

ZONING ADMINISTRATOR ADJUSTMENT (ZAA)

AUTHORIZING CODE SECTION: Section 12.28 of the Los Angeles Municipal Code (LAMC) authorizes a Zoning Administrator to grant adjustments to the yard, area, building line, height and floor area regulations of the LAMC. Check all of the following items that you are requesting:

- Adjustments in the yard or setback requirements as established by the property zoning.
- Fences or walls (including latticework, gates, pilasters, hedges or thick growths of shrubs or trees) in the required yard areas as prohibited by LAMC Section 12.21 C.1 (g) and which also exceed 8 feet in height.
- Adjustments to the requirements for (1) spaces between buildings [LAMC Section 12.21 C.2 (a)] or (2) passageway clearance to street [LAMC Section 12.21 C.2 (b)]
- Adjustments to location of accessory buildings, animal keeping structures and tennis or paddle courts regulations established by LAMC Section 12.21 C.5.
- Adjustments to Density (lot area per unit) set by the zoning designation, provided the request is for less than a 20% increase.
- Encroachment into a Building Line established by ordinance.
- Adjustments to the height of buildings or structures otherwise permitted by LAMC Section 12.21.1, provided that the request is for less than a 20% increase.
- Adjustments to the Floor Area Ratio (FAR) of non-residential buildings or structures otherwise permitted by LAMC Section 12.21.1, provided that the request is for less than a 20% increase.
- Adjustments to Residential Floor Area (RFA) provided the request is for no more than a 10% increase.

PUBLIC HEARING AND NOTICE: Notification of a public hearing for the above process includes 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 Land Use 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 only on 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 use and distance from structures, within 50 feet of the subject parcel, on adjacent properties (whether under the same ownership or not). 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.

- 2. Elevations:** Provide elevations if the application includes: (a) new construction, including additions, (b) fences or walls exceeding 8 feet, (c) requests to exceed the permitted height of buildings or structures, and/or (d) requests for encroachments into yards/setbacks adjacent to residentially zoned parcels.

In addition to the overall height of the building or structure, elevations must show number of stories and dimensions for all heights (for example height and width of each floor or mezzanine, top and bottom portions of fences/walls, lighting fixtures, staircases, signage, or changes in the type of material used). Indicate all building/structure material types and colors (including the plant/tree type if the request is for a fence or wall that consists of vegetation). Consult the Elevation Instructions (form [CP-7817](#)) for comprehensive technical requirements.

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. Your response to each finding should clearly discuss each requested action.

1. Describe what site characteristics or existing improvements make strict adherence to the zoning regulations impractical or infeasible; and explain why the project nonetheless conforms with the intent of those regulations; and
2. Describe how (in light of the project as a whole, including any mitigation measures imposed) 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 why the project is in substantial conformance with the purpose, intent and provisions of the General Plan, the applicable community plan and any applicable specific plan. (Plans can be viewed at <http://planning.lacity.org>)