



REFERRAL FORMS:

Unpermitted Dwelling Unit (UDU) Inter-Agency Referral Form

Los Angeles Department of City Planning (DCP), Department of Building and Safety (DBS), and Housing and Community Investment Department (HCIDLA)

This form is to serve as an inter-agency referral for applications for legalization of pre-existing unpermitted dwelling units pursuant to Public Benefit Project procedures in LAMC Section 14.00 A.10. This form shall be completed and signed by staff from the relevant Department(s) prior to issuance of the final building permit.

I. Project Information - To be completed by applicant

1. PROJECT LOCATION/ ZONING

Project Address: \_\_\_\_\_
Existing Number of Units: \_\_\_\_\_ Permitted: \_\_\_\_\_ Unpermitted: \_\_\_\_\_
Applicant Name and Phone/Email: \_\_\_\_\_
Assessor Parcel Number(s): \_\_\_\_\_
Community Plan: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Lot Size: \_\_\_\_\_ s.f.
Current Zone: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_
[ ] Specific Plan [ ] HPOZ [ ] DRB [ ] Enterprise Zone [ ] CRA [ ] CPIO
[ ] Q-condition/ D-limitation/ T-classification (please specify): \_\_\_\_\_
[ ] Other pertinent zoning information (please specify): \_\_\_\_\_
[ ] Is lot(s) located within 1/2 mile of a Major Transit Stop? (yes/no): \_\_\_\_\_

II. Project Eligibility - To be completed by applicant and determined by DCP Housing Services Unit

Table with 2 columns: Eligibility Criteria (To be Determined by DSC Housing Services) and Please Write: Yes or No. Rows include criteria (a) through (d) regarding non-permitted units, zoning, legalization dates, and affordable units.

NOTES:
DCP Staff Name and Title
DCP Staff Signature
Date

1 Per AB 744, a Major Transit Stop means a site containing an existing rail transit station or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. It also includes major transit stops that are included in the applicable regional transportation plan.

**III. Zoning Compliance - To be completed by DBS Staff**

**2. NUMBER OF PERMITTED AND UNPERMITTED UNITS**

- A. Number of permitted units on-site: \_\_\_\_\_ units (a)
- B. Number of unpermitted units on-site: \_\_\_\_\_ units (b)
- C. Total number of units proposed: \_\_\_\_\_ units (c) [c = a+b]

**3. PARKING**

- A. Number of parking spaces currently provided on property: \_\_\_\_\_ spaces
- B. Description of current parking provided on property: *(include description of number of compact spaces, number of covered spaces, number of tandem spaces, etc. as applicable)*

Is the existing parking compliant with the LAMC?    Yes    No

**4. PARKING COMPLIANCE**

- A. Requested parking compliance: *(Please choose only one of the following options)*
- Parking Option 1:** Recalculate parking for all units in the project based on # of bedrooms for all units in the project (not just the restricted units), inclusive of Disabled and Guest parking.

	# of Units	Spaces/Unit	Parking Required	Parking Provided
0-1 Bedroom		1		
2-3 Bedrooms		2		
4 or more Bedrooms		2.5		
TOTALS				

- Parking Option 2:** Parking may be calculated by maintaining all existing parking and providing additional parking only for newly legalized unit(s) in accordance with Parking Option 2 in LAMC Section 12.22 A.25(d). Up to 40% of required parking for Restricted Affordable Units may be compact stalls. One Restricted Affordable Unit or dwelling unit for Low Income individuals must be provided for each legalized unit.

	# of Units	Spaces/Unit	Additional Parking Required	Parking Provided
Permitted units		n/a	0	<i>[from Section 3A]</i>
Restricted Affordable		1		
Very Low/ Low Income Senior or Disabled		0.5		
Residential Hotel		0.25		
TOTALS				

**Project Address:** \_\_\_\_\_

- Parking Option 3:** Parking may be calculated by maintaining all existing parking and providing additional parking at a ratio of 0.5 parking spaces per bedroom only for the newly legalized unit(s) for a project located within one half mile of a Major Transit Stop<sup>1</sup>. The maximum ½ mile distance to a major transit stop is measured in a straight line (“as the crow flies”). Tandem or uncovered parking is permitted.

