



CITY OF LOS ANGELES

INTERIM CONTROL ORDINANCE HARDSHIP EXEMPTION APPLICATION

Form Created - 9/3/2015

INSTRUCTIONS

Hardship Exemption Applications are available at the following locations:

Department of City Planning

**Development Services Center
(Public Counter)**
201 N. Figueroa, 4th Floor Los
Angeles, CA 90012
(213) 482-7077

Valley Planning Counter
6262 Van Nuys Boulevard, Suite 251
Van Nuys, CA 91401
(818) 374-5050

Office of the City Clerk

Planning and Land Use Management Committee
Room 395, City Hall 200 North Spring Street Los Angeles, CA 90012
(213) 978-1133

Department of Building and Safety

Construction Service Centers

Hours: Monday, Tuesday, Thursday, and Friday – 7:30 a.m. -4:30 p.m.
Wednesday – 9:00 a.m. – 4:30 p.m.

Van Nuys
6262 Van Nuys Boulevard
2nd Floor, Room 251
Van Nuys, CA 91401

San Pedro
S. Beacon Street, Room 276
San Pedro, CA 90731
(The San Pedro and South Los Angeles
offices are closed between 12:00 p.m. to
1:00 p.m. daily.)

Downtown
201/221 N. Figueroa Street, 4th Floor
Los Angeles, CA 90012

South Los Angeles* 8475 S. Vermont
Avenue, 2nd Floor
Los Angeles, CA 90044

West Los Angeles
1828 Sawtelle Boulevard, 2nd Floor
West Los Angeles, CA 90025

-
1. **Complete the enclosed Hardship Exemption Application Form and include all required attachments** (refer to the application for a complete list of attachments).
 2. **File the application with the Office of the City Clerk.** There is no filing fee.

Office of the City Clerk

Planning and Land Use Management Committee
Room 395, City Hall
200 North Spring Street Los Angeles, CA 90012
(213) 978-1133

APPLICATION PROCESS

1. The Office of the City Clerk accepts the application materials and notifies both the relevant Council Office and the Chair of the Planning and Land Use Management Committee (PLUM) of the City Council that the application has been filed. *There is no deadline in which City Council must act.*
2. The Office of the City Clerk waits for the Council Office to schedule the applications for consideration by PLUM. PLUM meets on Tuesdays at 2:30 p.m. in Room 350 (3rd Floor) of City Hall, 200 N. Spring Street, Los Angeles, CA 90012. The agenda can be found on the City's website at www.lacity.org under *Council Calendar*.
3. The request for a Hardship Exemption from the Interim Control Ordinance (ICO) is scheduled for PLUM.
4. PLUM makes a recommendation and the matter is scheduled for full City Council.
5. The City Council acts on the request. City Council meets at 10:00 a.m. on Tuesdays, Wednesdays, and Fridays in the John Ferraro Council Chamber, Room 340, City Hall, 200 N. Spring Street, Los Angeles, CA 90012.

AFTER A HARDSHIP EXEMPTION IS GRANTED

Once a Hardship Exemption is granted from the Interim Control Ordinance, the applicant must pursue Building and Safety permits and other City Department approvals, as necessary, to complete the project.

HARDSHIP EXEMPTION APPLICATION

ICO Area:	Council File No.:
Interim Control Ordinance No.:	Additional Interim Control Ordinance No.:
Effective Date:	

Applicant (Record Owner):	Telephone:
Applicant Mailing Address:	Email Address:
Applicant's Representative:	Telephone:
Representative's Mailing Address:	Email Address:

Property Address:	Lot Area (sq. ft.):
Legal Description:	Structure/Building Construction Date:
Existing Zone (ZIMAS):	Permit History (Include Permit Numbers):
Existing Land Use Designation (From City Planning Department):	

Note: The Department of City Planning Master Land Use Application is not required.

Describe Current Use (Include size in square feet, height, ancillary structures such as garages, etc.):

Describe Proposed Project <u>and</u> Use (Include size in square feet, height, etc.):

Why do you believe a hardship exists for which an exemption should be granted? (Attach a statement on a separate sheet if necessary. An economic analysis may also be submitted.)

Note: The Department of City Planning Master Land Use Application is not required.

Do you have any ownership interest in any other parcels within 300 feet of this property?

Yes **No**

(If yes, submit a map showing the location and boundaries of the property for which an exemption is being requested, and the location of the other ownerships.)

ADDITIONAL INFORMATION FILING REQUIREMENTS

In addition to this form, all below items should be included with the application, unless otherwise instructed by City Staff.

- a. Attach a **map showing the location and boundaries** of the property for which the exemption is being requested.
- b. Attach a **Plot Plan** showing the building footprint, parking plan, landscaping, balconies, driveways, any amenities, etc.
- c. Attach an **Elevation Plan**, which includes dimensions for all views.
- d. Attach **Building Plans**. If plans have been accepted by the Department of Building and Safety, list Plan **Check No.**_____ and **Submittal Date**_____.
- e. Submit a **Project History** summary that includes dates and descriptions of meetings, negotiations, expenditures, commitments, etc.
- f. Submit **Photographs** of the subject property and all surrounding property – not over 8 ½ x 11 inches, but of adequate size to illustrate the condition and physical context of the property under discussion.
- g. Attach any **additional information** as needed.

NOTICE OF PUBLIC HEARING

The City Council may hold a public hearing on a hardship exemption application. Upon notification that a public hearing has been scheduled, the applicant shall notify the owners and occupants of all properties abutting, across the street or alley from, or having a common corner with the subject property at least ten days before the date of the hearing. Notice of the public hearing shall also be posted by the applicant in a conspicuous place on the subject property at least ten days before the date of the hearing. The applicant shall provide proof of such notice at the time of the hearing in the form of a sworn declaration or affidavit. Failure to provide such proof shall be grounds to deny the hardship exemption application.

THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant (Record Owner) *

Date

Representative

Date

* *Proof of ownership will be required at the time of application submittal. A recorded grant deed and/or City Clerk's ownership records printout are acceptable.*