



FINDINGS / SPECIALIZED REQUIREMENTS:

HOUSING INCENTIVES

Density Bonus (DB) - Conditional Use (CU) – Public Benefit (PUB)

RELATED CODE SECTIONS: The Department of City Planning (DCP) offers several processes intended to facilitate affordable housing in the City of Los Angeles. Section 12.22 A.25 of the Los Angeles Municipal Code (LAMC) authorizes the Director of Planning to approve applications for Density Bonus requesting up to three (3) on-menu incentive items; and the City Planning Commission to approve applications for Density Bonus requesting any off-menu items. Section 12.24 U.26 of the LAMC authorizes the City Planning Commission to approve a Conditional Use Permit for applications requesting a density bonus increase greater than the maximum permitted in Section 12.22 A.25. Section 14.00 A.2 authorizes the Director to approve Public Benefit Projects where otherwise not permitted by right or by Conditional Use and which meet specific performance standards or alternative compliance measures. Check which entitlement you are requesting below:

- Density Bonus Filing with On-Menu Incentive Items
- Density Bonus Filing with Off-Menu Items*
- Conditional Use Permit for greater than 35% Density Bonus*
- Public Benefit Project*

* These entitlement requests may be applied for following consultation with DCP Project Planning staff only. All applications require an Affordable Housing Referral Form from the Metro DSC Housing Services Unit.

PRIORITY HOUSING PROJECT PROCESSING: In accordance with the Mayor’s Executive Directive No. 13 (ED13), issued on October 23, 2015, DCP has implemented a policy to prioritize case processing for projects that contribute to the new construction or rehabilitation of housing developments that meet the criteria set forth in ED 13. Please complete the following regarding your project:

- The project contains a minimum of 10 or more units; and - YES - NO
- At least 20% of on-site rental units have rents that are restricted so as to be affordable to and occupied by low income households; or - YES - NO
- At least 30% of on-site for sale units have sales prices that are restricted so as to be affordable to and occupied by low- or moderate-income households - YES - NO

PUBLIC HEARING AND NOTICE: A request for a Density Bonus with on-menu incentives *does not* require a public hearing. However, mailing labels and a copy of labels for abutting property owners of all contiguously owned properties of the subject site will be required for mailing of the determination letter. A map keyed to the labels is also required. Abutting owners include those across the street or alley or having a common corner with the subject property (i.e., every parcel that would touch the subject property if all rights-of-way were removed from the map).

A request for Density Bonus with off-menu incentives, a Conditional Use, or a Public Benefit application *does* require a public hearing. Notification includes mailings to property owners and occupants within a 500-foot radius of all contiguously owned properties of the subject site as well as on-site posting of the hearing notice. Applications reviewed at Planning Commission level also require on-site posting of the Commission Meeting Agenda. Refer to DCP’s *Mailing Procedures* ([CP-2074](#)) and *On-Site Posting* ([CP-7762](#)) handouts for further instructions.

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

1. **Affordable Housing Referral Form (AHRF):** Provide the original *Affordable Housing Referral Form* ([CP-4043](#)) reviewed and signed by City Planning’s Metro DSC Housing Services Unit staff prior to case filing. DCP’s current Assignment List and Staff Directory, with contact information, can be found at <http://planning.lacity.org> under the “About” tab.
2. **Proof of Filing with HCIDLA:** As part of AB2222, effective January 1, 2015, the Housing and Community Investment Department (HCIDLA) must evaluate properties on which there is a proposed Density Bonus case and determine whether replacement units are required. Include proof of filing with HCIDLA via Housing Application Forms that are stamped by said department.
3. **Pre-Filing Review:** Requests for a Density Bonus with off-menu incentives, a Conditional Use Permit for >35% Density Bonus, or a Public Benefit Project require consultation with staff assigned to the geographic area in which the project is located prior to the filing of your application. An appointment is required for this review. DCP’s current Assignment List and Staff Directory, with contact information, can be found on City Planning’s website.
4. **Color Elevations:** Color elevations are mandatory for all Density Bonus cases. These shall include specifications and a legend for all materials and colors proposed for the street facing façade. Refer to DCP’s *Elevation Instructions* ([CP-7817](#)) for technical requirements. Provide as many copies as plans required per the *Master Filing Instructions*.
5. **Color Renderings:** Color renderings are mandatory for all Density Bonus cases that include a Site Plan Review filing and/or are reviewed at the City Planning Commission level. Provide as many copies as plans required per the *Master Filing Instructions*.
6. **Citywide Design Guidelines Checklist:** If your project involves the construction of, addition to, or exterior alteration to any building or structure, please complete the Residential or Mixed-Use Design Guidelines (as applicable to your project), available on DCP’s website. This does not apply to projects located within a Specific Plan or Overlay that contains its own design regulations.