	# of Bedrooms	Spaces/ Bedroom	Additional Parking Required	Parking Provided
Permitted units		n/a	0	[from Section 3A]
Unpermitted units		0.5		
TOTALS				

**5. PASSAGEWAY**

Does project meet the passageway provisions of LAMC Sections 12.21 C.2(b) through (e).  Yes  No

**6. ADDITIONAL PROJECT ZONING COMPLIANCE** (if applicable)

Zoning Standard	Required per applicable Code Section	Description of conditions currently provided on property	Zoning Relief Required (Y/N)
Parking			
Open Space			
Yard/Setback: Front Side Rear			
Lot Coverage			
Lot Width			
Floor Area Ratio			
Other (please specify)			

**NOTES:**

<b>DBS Staff Name and Title</b>	<b>DBS Staff Signature</b>	<b>Date</b>
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**IV. Verification of Zoning Compliance and Affordable Housing Referral - To be completed by DCP Housing Services Unit Staff**

**7. DENSITY COMPLIANCE**

**A. Maximum density allowable per zoning:**

Lot size: \_\_\_\_\_ s.f. (d)  
 Density allowable by zone: \_\_\_\_\_ units/s.f. of lot area (e)  
 Units allowed by right (Base Density): \_\_\_\_\_ units (f);  
 [f = d/e, Including fraction and round up to the next whole number]  
 or if applicable, Permitted Units by Certificate of Occupancy of \_\_\_\_\_ units.

**B. Total Number of Units Proposed:** \_\_\_\_\_ units (g) [from Section 2C]

**C. Total Increase in Density Requested:** \_\_\_\_\_ percent (h) [h = ((g-f)/f)\*100]

**D. Total Increase in Density Approved:** \_\_\_\_\_ (check code section below)

Check One			
<b>Code Section</b>	LAMC 14.00 A.10(d)(1)	LAMC 14.00 A.10(d)(2)	LAMC 14.00 A.10(d)(3)
<b>Description</b>	Less than 35% increase in density	Greater than 35% increase in density when the number of legal units exceeds allowable density	Legalizing a third unit on a property when an existing permitted two-unit building already exists

**8. ADDITIONAL INCENTIVES**

**A. Total Number of Incentives/Zoning Relief Requested:** \_\_\_\_\_ [from Section 6 above]

List of Incentives Requested and Approved by DCP [from Section 6]

**One:**

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**Two:**

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**Three:**

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**Additional Waivers of Development Standards Required:**

If not waived, these development standards would physically preclude the legalization of an eligible UDU project with the densities and incentives permitted by Section 14.00 A.10. Development standards include, but are not limited to, a site condition, a height limitation, a setback requirement, a floor area ratio, an onsite open space requirement, or a parking ratio that applies to a residential development pursuant to any ordinance, general plan element, specific plan, charter, or other local condition, law, policy, resolution, or regulation. Development standards do not include conditions imposed through discretionary approvals. Incentives and additional waivers shall not be used to exempt compliance with performance standards.

\_\_\_\_\_  
DCP Staff initials

**Project Address:** \_\_\_\_\_

**B. Qualification for Incentives:** *(Please check only one)*

Eligible Number of Incentives	Percent of Total Units Restricted to Very Low Income Households	Percent of Total Units Restricted to Low Income Households	Percent of Total Units Restricted to Moderate Income Households
<b>One</b>	<input type="checkbox"/> 5% to <10%	<input type="checkbox"/> 10% to <20%	<input type="checkbox"/> 10% to <20%
<b>Two</b>	<input type="checkbox"/> 10% to <15%	<input type="checkbox"/> 20% to <30%	<input type="checkbox"/> 20% to <30%
<b>Three</b>	<input type="checkbox"/> 15% or greater	<input type="checkbox"/> 30% or greater	<input type="checkbox"/> 30% or greater

