REFERRAL FORM



AFFORDABLE HOUSING REFERRAL FORM

This form is to serve as a referral to the Los Angeles City Planning's Development Services Center (DSC) for Affordable Housing case filing purposes (in addition to the required City Planning Application and any other necessary documentation); and to the City of Los Angeles Housing Department (LAHD), Department of Building and Safety (LADBS), or other City agency for project status and entitlement need purposes. All Applicants are required to provide a complete set of architectural plans at the time that this form is submitted for review. Any application submitted that is missing any required materials will be considered incomplete and will not be reviewed until all materials are submitted.

This form shall be completed by the Applicant and reviewed and signed by City Planning DSC Afforable Housing Services Section (AHSS) Staff prior to filing an application for an entitlement, administrative review, or building permit. Any modifications to the content(s) of this form after its authorization by AHSS Staff is prohibited. City Planning reserves the right to require an updated Referral Form for the project if more than 180 days have transpired since the referral date, or as necessary, to reflect project modifications, policy changes, bus route changes, bus schedule changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

Note: This Referral Form <u>does not</u> constitute a City Planning application. See the Forms webpage for City Planning Application (<u>CP-7771.1</u>) and the City Planning Application Filing Instructions (<u>CP-7810</u>). If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans, as some have additional or different requirements. An <u>Assignment List</u> can be found on the City Planning website at http://planning.lacity.org under the "About" tab, under "Staff Directory."

THIS SECTION TO BE COMPLETED BY AHSS STAFF ONLY

Planning Staff Name & Title:	
Planning Staff Signature:	
Referral Date:	Expiration Date:
Case Number: PAR-	
TRANSPORTATION QUALIFIERS (if app	olicable)
☐ Major Transit Stop ☐ Paratransit / F	Fixed Bus Route Very Low Vehicle Travel Areas
☐ Other:	
Location of Transit:	

Qualifier #1: Service Interval #1:			
Qualifier #2:			
Service Interval #1:			
Service Intervals are calculated by div. 7 pm by the number of eligible trips.	viding 420 (the total number of mini	ites during the peak hours	s of 6 am to 9 am and 3 pm t
Notes:			
THIS SECTIO	N TO BE COMPLET	ED BY THE AP	PPLICANT
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			PPLICANT
pplicant Requesting: 100% Affordable per AB 2	345¹ □ SB 35		☐ Measure JJJ
pplicant Requesting:	345¹ □ SB 35 □ AB 2097	□ ED 1 □ AB 2162	☐ Measure JJJ
pplicant Requesting: 100% Affordable per AB 2 AB 2011	345¹ □ SB 35 □ AB 2097	□ ED 1 □ AB 2162	☐ Measure JJJ
pplicant Requesting: 100% Affordable per AB 25 AB 2011 Other: PPLICANT INFORMATION	345¹ ☐ SB 35 ☐ AB 2097	□ ED 1 □ AB 2162	☐ Measure JJJ
pplicant Requesting: 100% Affordable per AB 25 AB 2011 Other: PPLICANT INFORMATION pplicant Name:	345¹ ☐ SB 35 ☐ AB 2097	□ ED 1 □ AB 2162	☐ Measure JJJ☐ AB 2334
pplicant Requesting: 100% Affordable per AB 25 AB 2011 Other: PPLICANT INFORMATION pplicant Name: hone Number:	345¹ ☐ SB 35 ☐ AB 2097 ON	□ ED 1 □ AB 2162	☐ Measure JJJ☐ AB 2334
pplicant Requesting: 100% Affordable per AB 2: AB 2011 Other: PPLICANT INFORMATION pplicant Name: hone Number: mail:	345¹ ☐ SB 35 ☐ AB 2097	□ ED 1 □ AB 2162	☐ Measure JJJ☐ AB 2334
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pplicant Requesting: 100% Affordable per AB 25 AB 2011 Other: PPLICANT INFORMATION pplicant Name:	345¹	□ ED 1 □ AB 2162	☐ Measure JJJ

 $^{^{1}\,}$ AB 1763 incentives were amended by AB 2345 (2020) per Government Code Section 65915(b)(1)(G).

