blank.

**A. Off-Site Construction** – Construction of affordable units at the following rate:

- Within 0.5 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.0
- Within 2 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.25
- Within 3 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.5

**Updated Required Number of Affordable Units**

ELI \_\_\_\_\_ VLI \_\_\_\_\_ LI \_\_\_\_\_ Moderate Income \_\_\_\_\_

**B. Off-Site Acquisition** – Acquisition of property that will provide affordable units at the following rate:

- Within 0.5 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.0
- Within 1 mile of the outer edge of the Project, Affordable Units in Section 13 x 1.25
- Within 2 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.5

**Updated Required Number of Affordable Units**

ELI \_\_\_\_\_ VLI \_\_\_\_\_ LI \_\_\_\_\_ Moderate Income \_\_\_\_\_

**C. In-Lieu Fee** – From the Affordability Gaps Study published by the Los Angeles City Planning

**Total In-Lieu Fee** \_\_\_\_\_ (Note: Final fee TBD if/when the project is approved)

## 15. DEVELOPER INCENTIVES

Please describe up to a maximum of three (3) incentives:

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

*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.*