



ZONE BOUNDARY ADJUSTMENT or DETERMINATION (ZBA)

RELATED CODE SECTIONS: Section 12.30 of the Los Angeles Municipal Code (LAMC) authorizes the Director of Planning to make Adjustments to, or Determinations of, Zone boundaries.

REQUESTED ACTIONS: (Check the following items that you are requesting)

- Per LAMC 12.30 G
Adjustments of less than 50 feet distance to conform to the lot lines of:
 - A final tract map or parcel map
 - A lot existing prior to July 30, 1962
 Determinations to:
 - Correct a mapping or dimensional error
 - Resolve the location of a Zone boundary line where uncertainty exists
- Per LAMC 12.30 K – Adjustments between C or M Zones and P or PB Zones that will not increase the C or M Zone. *Note:* No portion of the C or M Zone may be adjusted closer than 50 feet of a street, alley, center line or A or R Zone except where the Zone is as close as it was prior to the adjustment (exception does not apply if the C or M Zone is less than 250 square feet).

SPECIALIZED FILING REQUIREMENTS: The following items must be provided when filing an application for any of the above actions; these items are required **in-lieu of** those specified in the *Master Filing Instructions*:

- 1. Master Land Use Permit Application (form CP-7771):** Provide one completed application signed and notarized by all recorded owners of the property involved. If the property is not owned by an individual, refer to the *Master Filing Instructions* (CP-7810) for directions. Specify the Zones for adjustment or exchange and the square footage of each in the “Action(s) Requested” portion of the form.
- 2. Plot/Site Plans:** Provide one set of full size plans of the subject property(s) on which the action is being requested and one 11” x 17” size reduced plot plan which includes the following items:
 - a. The property address and legal description, a north arrow (oriented with north at the top of the plans), the scale of drawing, and the name, address, telephone number and e-mail address of the person preparing the plans (include license number and stamp if applicable).
 - b. The boundaries of the property and the existing and proposed Zone boundary lines (all dimensioned). Show the area within the requested adjustment clearly by shading and by hatching.
 - c. A Legend at the bottom of the plans which shows the Zones to be adjusted using the format in the following example with the boxes shaded in conformity with the areas that are being adjusted:



C2-1 to P-1 = x,xxx.xx square feet



P-1 to C2-1 = x,xxx.xx square feet

- d. The abutting streets, alleys, and highways and their dedicated width; and
- e. The distance from the parcel to the nearest cross street; and
- f. Existing and proposed development including height of structures; and

- g. Adjoining land uses: Indicate the distance from the parcel boundary to adjacent structures on adjoining properties (within 50 feet of the subject property); and
 - h. Requests pursuant to LAMC Section 12.30 K must show the location of all proposed parking & loading areas (including stalls, circulation and access) and the Summary of Information Table shall include the number of existing, required, and proposed parking spaces.
- 3. Zone Boundary Map:** Provide two copies of a reproducible map which includes items 2 a-e above or a simplified plot plan sheet showing only those items. Exhibits must be drawn to a legible scale so that if the request is approved they can be used to amend the City's zoning map. Provided all information is readable, maps may be 18" x 24" size radius maps; plot plans may be 11" x 17" reductions. For clarity, small and complex adjustments should be shown by an enlarged detail elsewhere on the map/plans.
- 4. Related Documents:**
- a. Provide a copy of the published zoning ordinance for the site.
 - b. If the request involves multiple lots, a copy of the recorded lot tie "Covenant and Agreement to Hold Property as One Parcel" is required. This form is available from the Department of Building and Safety.
 - c. Requests pursuant to Section 12.30 G.3 of the LAMC shall provide verification from the Bureau of Engineering, Land Records Division that the subject lot was created prior to July 30, 1962 (attach "Affidavit of Lot Cut").
- 5. Public Hearing and Notice:** The Director of Planning may hold a public hearing in connection with the Department's review of a Zone Boundary Adjustment/Determination. Refer to the *Mailing Procedures* handout (CP-2074) for instructions regarding notification to Abutting Property Owners.
- a. Mailing Labels and Key Map: In addition to the labels provided to the City's mailing contractor (BTC) provide one set of labels, one photocopy of the labels, plus a map keyed to the labels showing which property belongs to which owner.
 - b. Provide one copy of the BTC receipt.
- 6. ZIMAS Printout:** Provide one copy of the ZIMAS map and parcel profile report; ZIMAS maps can be accessed at <http://zimas.lacity.org> Note: The ZIMAS map is not a substitute for the zone boundary map required in item 3 above.
- 7. Environmental Clearance:** The California Environmental Quality Act (CEQA) requires review of all projects. A Categorical Exemption (Class 5, Category 9) from CEQA review is available if the project conforms to the provisions of Section 12.30 of the LAMC.

FILING PROCEDURES: When all of the above requirements are met, applications may be filed either at the Downtown Public Counter – 201 N Figueroa St., 4th floor, Los Angeles CA; or at the Valley Public Counter – 6262 Van Nuys Blvd., Suite 251, Van Nuys, CA.

- 1. Filing fee:** Fees must be paid at the time of filing the application for the Zone Boundary Adjustment/Determination and for the Environmental Clearance per Article 9 of the LAMC.
- 2. Appointment System:** City Planning provides case filing services by appointment. It is highly recommended that appointments be made in advance of filing by going to the Department's website: <http://planning.lacity.org> then clicking "Development Services Center" on the bottom right, then "Make Appointment".