

Findings / Specialized Requirements:

ZONE CHANGE (ZC), HEIGHT DISTRICT CHANGE (HD), BUILDING LINE (BL), and SUPPLEMENTAL USE DISTRICTS (various suffixes)

RELATED CODE SECTIONS: Section 12.32 of the Los Angeles Municipal Code (LAMC) authorizes the City/Area Planning Commission(s) to make recommendations to the City Council for its action on the above matters. Check all of the following actions that you are requesting:

- Zone Change (LAMC 12.32 F)
- Vesting Zone Change (LAMC 12.32 Q)
- Height District Change (LAMC 12.32 F)
- Building Line removal, establishment or change (LAMC 12.32 R)
- Supplemental Use District (LAMC 12.32 R, 12.32 S, and 13.01 through 13.18)

(specify which type of district): _____

PUBLIC HEARING AND NOTICE: A request for a land use legislative action is subject to a public hearing, notification is to all property owners and occupants (i.e. tenants) within 500 feet of the subject site as well as on-site posting of the notice and on-site posting of the initial Commission meeting on the matter, except for those actions noted below:

1. Building Lines: Written notification is to Board of Public Works, the property owner(s) of the property involved and the owners of all properties abutting that portion of the street on which the building line is to be established, changed or removed. The Board of Public Works shall post notice of the public hearings at least 24 days prior to the date set for the hearing.
2. Supplemental Use Districts: In addition to the 500 foot owner/occupant notification, notice of the hearing must also include the Bureau of Engineering and the Department of Transportation.

SPECIALIZED REQUIREMENTS: When filing an application for any of the above, the following items are required in addition to those specified in the *Master Filing Instructions* (form [CP-7810](#)). On a separate page, copy each information item and provide a detailed answer or submit the required report/materials.

1. **Justification for ALL CASES:** A justification is the basis or explanation of the need for your request. Provide a thorough justification of your request expressly including language regarding the proposed project's conformity with public necessity, convenience, general welfare and good zoning practice. Zone Change and/or Height District applications must also discuss consistency with the General Plan including, but not limited to, the applicable community plan text, land use, footnotes, specific plans or other plans or guidelines. (Plans can be viewed at <http://planning.lacity.org>)
2. **Additional Justification for Building Line Cases:**
 - a. Provide a brief statement concerning: **(a)** the setback of any buildings currently on the property involved; and **(b)** the setbacks of buildings on properties abutting that portion of the street on which the building line is to be removed, changed or established; and
 - b. Provide a statement explaining what original deed restrictions concerning the location of buildings and setbacks, if any, were placed on the property involved and the date these restrictions expire.

3. Additional Requirements for Supplemental Use District Cases:

- a. Provide a map of the proposed district including all streets, ways and alleys within the boundary thereof. The boundaries shall follow public streets, ways or alleys as far as practicable (the LAMC specifies a minimum size for many Supplemental Use Districts; it is important to refer to the applicable LAMC section for any specific requirements); and
- b. Explain the existing zoning and the character of current improvements: **(a)** within the proposed district; and **(b)** in the areas adjacent to the proposed district; and
- c. An application for the establishment of the following Supplemental Use Districts shall include a list with the printed names and original signatures of at least 75% of the owners or lessees of property within the proposed district:
 - Commercial and Artcraft District “CA”
 - Pedestrian Oriented District “POD”
 - Equinekeeping District “K”
 - Mixed Use District “MU”
 - Sign District “SN”
 - Residential Floor Area District “RFA”
 - Community Design Overlay District “CDO”
 - Neighborhood Stabilization Overlay District “NSO”
 - Hillside Standards Overlay District “HS”
 - Modified Parking Requirement District “MPR”
 - River Improvement Overlay District “RIO”
- d. An application for the establishment of a Fence Height District shall include a list with the printed names and original signatures of at least 50% of the owners or lessees of property within the proposed district.
- e. Additionally, for all **“O” Oil Drilling Districts**: Consult LAMC 13.01 D for comprehensive requirements. At a minimum when filing:
 - i. No application for the establishment of an oil drilling district shall be accepted for filing unless it has first been submitted to and reported on by the authorized person in charge of Petroleum Administration in the Department of the City Administrative Officer (CAO). The report shall consider the propriety of the proposed boundaries of the district, the desirability of the drill site location and whether or not the exploration for oil is geologically justified in the district; and
 - ii. If the proposed district is in an unproven area or field, adequate geological data must be presented concerning the property; and
 - iii. Provide a statement as to your proposed development plan for the district. State the number and location of drilling sites, storage tanks, etc.; and
 - iv. For proposed Oil Drilling Districts in urbanized areas or in the Los Angeles City Oil Fields area, provide a statement that the applicant has the proprietary or contractual authority to drill for and produce oil, gas, or other hydrocarbon substances under the surface of at least 75% of the property to be included in said district.

- f. Additionally, for all **“G” Surface Mining Operations Districts**: Consult LAMC 13.03 E for comprehensive requirements. At a minimum when filing:
 - i. Operation analysis: **(a)** provide a description of the proposed surface mining operation in all of its phases; and **(b)** a drainage and erosion control plan; and
 - ii. Provide a reclamation plan as detailed in LAMC Section 13.03 E.3; and
 - iii. If the proposed district is in an unproved area or field, adequate geological data must be presented concerning the property.
- g. Additionally, for all **“RPD” Residential Planned Development Districts**: Consult LAMC 13.04 for comprehensive requirements. At a minimum when filing:
 - i. Provide a preliminary plot plan of proposed development showing the expected locations and arrangement of lots, structures, streets, driveways, easements, open space, parks, schools, and so forth.
 - ii. If the proposed RPD District is in a Hillside or Mountainous Area also provide a detailed topographic survey, preliminary grading plan, and preliminary geological and soils engineering reports.
- h. Additionally, for all **“POD” Pedestrian Oriented Districts**: Consult LAMC 13.07 for comprehensive requirements. The map of the proposed district shall include the zoning of each lot. The district shall apply only to CR, C1, C1.5, C2, C4 and C5 Zoned Lot(s) within the POD.
- i. Additionally, for all **“RIO” River Improvement Overlay Districts**: Consult LAMC 13.17 for comprehensive requirements. If the application includes a request to tailor the Development Regulations stated in LAMC 13.17 F to the proposed RIO district, provide a document detailing the proposed modifications along with an explanation/justification for each of those changes.