

Zoning Administrator Determination (ZAD)
JOINT LIVING AND WORK QUARTERS

RELATED CODE SECTIONS: Section 12.24 X.13 of the Los Angeles Municipal Code (LAMC) authorizes a Zoning Administrator to approve applications for Joint Living and Work Quarters with reduced parking in the C1, C1.5, C2, C4, C5 and CM Zones and to permit Joint Living and Work Quarters for artists and artisans, including individual architects and designers, in commercial and industrial buildings in the CR, MR1, MR2, M1, M2 and M3 Zones. Check the following actions that you are requesting:

- Reduced parking for Joint Living and Work Quarters (C1, C1.5, C2, C4, C5 and CM Zones)
- Joint Living and Working Quarters for artists & artisans (CR, MR1, MR2, M1, M2 and M3 Zones)

PUBLIC HEARING AND NOTICE: Notification of a public hearing for the above process includes the owners of all properties abutting the subject site as well as on-site posting of the notice.

SPECIALIZED REQUIREMENTS: When filing an application for the above, the following items are required in addition to those specified in the *Master Filing Instructions* (form [CP-7810](#)).

1. **Plot Plan:** The boundary of the plot plan must include all contiguously owned parcels (if the project is located on only a portion of the plot plan, label those portions of the site that are “not a part” of the project). The plot plan must also show the location, uses, setbacks, height and footprint of buildings on adjoining properties that may be affected by the requested action. If a street dedication exists on the site, that dedication must be shown on the plot/site plan. Measure setbacks from the dedication line rather than the existing property line. Include trash, loading, and parking areas (including numbered stalls) with access driveways.
2. **Floor Plans:** Floor plans are required for applications for Joint Living and Working Quarters for artists & artisans and must clearly identify the areas where items such as kilns, furnaces, hammers, power tools, acetylene torches or fire will be used. If the building is/will also be used for commercial or manufacturing uses the floor plans shall also identify the location of the differing uses in the building.

FINDINGS FOR APPROVAL: In order to approve an application, the decision maker must decide if the facts presented in the record are such to support the findings (i.e. criteria for approval) established in the LAMC. On a separate page copy each finding stated below, and provide a detailed justification/explanation of how the proposed project conforms to the required finding.

1. Explain how the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region; and
2. Explain how the project’s location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety; and

3. Explain how the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan (Plans can be viewed in the General Plan section of City Planning's website at <http://planning.lacity.org>); and
4. Explain how the uses of property surrounding the proposed location of the joint living and work quarters and the use of the proposed location will not be detrimental to the health, safety and welfare of prospective residents of the quarters; and
5. Explain why the proposed joint living and work quarters will not displace viable industrial uses and will not substantially lessen the likelihood that the property will be viable in the future for industrial uses.

SPECIALIZED QUESTIONS: The items below cover important information which will help familiarize the decision maker with your request. The information is required for all applications but should not be considered as a limitation upon material to be submitted, and the applicant is encouraged to include any additional material you feel is relevant. In the space below or on separate paper if necessary, complete the following:

1. How many units are proposed? _____
2. What is the approximate size (sq. ft.) of each unit? _____
3. Is the building now being used as Joint Living and Work Quarters? Yes No
If Yes, has an Order to Comply been issued by the Department of Building and Safety?
 Yes No (If it was, attach a copy.)
4. What is the total number of parking spaces on the site? _____
Will each unit be assigned a parking space? Yes No
5. Will each unit have a bathroom? Yes No
If No, how many units will have bathrooms? _____
6. Will each unit have a kitchen? Yes No
If No, how many units will have kitchens? _____
7. Approximately how many people will be living in each unit? _____
8. Will families with minor children live in any units? Yes No
If Yes, how many families? _____
9. Will artists and artisans work at this site that will not live on the site? Yes No
If Yes, how many? _____
10. Will art products be sold on the site? Yes No

11. What hours and days will art work be produced and/or sold on the site?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Proposed hours of production							
Proposed hours of sales							

12. What types of art will be produced (paints, sculpture, ceramics, etc.) on the site? _____
 Will the type of artwork be restricted? Yes No

a. What special material will be used? _____

b. Where will the material be stored? Inside Outside

c. Will kilns, furnaces, hammers, power tools, acetylene torches or fire be used? Yes No
 If you answered Yes, how many? _____
 Where will they be located? _____

d. Will any work on art projects create any of the following?

Noise Dust Vibrations

Light Smoke Odor

If any of the boxes above are checked, explain in detail

13. Will the building also be used for commercial and manufacturing uses? Yes No
If you answered Yes, what types? _____
Indicate the sheet number(s) on your floor plans which shows what portions of the building will be used for each type of use: _____

14. Does the building contain unreinforced masonry bearing walls as determined by the Department of Building and Safety? Yes No

15. What measures will be taken to upgrade the building site and units?