



REFERRAL FORMS:

TRANSIT-ORIENTED COMMUNITIES AFFORDABLE HOUSING FORM
LOS ANGELES CITY PLANNING DEPARTMENT

This form is to serve as a referral to the Department of City Planning Development Services Center for Affordable Housing case filing purposes (in addition to the required Department of City Planning Application and any other necessary documentation) and as a referral to HCIDLA, CRA, Building and Safety, or other City agency for project status and entitlement need purposes.

CITY STAFF USE ONLY

Referral To:
[] Transit Review [] Planning DSC - Filing [] HCIDLA Funding [] Building and Safety [] CRA [] Other:
NOTES:
Planning Staff Name and Title Planning Staff Signature
Date Approved Expiration Date

I. Project Information – To be completed by applicant

1. PROJECT LOCATION/ ZONING

Project Address:
Project Name:
Applicant Name and Phone/Email:
Assessor Parcel Number(s):
Community Plan: Number of Lots: Lot Size: s.f.
Existing Zone: Land Use Designation:
[] Specific Plan [] HPOZ [] DRB [] Enterprise Zone [] CRA [] CPIO
[] Q-condition/ D-limitation/ T-classification (please specify):
[] Other pertinent zoning information (please specify):
[] Location of Major Transit Stop (please specify the stop or intersection):

II. Project Eligibility – To be completed by DCP Housing Services Unit Staff

2. TRANSPORTATION QUALIFIERS

Qualifier #1 (rail name & stop, ferry terminal or bus #):
Service Interval # 1: [420 min / # of trips]
Service Interval # 2: [420 min / # of trips]
Qualifier #2 (rail name & stop, ferry terminal or bus #):
Service interval # 1: [420 min / # of trips]
Service interval # 2: [420 min / # of trips]
TOC Tier: [] Tier 1 [] Tier 2 [] Tier 3 [] Tier 4 Planning Staff Initials:

1 Per AB 744, A Major Transit Stop means a site containing an existing rail 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.
2 This figure (420 minutes) is based on the total number of minutes during the peak hours of 6 am to 9 am as well as 3 pm to 7 pm.
3 If project is 100% affordable, it is eligible for one increase in Tier.

III. Project Information (if applicant is requesting additional incentives) – To be completed by applicant

3. DESCRIPTION OF PROPOSED PROJECT

4. EXISTING USE

A. Describe Existing Development: _____

Characteristic of existing use Dwelling Unit (DU), Commercial/ Industrial, or Other	Existing		To Be Demolished	Proposed ⁴	
	No. of DU or Guest Rooms	Approximate sq. ft./ea.		No. of DU or Guest Rooms	Approximate sq. ft./ea.
Guest Rooms					
Studio					
One Bedroom					
Two Bedrooms					
Three Bedrooms					
_____ Bedroom					
Commercial / Industrial					
Other:					

B. Previous Cases Filed

	(1)	(2)	(3)
Case Number(s):	_____	_____	_____
Date Filed:	_____	_____	_____
Date Approved:	_____	_____	_____
End of Appeal Period:	_____	_____	_____
Environmental No.	_____	_____	_____

5. TYPE OF APPLICATION

- Transit-Oriented Communities (per TOC Guidelines) with **Base Incentives**. If no entitlement case is requested, please contact the Los Angeles Department of Building and Safety (LADBS) at ladbs.org or call 3-1-1 within the City of Los Angeles or (213) 473-3231 outside of the City of Los Angeles.
- Transit-Oriented Communities (per TOC Guidelines) with **Additional Incentives** (please specify, max of three):

- If applicable, projects adhering to the Labor Standards in LAMC 11.5.11 may be granted two more **Additional Incentives** as listed in the TOC Guidelines (please specify):

- Site Plan Review per LAMC Sec. 16.05
- Specific Plan Project Permit Compliance per LAMC Sec. 11.5.7.C
- Community Design Overlay per LAMC Sec. 13.08
- Coastal Development Permit per LAMC Sec. 12.20.2 or 12.20.2.1
- Tract or Parcel Map per LAMC Sec. 17.00 or 17.50
- Other entitlements requested (please specify): _____

⁴ Replacement units, per AB 2556, shall be equivalent to the number of units, size, and number of bedrooms of the existing development.

