



REFERRAL FORMS:

COMPLIANCE REVIEW / PLAN APPROVAL AND MODIFICATION OF CONDITION(S) OR DECISION
Referral Form and Checklist - Nuisance Abatement

RELATED CODE SECTION: The Los Angeles Municipal Code Section 12.27.1 (LAMC) authorizes the Director of Planning to initiate Administrative Nuisance Abatement Proceedings, Section 12.27.1.C 3 of the LAMC authorizes review of a Nuisance or Non-Compliance with existing conditions, and Section 12.27.1.E of the LAMC authorizes Modification of an Administrative Decision, or Condition(s) or any Discretionary Zoning Approval.

PURPOSE: This Referral Form allows for early review of the application documents and materials to determine if they are accurate and complete prior to filing an *Application Package*. The intent is to provide the applicant with early notification of any issues with regard to requirements, requested actions, adequacy of application documents, or materials.

PROCESS: This Referral Form will identify documents and materials required for the specific application type. After the *Application Package* has been prepared, make an appointment for staff review. Once the materials have been reviewed for accuracy and completeness, staff will sign the Referral Form to confirm the *Application Package* is acceptable for filing.

I. CONDITIONS COMPLIANCE / PLAN APPROVAL - LAMC 12.27.1.C 3

A. Project Information

- 1. Business Name (DBA): _____
- 2. Property Address: _____
- 3. Request: _____

B. Documents and Materials Required: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Department of City Planning Application (5 copies) | <input type="checkbox"/> BTC receipt for mailing of hearing notice |
| <input type="checkbox"/> Conditions Compliance Report with supporting documentation (5 copies) | <input type="checkbox"/> Environmental Categorical Exemption (Section 15321, Class 2) |
| <input type="checkbox"/> Copy of Certified Covenant | <input type="checkbox"/> Most recent Letter of Determination(s) (5 copies) |
| <input type="checkbox"/> Mailing labels includes owner and operator(s) and 500' original Radius Map | <input type="checkbox"/> DCP receipt |
| | <input type="checkbox"/> ZIMAS parcel profile report |

C. Fees – Required per LAMC 19.01.E.3

Condition Compliance/Plan Approval initial deposit, plus required surcharges.

II. MODIFICATION OF DECISION OR CONDITION(S) - LAMC 12.27.1.E

A. Project Information

- 1. Business Name (DBA): _____
- 2. Property Address: _____
- 3. Request: _____

B. Documents and Materials Required: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Justification for not requiring future compliance review(s) (5 copies) | <input type="checkbox"/> Environmental Categorical Exemption (Section 15321, Class 2) |
| <input type="checkbox"/> Justification to modify operational conditions (5 copies) | <input type="checkbox"/> Most recent Letter of Determination(s) (5 copies) |
| <input type="checkbox"/> Copy of Certified Covenant | <input type="checkbox"/> DCP receipt |
| <input type="checkbox"/> Mailing labels includes owner and operator(s) and 500' original Radius Map | <input type="checkbox"/> ZIMAS parcel profile report |

C. Fees - Required per LAMC 19.01.N

Modification or Plan Approval for Revocation Case Fee, plus required surcharges.

III. PRE-FILING PROCESS INSTRUCTIONS

A. Referral Form Appointment: Applicants are required to make an appointment with the assigned Planning Staff person, prior to filing an *Application Package*. During the meeting, staff will check the boxes on this form to identify the type of materials/documents required for filing the specific case.

NOTE: Provide all the documents that support the Condition Compliance Report or justification for not requiring future compliance review or justification to modify operational conditions (**e.g. photographs, security logs, security agreement, STAR training certificates, Acknowledgement of Conditions, receipts, etc.**)

B. Review Application Package: Referral Form, Documents, Materials, and *Application Package* is submitted for the Pre-Filing review. Staff determines accuracy, completeness, and identifies items that may be changed or added, before signing the Referral Form.

C. File Application Package: Make an appointment for filing the Application Package with any of the office locations below or at the City of Los Angeles Department of City Planning website: <http://planning.lacity.org>

Please ask for the priority Revocations case filing appointment.

DEPARTMENT STAFF ONLY:

Notes: _____

Nuisance Abatement/Revocations Planner Signature:	Phone Number:
Print Name:	Date:
Filing Fee (plus surcharge):	

City of Los Angeles Department of City Planning WEBSITE: <http://planning.lacity.org>

Public office locations:

Metro DSC	Valley DSC	West Los Angeles DSC
Figueroa Plaza Building 201 North Figueroa Street, 4th Floor Los Angeles, CA 90012 (213) 482-7077	Marvin Braude San Fernando Valley Constituent Service Center 6262 Van Nuys Boulevard, Room 251 Van Nuys, CA 91401 (818) 374-5050	1828 Sawtelle Boulevard, 2nd Floor Los Angeles, CA 90025 (310) 231-2598

Nuisance Abatement/Revocations Unit location:
 Figueroa Plaza Building
 201 N. Figueroa Street, 5th Floor, Room 525
 Los Angeles, CA 90012