



REFERRAL FORMS:

HPOZ 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:

- Certificate of Appropriateness
- Certificate of Compatibility

PROJECT SUMMARY:

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

2. **Name of HPOZ:** _____

3. **Property Type:** (check all that apply)

- Contributor
- Non-Contributor
- Other: _____

- Property is within a:
- National Register District
 - State Register District

4. **Description of Proposed Project:** _____

Following Fields Are For Staff Use Only

AUTHORIZATION TO FILE: (check all that apply)

Application Type

- Certificate of Appropriateness (COA) LAMC Section 12.20.3.K.4
- Certificate of Appropriateness for Demolition (COA DEM) LAMC Section 12.20.3.K.5
- Certificate of Compatibility (CCMP) LAMC Section 12.20.3.L
- Certificate of Compatibility for Demolition (CCMP DEM) LAMC Section 12.20.3.L.5
- Other: _____

Note to Applicant: Applicant is advised to obtain a pre-plan check consultation with the Department of Building & Safety to determine any other necessary approvals from other City Departments, including City Planning. Potential City Planning approvals may include, but not be limited to a Zoning Administrator's Adjustment, Variance or Conditional Use.

RECOMMENDED ENVIRONMENTAL CLEARANCE:

- Categorical Exemption (State): Article ____ Section ____ Class ____
(City): Article ____ Section ____ Class ____ Category ____
- Environmental Assessment Form (EAF) (Always required for COA's pursuant to LAMC Section 12.20.3.K.5).
- Reconsideration of Case Number: _____
- Current ENV Case No: _____
- Public Counter to Determine Clearance

FEES REQUIRED:

COAs & CCMPs

- Not involving new floor area
- Involving new floor area up to 750 sq. ft.
- Involving new floor area over 750 sq. ft. or second floor additions to single-story houses
- Involving Demolition of a Contributing Element
- Involving Demolition of a Contributing Element Accessory Structure

Final fees will be determined by the Public Counter.

ACKNOWLEDGEMENT OF PLANNING DEPARTMENT TIME TO ACT

This certifies that I (project Applicant/Representative/Owner), _____ for the project located at _____, understand and acknowledge that pursuant to LAMC Section 12.20.3.K.3(d) or 12.20.3.L.3(d) for a Certificate of Appropriateness or Certificate of Compatibility, the 75 day "Time to Act" will begin after this case has been filed at the Planning Public Counter and Deemed Complete by the assigned HPOZ Planner.

NOTES

HPOZ Planning Signature:	Phone Number:
Print Name	Date

INSTRUCTIONS: HPOZ Referrals

1. **Appointments:** A pre-filing appointment with the assigned planner is required to complete this referral form. City Planning's current *HPOZ Staff Contacts* can be found on our website at <http://preservation.lacity.org/about/staff>. [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 at <http://planning.lacity.org/appointmentsystem>.]

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 Numbers 1 through 4 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, COA/CCMP Application, plot plans, photographs etc.).
 - c. Provide the Specialized Requirements/Findings or Instructions pertinent to your project.

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>	HPOZ Unit Los Angeles City Hall 200 N. Spring Street, Room 601 Los Angeles, CA	DSC Metro Counter Figueroa Plaza, 4 th Floor 221 N. Figueroa St. Los Angeles, CA
<u>VALLEY OFFICES:</u>		DSC Valley Counter Marvin Braude Building 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA
<u>WEST LA OFFICES:</u>	Coming soon. Until then contact staff in the Downtown/Metro or Valley Offices	