Community Plan:					
Land Use Designation:					
	☐ Specific Plan				
☐ HPOZ	☐ Enterprise Zone	☐ Redevelopment Project Area			
If applicable, specify	Specific Plan/Overlay:				
☐ Q Condition/D Lim	nitation (Ordinance No. and	d provide a copy):			
☐ Other Pertinent Zo	□ Other Pertinent Zoning Information (specify):				
2. DETAILED DES	SCRIPTION OF PROPO	SED PROJECT			

3. DETAILED DESCRIPTION OF EXISTING SITE AND DEVELOPMENT

² Refer to Executive Directive 1 Implementation Guidelines for qualifying criteria. If the project is determined to be ineligible for ED 1, a new Referral Form will need to be obtained.

Existing Uses Dwelling Unit (DU) Square Footage (SF)	Existing No. of DUs or Non-Residential SF	Existing No. of DUs or Non-Residential SF to be Demolished	Proposed ³ No. of DUs or Non-Residential SF				
Guest Rooms							
Studio							
One Bedroom							
Two Bedrooms							
Three Bedrooms							
Bedrooms							
Non-Residential SF							
Other							
 4. APPLICATION TYPE □ Density Bonus with On-Menu Incentives (specify): 1)							
	3)						
☐ Density Bonus with Of							
4)	4)						

³ Per AB 2556, replacement units shall be equivalent to the number of units and number of bedrooms of the existing development.

	Density Bonus with Waivers of Development Standards (specify):
	1)
	2)
	3)
	4)
	Greater Downtown Housing Incentive Area per LAMC Section 12.22 A.29
	Affordable Housing per LAMC Section 11.5.11 (Measure JJJ)
	Public Benefit Project per LAMC Section 14.00 A.2
	General Plan Amendment per LAMC Section 11.5.6
	Request:
	Zone/Height District Change per LAMC Section 12.32
	Request:
	Conditional Use per LAMC Section 12.24 U.26
	Specific Plan Project Permit Compliance per LAMC Section 11.5.7 C
	Community Design Overlay per LAMC Section 13.08
	Coastal Development Permit per LAMC Section 12.20.2 or 12.20.2.1
	Tract or Parcel Map per LAMC Section 17.00 or 17.50
	Other (specify):
5.	ENVIRONMENTAL REVIEW
	Project is Exempt⁴
	Not Yet Filed
	Filed (Case No.):

⁴ Project may be exempt from CEQA review if it qualifies for a CEQA Exemption or is a Ministerial Project (aka, "By Right").

6. HOUSING DEVELOPMENT PROJECT TYPE

CHECK ALL THAT APPL	.Y:		
☐ For Rent	☐ For Sale	☐ Mixed-Use Project	☐ Residential Hote
☐ Extremely Low Income	☐ Very Low Income	☐ Low Income	☐ Moderate Income
☐ Market Rate	☐ Supportive Housing	☐ Senior	
☐ Shared Housing Building	ng per AB 682		
☐ Special Needs (describ	pe):		
☐ Other Category (descri	ibe):		
7. DENSITY CALCU	LATION		
A. Base Density: Maxim	um density allowable per	· zoning⁵	
Lot size (including any	½ of alleys) ⁶	SF (a)	
Density allowed by Zor	ne	SF of lot area per DU (b))
Density allowed by Ge	neral Plan	_	
No. of DUs allowed by	right (per LAMC)	DUs (c) [c = a/b, round d	own to whole number
No. of Guest Rooms a	llowed per AB 682	_	
Base Density		DUs (d) [d = a/b, round ι	up to whole number]
B. Maximum Allowable	Density Bonus ^{7, 8}	DUs (e) [e = dx1.35, roun	nd up to whole number
☐ AB 2345 - Unlimited	d Density		

⁵ As defined by Government Code Section 65915(o)(7), which states that "maximum allowable residential density" or "base density" means the maximum number of units allowed under the zoning ordinance, specific plan, or land use element of the general plan, or, if a range of density is permitted applicable to the project. If the density allowed under the zoning ordinance is inconsistent with the density allowed under the land use element of the general plan or specific plan, the greater shall prevail.

