



Application:

## TRANSFER OF JURISDICTION—FAILURE TO ACT

**1. PROJECT DESCRIPTION—TRANSFER OF JURISDICTION FROM THE INITIAL DECISION MAKER TO: (CHECK ONE)**

- THE CITY COUNCIL     
  THE CITY PLANNING COMMISSION     
  THE AREA PLANNING COMMISSION

**REGARDING CASE NUMBER:** \_\_\_\_\_

**2. PROJECT LOCATION**

Street Address \_\_\_\_\_

**3. ACTION REQUESTED**

- Applicant of above case requests a Transfer of Jurisdiction pursuant to LAMC Section 11.5.7 C.5 for Specific Plan procedures; Section 12.24 H for Conditional Use Permits, other similar quasi-judicial approvals, and Zoning Administrator Adjustments; Section 12.27 G for Variances; Section 14.00 B.8 for Public Benefit projects; or Section 16.05 G.5 for Site Plan Review. (if you check this box, complete Section 4 below).
- Appellant of the decision on the above Variance case requests a Transfer of Jurisdiction pursuant to LAMC Section 12.27 N (if you check this box, complete Section 5 below).

**4. APPLICANT INFORMATION**

An applicant may request a transfer of jurisdiction from the initial decision maker for failure to act on an application within 75 days from the date of the filing of a complete application. If you are the applicant who filed the above case, complete the following:

Date case filed: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date case accepted by staff as complete: \_\_\_\_\_ Date the 75-day time limit to process expired on: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property owner(s) name (if different from applicant): \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent/Representative's name (if different from applicant): \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Primary Contact for details regarding this request:**     Applicant     Property owner     Representative

**5. APPELLANT INFORMATION**

An appellant may request a transfer of jurisdiction to the City Council if the Area Planning Commission fails to act on an appeal of a grant of a Variance within 75 days from the expiration of the appeal period. If you are appealing the above case, complete the following:

Final date to appeal: \_\_\_\_\_ Date appealed: \_\_\_\_\_

Date the 75-day time limit to process expired on: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Appellant's name (print): \_\_\_\_\_  
Company/Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent/Representative's name (if applicable): \_\_\_\_\_  
Company/Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Primary Contact for details regarding this request:**     Appellant     Representative

**6. REQUIRED MATERIALS**

- A. Applicants** submitting a Transfer of Jurisdiction pursuant to LAMC Section(s) 12.24 H, 12.27 G, 14.00 B.8, 11.5.7, or 16.05 shall provide one copy of the case filed including all plans and exhibits. Plans should be folded to 8 ½" x 11" size. The materials will become a part of the permanent City file.
- B. Appellants** submitting a Transfer of Jurisdiction pursuant to LAMC Section 12.27N shall provide one copy of the appeal including the Master Appeal Form, a copy of the original Decision Letter, a copy of the Justification for the Appeal together with any other exhibits or materials submitted with the Appeal. The materials will become a part of the permanent City file.
- C.** Although not required, if you wish to expand on the reason you are filing this request, you may include an addendum to this form including any background information or supporting statements.