6. ENVIRONMENTAL REVIEW

- Environmental Review Not Required – Project is Ministerial.⁵ Please explain: _____
- Not filed (please contact the Department of City Planning Development Services Center for more information)
- Filed (indicate case number): _____

7. HOUSING DEVELOPMENT PROJECT TYPE (please check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> For Sale | <input type="checkbox"/> Moderate Income | <input type="checkbox"/> Transitional Foster Youth |
| <input type="checkbox"/> For Rent | <input type="checkbox"/> Market Rate | <input type="checkbox"/> Disabled Veteran |
| <input type="checkbox"/> Extremely Low Income | <input type="checkbox"/> Mixed Use Project | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Very Low Income | <input type="checkbox"/> Senior | <input type="checkbox"/> Special Needs (please describe): _____ |
| <input type="checkbox"/> Low Income | <input type="checkbox"/> Residential Hotel | |

8. DENSITY CALCULATION

A. Base Density: Maximum density allowable per zoning

Lot size _____ s.f. (a)
 Density allowable by zone _____ units/s.f. of lot area (b)
 Units allowed by right (Base Density) _____ units (c) [c = a/b, Including fraction and round up to the next whole number]

B. Maximum Allowable Density Bonus: _____ units (d)

[d = c x 1.5 (Tier 1), 1.6 (Tier 2), 1.7 (Tier 3), or 1.8 (Tier 4); in RD Zones c x 1.35 (Tiers 1 and 2), 1.4 (Tier 3) or 1.45 (Tier 4), include fraction and round up to whole number]

C. Proposed Project: Please indicate total number of Units requested as well as breakdown by levels of affordability set by each category (HCD or HUD). For information on HCD and HUD levels of affordability please contact the Housing and Community Investment Department of Los Angeles (HCIDLA) at (213) 808-8843 or hcidla.lacity.org.⁶

	<u>Total</u>	<u>HCD (State)</u>	<u>HUD (TCAC)</u>
Market Rate	_____	N/A	N/A
Managers Unit(s) - Market Rate	_____	N/A	N/A
Extremely Low Income	_____	_____	_____
Very Low Income	_____	_____	_____
Low Income	_____	_____	_____
Moderate Income	_____	_____	N/A
Seniors- Market Rate	_____	N/A	N/A
Seniors- Very Low Income	_____	_____	_____
Seniors- Low Income	_____	_____	_____
Seniors – Moderate Income	_____	_____	_____
Transitional Foster Youth–Very Low Income	_____	_____	_____
Disabled Veterans – Very Low Income	_____	_____	_____
Homeless – Very Low Income	_____	_____	_____
Total # of Units per Category	_____	(e)	(f)
Percent of Affordable Units by Category	_____	(g)	(h)
[g = e/c or e/i, whichever is less, c or i] [h = f/c or f/i, whichever is less, c or i]			
TOTAL # of Units Proposed	_____ (i)		
TOTAL # of Affordable Housing Units	_____ (j)		
Number of Density Increase Units ⁷	_____ (k) [If i>c, then k=i-c; if i<c, then k= 0]		
Percent Density Increase Requested	_____ (l)		
Percent of Affordable Set Aside	_____ (k) x % of affordable housing units provided		

⁵ Ministerial Projects (aka, “By-Right”) do not require any discretionary Planning approvals. Developers of such housing file building plans with the Department of Building & Safety. Plans are checked for compliance with the Building Code and, when in compliance, permits are issued to begin construction.

⁶ HCD (State) = Published affordability levels per California Department of Housing and Community Development. HUD (TCAC) = Published affordability levels per the United States Department of Housing and Urban Development.

⁷ Add one (1) if base was rounded up.

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

_____ units allowed by right (permitted by LAMC before rounding) – _____ existing units = _____ units

- YES, Site Plan Review is required, if Proposed Base Density units minus existing units is equal to or greater than 50⁸
- NO, Site Plan Review is not required, if Base Density units minus existing units is less than 50
- NO, Site Plan Review is not required if Proposed Project is not utilizing a Density Bonus and total Project is less than 50
- Exempt (*please specify*): _____

10. INCENTIVES

A. Base Incentives (*Please check and circle all that apply*)

(1) Floor Area Ratio⁹:

	FAR (whichever is greater)
Tier 1	40% or 2.75:1 in commercial zone
Tier 2	45% or 3.25:1 in commercial zone
Tier 3	50% or 3.75:1 in commercial zone
Tier 4	55% or 4.25:1 in commercial zone
RD Zones or Specific Plans/Overlay Districts that Regulate FAR	45%, unless Tier 1
If Base FAR < 1.25:1	2.75:1
Greater Downtown Housing Incentive Area¹⁰	40%

Final Floor Area Ratio¹¹ Required/ Allowable Proposed

(2) Parking Reductions

Minimum Parking Requirements		
	Residential	Ground Floor Commercial
Tier 1	0.5 spaces per bedroom	10% Reduction
Tier 2	1 space per unit	20% Reduction
Tier 3	0.5 space per unit	30% Reduction
Tier 4	No parking requirements	40% Reduction
100% Affordable Housing	No parking requirements	