⁶ If there is a related subdivision case, the lot area shall be calculated based on the site area after a dedication of land has been provided.

⁷ Per AB 2345, 100% affordable housing developments may request an 80% density increase or unlimited density if the project site is within 0.5 miles of a Major Transit Stop or in a Very Low Vehicle Travel Area (see ZIMAS). In addition, a property located in the Hollywood Redevelopment Plan Area is eligible for a 50% density bonus pursuant to Government Code Section 65915(f), as described in the November 2, 2022 AB 2345 Memo.

⁸ Per AB 2334, a Very Low Vehicle Travel Area are defined by Government Code Section 65915(o)(4), as an urbanized area "where the existing residential development generates vehicle miles traveled (VMT) per capita that is below 85 percent of either regional vehicle miles traveled per capita or city vehicle miles traveled per capita.

C. Proposed Project: Please indicate total number of DUs requested and break down by levels of affordability set by each category (California Department of Housing and Community Development [HCD] or United States Department of Housing and Urban Development [HUD]). For information on HCD and HUD levels of affordability please contact LAHD at https://housing.lacity.org/partners/land-use-rent-income-schedules.

Note: Rent schedules will be determined by LAHD.

	Total	HCD (State)	HUD (TCAC)
Market Rate		N/A	N/A
Managers Unit(s) — Market Rate9		N/A	N/A
Extremely Low Income (ELI)			
Very Low Income (VLI)			
Low Income (LI)			
Moderate Income			
Permanent Supportive Housing — ELI			
Permanent Supportive Housing — VLI			
Permanent Supportive Housing — LI			
Seniors — Market Rate		N/A	N/A
No. of Guest Rooms allowed per AB 682 Other			
Other			
Other			
Other			
TOTAL No. of DUs Proposed		(f)	
TOTAL No. of Affordable Housing DUs		(g)	
No. of Density Bonus DUs		(h) [If f>c, then h=f-	c; if f <c, h="0]</td" then=""></c,>
Percent of Density Bonus Requested		(i) {i = 100 x [(f/d) -	1]} (round down)
Percent of Affordable Set Aside		(j) [g/d, round down	to a whole number]

⁹ Properties proposing 16 units or more need to provide a manager's unit per 25 CCR § 42.

8. SITE PLAN REVIEW CALCULATION

thresholds as outlined in LAMC Section 16.05 C, unless otherwise exempted per LAMC Section 16.05 D. For Density Bonus projects involving bonus units, please use the formula provided below to determine if the project meets the SPR threshold for unit count. If the project meets the threshold(s) but qualifies under the exemption criteria per Section 16.05 D, please confirm the exemption with City Planning's DSC AHSS. units allowed by right (permitted by LAMC) – existing units = units YES, SPR is required. Proposed by-right units minus existing units is equal to or greater than 50¹⁰ ☐ NO, SPR is not required. Base Density units minus existing units is less than 50 Exempt. Specify reason: II. DENSITY BONUS (LAMC SECTION 12.22 A.25, ORDINANCE NO. 179,681) 9. PARKING OPTIONS **CHECK ALL THAT APPLY:** ☐ Automobile Parking Reductions via Bicycle Parking for Residential Uses¹¹. Choose only one of the options, if applicable: □ 10% ☐ 15% (Only for residential projects or buildings located within 1,500 feet of a Major Transit Stop) \square 30% (If selecting the 30% parking reduction, the project will be ineligible for any of the Parking Options listed below) If selecting the 30% parking reduction, provide the following information: Required Parking per LAMC: Required Parking after the 30% reduction:

An application for Site Plan Review (SPR) may be required for projects that meet any of the SPR

¹⁰ Site Plan Review may also be required if other characteristics of the project exceeds the thresholds listed in LAMC Section 16.05.

¹¹ Any project utilizing Parking Option 3 may not further reduce automobile parking via bicycle parking.

