



Department of City Planning Executive Office

City Hall, 200 N. Spring Street, Room 525, Los Angeles, CA 90012

May 9, 2016

TO: All Concerned Consultants, Developers, Engineers, Surveyors and Applicants

FROM: Vincent P. Bertoni, AICP, Director of Planning 

SUBJECT: **GENERAL PLAN AMENDMENT INITIATIONS, REQUESTS TO THE DIRECTOR OF PLANNING**

The City consists of 35 community plans that implement our land use policies throughout the City. A major function of the Department of City Planning (Department) is the periodic updating of these community plans to reflect changes desired by the community. On occasion, applicants and private property owners have requested an amendment to a community plan in order to facilitate consideration of a proposed project. However, it is important to note that all General Plan Amendments, including those limited to a specific property or properties, must be initiated by the City of Los Angeles. Specifically, Plan Amendments can only be initiated by the City Council, the City Planning Commission or the Director of Planning (LAMC 11.5.6 B).

In order for the Director of Planning to initiate a General Plan Amendment request for consideration by City decisionmakers, the Director will need to review whether the request has the potential of meeting the findings for a General Plan Amendment. Please note that initiating an applicant's request does not imply an approval, but rather that the Department will review and prepare a recommendation to the appropriate decision-making body. If the Director of Planning declines to initiate the applicant's request for a General Plan Amendment, the applicant may meet with staff to discuss other options.

In order to start the process, the applicant is asked to submit basic information regarding the development proposal including: the project description; the existing conditions and uses of the proposed project site; the requested entitlement package, including information pertaining to the General Plan Amendment request and any zoning modifications; and a description of neighboring land uses and the character of the area. There is no fee or environmental clearance associated with this preliminary management-level review and the turnaround time for feedback is generally one to two weeks.

Memorandum - General Plan Amendment Initiations

May 9, 2016

Page 2 of 2

Please submit the following materials:

1. A brief 1-2 page cover letter describing the development proposal, the existing land use designation and zoning, the proposed General Plan Amendment request, other requested entitlements, existing site conditions, and the surrounding uses and neighborhood character.
2. 8 1/2 x 11 color maps indicating the existing and proposed land use designations and zoning.
3. Exhibits including site plans, renderings or photographs that will assist the Department's Management Team in their initial review of your proposal.
4. A General Plan Amendment Initiation Form with appropriate fields completed.

These materials can be hand delivered, mailed or sent electronically to the following Los Angeles Department of City Planning staff:

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