**9. NUMBER OF AFFORDABLE UNITS REQUIRED**

Type	Percent Required <i>[per Sections 7 and 8]</i>	Number of Units Required	Number of Bedrooms per Restricted Unit(s)
Extremely Low Income			
Very Low Income			
Low Income			
Moderate Income			
<b>Total</b>			

<b>NOTES:</b>		
DCP Staff Name and Title	DCP Staff Signature	Date

**Project Address:** \_\_\_\_\_

**V. Affordable Housing Covenant - To be completed by HCIDLA Staff**

**10. AFFORDABILITY COVENANT**

- An Affordability Covenant has been executed and/or recorded to the satisfaction of the Los Angeles Housing Department's Occupancy Monitoring Unit.

Type	Number of Units Recorded
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	

**NOTES:**

HCIDLA Staff Name and Title

HCIDLA Staff Signature

Date

**INSTRUCTIONS: Unpermitted Dwelling Unit Inter-Agency Referrals**

**1. Appointments:** Individual agencies may require appointments to require completion of individual portions of this referral form. Please inquire with individual agency staff to determine this.

For the Department of City Planning, an appointment with the DSC Housing Services Staff is recommended to complete this referral form. After the Unpermitted Dwelling Unit Inter-Agency Referral Form is completed, an appointment to file your Public Benefit application at the Development Services Centers is also required and must be made via the City Planning website: <http://planning.lacity.org>.

**2. Review Materials:** Review of the referral form by staff is intended to identify and determine compliance with City requirements necessary to achieve the proposed project. Materials submitted for Eligibility Criteria and Zoning Compliance must comply with the respective agency’s criteria for submittal. Please consult the respective agency for specific submittal requirements.

**a. Eligibility Criteria:** The Unpermitted Dwelling Unit (Ordinance No. 184,907) requires specific evidence to establish occupancy including an apartment lease, utility bill, Rent Stabilization Ordinance (RSO) Rent Registration Certificate, code enforcement case documentation (i.e. Orders to Comply), all between the period of December 11, 2010 to December 10, 2015. Insufficient materials or lack of materials will delay processing of your project.

**b. Zoning Compliance:** Applicants will need to submit for Plan Check with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved.

**3. Contact Information:**

<b><u>DOWNTOWN OFFICES:</u></b>	<b>Housing + Community Investment Department</b> 1200 W. 7th Street, 8th floor Los Angeles, CA 90017 Phone: (213)808-8843 Website: <a href="http://www.hcidla.lacity.org">http://www.hcidla.lacity.org</a>	<b>Department of Building and Safety, Metro Office</b> 201 N. Figueroa St., 4 <sup>th</sup> Floor Los Angeles, CA 90012 Phone: (213) 473-3231 Website: <a href="http://www.ladbs.org">http://www.ladbs.org</a>	<b>Department of City Planning DSC Housing Services Unit</b> Figueroa Plaza 201 N. Figueroa St., 5 <sup>th</sup> Floor Los Angeles, CA 90012 Phone: (213) 202-5464 Email: <a href="mailto:dcpphp@lacity.org">dcpphp@lacity.org</a>
<b><u>VALLEY OFFICES:</u></b>		<b>Department of Building and Safety, Van Nuys Office</b> 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA 91401	<b>Department of City Planning DSC Metro Counter</b> Figueroa Plaza 201 N. Figueroa St. , 4 <sup>th</sup> Floor Los Angeles, CA 90012 <a href="http://planning.lacity.org">http://planning.lacity.org</a>
<b><u>WEST LA OFFICES:</u></b>		<b>Department of Building and Safety, West Los Angeles Office</b> 1828 Sawtelle Blvd. Los Angeles, CA 90025	<b>Department of City Planning DSC Valley Counter</b> Marvin Braude Building 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA 91401 Phone: (818) 374-5050
			<b>Department of City Planning DSC West Los Angeles Counter</b> 1828 Sawtelle Blvd., 2nd Floor West Los Angeles, CA 90025 Phone: (310) 231-2598