GENERAL FINDINGS: Each of the following requests requires findings for approval. Include the applicable finding(s) separately for every item checked in the previous REQUESTED ACTION(S) section. On a separate page, copy each finding stated below and provide a detailed justification/explanation of how the proposed project conforms to the finding.

- **Density Bonus with On-Menu Incentive Items:** LAMC 12.22 A.25(g)(2) – To be eligible for any on-menu incentives, a Housing Development Project (other than an Adaptive Reuse project) shall comply with the following:
 1. The façade of any portion of a building that abuts a street shall be articulated with a change of material or with a break in plane, so that the façade is not a flat surface. Indicate the sheet number on your plans which shows compliance with this requirement: _____
 2. All buildings must be oriented to the street by providing entrances, windows, architectural features and/or balconies on the front and along any street-facing elevations. Indicate the sheet number on your plans which shows compliance with this requirement: _____

3. The Housing Development Project shall not be a contributing structure in a designated Historic Preservation Overlay Zone and shall not be on the City of Los Angeles list of Historical-Cultural Monuments. Please check the “Planning and Zoning” tab under the property profile in ZIMAS at <http://zimas.lacity.org>
 4. The Housing Development Project shall not be located on a substandard street in a Hillside Area or in a Very High Fire Hazard Severity Zone as established in Section 57.4908 of the Municipal Code. To verify whether a project is located on a substandard street, obtain a Hillside Referral Form from the Bureau of Engineering; to verify whether a project is located within a Very High Fire Hazard Severity Zone, check the “Additional” tab under the property profile in ZIMAS.
- **Density Bonus with Off-Menu Incentive Items:** LAMC 12.22 A.25(g)(3) – Provide a pro forma or other documentation to show that the waiver or modification is needed in order to make the Restricted Affordable Units economically feasible in addition to the items listed above. A third-party peer review of the pro-forma is also required.
 - **Conditional Use Permit for Greater than 35% Density Bonus:** LAMC 12.24 U.26 – Density Bonus requests for Housing Development Projects in which the density increase is greater than the maximum permitted in LAMC Section 12.22 A.25 shall also find that:
 1. 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;
 2. 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;
 3. The project substantially conforms with the purpose, intent and provision of the General Plan, the applicable community plan, and any applicable specific plan.
 4. The project is consistent with and implements the affordable housing provisions of the Housing Element of the General Plan;
 5. The project contains the requisite number of affordable and/or senior citizen units as set forth in California Government Code Section 65915(b); and
 6. The project addresses the policies and standards contained in the City Planning Commission’s Affordable Housing Incentives Guidelines.
 - **Public Benefit Project:** LAMC 14.00 A.2 – Density increase requests for a Housing Development Project to provide for additional density in excess of that permitted in LAMC Section 12.22 A.25 shall find that the proposed project substantially meets the purposes of the performance standards set forth in LAMC Section 14.00 A.2. If utilizing this process, also complete the *Public Benefit Projects* form ([CP-7766](#)).