Total number of bedrooms _____
 Total number of residential units _____
 Non-residential Parking per code _____

Final Residential Parking Required/ Allowable Proposed
 Final Non-Residential Parking _____

Other Parking Notes: _____

⁸ Site Plan Review may also be required if other characteristics of the project exceeds the thresholds listed in Sec. 16.05 of the LAMC.
⁹ Refer to TOC Guidelines Section VI.1.b. for exceptions
¹⁰ Calculated per LAMC 12.22 A.29(c)(1)
¹¹ Refer to TOC Guidelines Section VI.1.b. for exceptions

B. Qualification for Additional Incentives: *(Please check only one)*

Minimum Required Restricted Affordable Housing Units, calculated as a percentage of the maximum allowable density on the date of application (i.e. base density)

Incentives	% Extremely Low Income	% Very Low Income	% Low Income	% Moderate Income
One	<input type="checkbox"/> 4%	<input type="checkbox"/> 5%	<input type="checkbox"/> 10%	<input type="checkbox"/> 10%
Two	<input type="checkbox"/> 7%	<input type="checkbox"/> 10	<input type="checkbox"/> 20%	<input type="checkbox"/> 20%
Three	<input type="checkbox"/> 11%	<input type="checkbox"/> 15%	<input type="checkbox"/> 30%	<input type="checkbox"/> 30%

C. Additional Incentives *(Please check all that apply according to 9B)*

- | | <u>Required/Allowable</u> | <u>Proposed</u> |
|--|---------------------------|-----------------|
| <input type="checkbox"/> (1) Yard/Setback <i>(each yard counts as 1 incentive in Tiers 1 and 2; two yards count as 1 in Tiers 3 and 4)</i> | | |
| <input type="checkbox"/> Front | _____ | _____ |
| <i>Reductions in front yards are only permitted on R zoned property (see Section VII.1.a.ii.1)</i> | | |
| <input type="checkbox"/> Rear | _____ | _____ |
| <input type="checkbox"/> Side(s) | _____ | _____ |

	Side and Rear Yards
Tier 1	25%
Tier 2	30%
Tier 3	30% or depth of two yards
Tier 4	35% or depth of two yards
When Abutting R1 or More Restrictive Zones	No Reductions Allowed

- | | | |
|---|-------|-------|
| <input type="checkbox"/> (2) Lot Coverage | _____ | _____ |
| <input type="checkbox"/> (3) Lot Width | _____ | _____ |
| <input type="checkbox"/> (4) Height/ # of Stories | _____ | _____ |

	Height
Tier 1	11 feet for one story
Tier 2	11 feet for one story
Tier 3	22 feet for two stories
Tier 4	33 feet for three stories
Lots with Height Limits of 45 feet or less	Second and third additional stories must be stepped-back at least 15 feet from primary frontage

Transitional Height (circle one): 1) Per LAMC 2) Per TOC Guidelines 3) Not Applicable

- | | | |
|--|-------|-------|
| <input type="checkbox"/> (5) Open Space | _____ | _____ |
| <input type="checkbox"/> (6) Density Calculation | _____ | _____ |
| <input type="checkbox"/> (7) Averaging <i>(all count as 1 incentive)</i> | | |
| FAR | _____ | _____ |
| Density | _____ | _____ |
| Parking | _____ | _____ |
| OS | _____ | _____ |
| Vehicular Access | _____ | _____ |
| <input type="checkbox"/> (8) Public Facility Zone | _____ | _____ |

TOTAL # of Additional Incentives Requested: _____

Other Incentive Notes: _____

11. COVENANT:

All Density Bonus projects are required to prepare and record an Affordability Covenant to the satisfaction of the Los Angeles Housing Department's Occupancy Monitoring Unit **before** a building permit can be issued. Please contact the Housing and Community Investment Department of Los Angeles (HCIDLA) at (213) 808-8843 or hcidla.lacity.org

12. REPLACEMENT UNITS:

AB 2222, and as amended by AB 2556, requires that density bonus eligible projects replace any pre-existing affordable housing units on the project site. Replacement units include the following: *(Answer the following with yes or no.)*

- A. Units subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income? _____
- B. Units occupied by lower or very low income households below 80% AMI per California Department of Housing and Community Development Department levels not already listed above? _____
- C. Units subject to the Rent Stabilization Ordinance not already listed above? _____
- D. Units that have been vacated or demolished in the last 5 years? _____
- E. Per AB 2556, are the number of replacement units, size and number of bedrooms equivalent to that being demolished (as shown on Existing Development Table on page 2 above)? _____

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 Building and Safety.