0-1 Bedroom	# of DUs	Spaces/DU		
0-1 Redroom			Parking Required	Parking Provide
0-1 Bediooiii		1		
2-3 Bedrooms		1.5		
4 or more Bedrooms		2.5		
Stalls Reduced via Bike Parking				Subtract:
TOTALS				
Market Rate		Per Code		
	# of DUs	Spaces/DU	Parking Required	Darking Provide
Market Rate				
(Including Senior Market Rate)		Per Code		
Restricted Affordable		1		
VLI/LI Senior or Disabled		0.5		
Restricted Affordable in Residential Hotel		2.5		
Stalls Reduced via Bike Parking	9			Subtract:
TOTALS				
Parking Option 3 [AB 2345 (20	20)]. Applies	s to two types	of projects:	
100% affordable housing deve	•	•	•	•
a manager's unit(s), with an a	ffordable ho	_	lower income famil 20% LI units.	ies; or

 $^{^{\}rm 12}$ As defined by Government Code Section 65915(b)(1)(G)

A housing development for individuals who are 55 years of age or older with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day. ¹³
Special Needs Housing Development , as defined in Section 51312 of the Health and Safety Code (H&SC), with either paratransit service or unobstructed access, within 0.5 miles to a fixed bus route that operates at least eight times per day.
Supportive Housing Development
Mixed-Income Developments consisting of 11% VLI or 20% LI units.

	Spaces/Unit	Parking Required	Parking Provided
Located within 0.5 miles of Major Transit Stop with unobstructed access to project	0.5		

Major Transit Stop is defined as a site containing an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, 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.

Bus Rapid Transit is defined as public mass transit service provided by a public agency or by a public-private partnership that includes all of the following features:

- 1) Full-time dedicated bus lanes or operation in a separate right-of-way dedicated for public transportation with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods
- 2) Transit signal priority
- 3) All-door boarding
- 4) Fare collection system that promotes efficiency
- 5) Defined stations

□ Parking Option 4 [AB 2097 2022]. No minimum automobile parking requirement on any residential, commercial, or other development project that is within one-half mile of a Major Transit Stop.¹⁴

¹³ AB 2334 aligned the resident age requirement from 62 years of age to 55 years of age for 100 percent affordable housing developments seeking a parking waiver under Section 65915(p)(3)(B).

¹⁴ Parking reductions do not apply to a hotel, motel, bed and breakfast inn or other transient lodging except where a portion of a housing development project is designated for use as a residential hotel, as defined in Section 50519 of the Health and Safety Code. Moreover, reductions do not apply to an event center or commercial parking in a contractual agreement executed before January 1, 2023.

10. INCENTIVES

A. Qualification for Incentives

Below is the minimum Required Restricted Affordable Housing Units, calculated as a percentage of the base density allowed on the date of the application.

Incentives	% Very Low Income	% Low Income	% Moderate Income
One	□ 5% to <10%	□ 10% to <20%	□ 10% to <20%
Two	□ 10% to <15%	□ 20% to <30%	□ 20% to <30%
Three	☐ 15% or greater	☐ 30% or greater	☐ 30% or greater

Note: To utilize AB 682, at least 10% Low or 5% Very Low Income of the base units shall be provided.

- □ 100% Affordable Housing Developments may request up to four (4) incentives and one (1) Waiver of Development Standard. Check this box if this applies to the project.
- **B. Project Zoning Compliance & Incentives** (Only for projects requesting a Density Bonus with Incentives/Waivers)

	Incentives	Proposed per Incentives	On-Menu	Off-Menu	Waivers
$\ \square$ Yard/Setback (each yard	counts as one ince	entive)			
☐ Front (1)					
☐ Front (2)					
☐ Side (1)					
☐ Side (2)					
☐ Rear					
☐ Lot Coverage					
☐ Lot Width					
☐ Floor Area Ratio ¹⁵					
☐ Overall Height/Stories ¹⁶					
☐ Transitional Height(s)					
☐ Open Space					
☐ Density Calculation					
☐ Averaging (all count as o	ne incentive — che	eck all that are nee	ded)		
☐ FAR ☐ Density	/ □ Parking	g □ Open S	pace	☐ Vehicular	Access

¹⁵ See LAMC Section 12.22 A.25(f)(4) for additional requirements.

¹⁶ See LAMC Section 12.22 A.25(f)(5) for additional requirements.

□ C	Other Off-Menu Incentives (specify):
⊔ V	Vaiver of Development Standards (specify):
	00% Affordable Housing Development shall receive a height increase of three additional tories up to 33 additional feet. Check the box if this applies to your project.
тот	AL No. of Incentives Requested: On-Menu Off-Menu
тот	AL No. of Waivers Requested:
11. (COVENANT
satist	ensity Bonus projects are required to prepare and record an Affordability Covenant to the faction of the LAHD's Occupancy Monitoring Unit before a building permit can be issued. nore information, please contact the LAHD at lahd-landuse@lacity.org .
	GREATER DOWNTOWN HOUSING INCENTIVE AREA (LAMC SEC. 12.22 A.29, ORDINANCE NO. 179,076)
12. (GREATER DOWNTOWN HOUSING INCENTIVE AREA (GDHIA)
A. E	ligibility for Floor Area Bonus
	E: The affordability levels required are set by the HUD/TCAC. For information on HCD and HUD so of affordability please contact the LAHD at lahd-landuse@lacity.org.
	5% of the total number of DUs provided for VLI households; and One of the following shall be provided: ☐ 10% of the total number of DUs for LI households; or ☐ 15% of the total number of DUs for Moderate Income households; or ☐ 20% of the total number of DUs for Workforce Income households, and Any DU or Guest Room occupied by a household earning less than 50% of the Area Median Income (AMI) that is demolished or otherwise eliminated shall be replaced on a one-for-one basis within the Community Plan area in which it is located

В.	INCENTIVES						
	NOTE: Must meet all three (3) eligibility requirements from 12.A above and provide a Covenant and Agreement (See #11).						
	CHECK ALL THAT APPLY:						
	☐ A 35% increase in total floor area						
	☐ Open Space requirement pursuant to LAMC Section 12.21 G reduced by one-half, provided that a fee equivalent to amount of the relevant park fee, pursuant to LAMC Section 19.17, shall be paid for all dwelling units. See LAMC Section 12.29 A.29(c) for exceptions						
	\square No parking required for units for households earning less than 50% AMI						
	☐ No more than one parking space required for each dwelling unit						
C.	Additional Incentives to Produce Housing in the GDHIA						
	☐ No yard requirements except as required by the Urban Design Standards and Guidelines						
	☐ Buildable area shall be the same as the lot area (for the purpose of calculating buildable area for residential and mixed-use)						
	☐ Maximum number of dwelling units or guest rooms permitted shall not be limited by the lot area provisions, as long as the total floor area utilized by guest rooms does not exceed the total floor area utilized by dwelling units						
	□ No prescribed percentage of the required open space that must be provided as either common open space or private open space						
IV.	MEASURE JJJ ¹⁷ (LAMC Sec. 11.5.11, Ordinance No. 184, 745)						
13	. AFFORDABLE REQUIREMENTS						
	ertain percentage of affordable units is required based on the total number of units in the project. I out either A or B below:						
A.	Rental Projects						
	☐ No less than the affordability percentage corresponding to the level of density increase requested or allowed:						
	□ % VLI OR □ % LI						
	☐ For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35%:						
	\square 5% ELI AND \square 6% VLI OR \square 15% LI						
	☐ For projects requesting a General Plan Amendment, Zone Change, and/or Height District Change that results in an increased allowable density greater than 35%:						
	☐ 5% ELI AND ☐ 11% VLI OR ☐ 20% LI						

 $^{^{17}}$ All fractional amounts in Sections 13 and 14 shall be rounded up to the next whole number.

	Required Number of Affordable Units									
	ELI	VLI	LI							
В.	For Sale Proje	ects								
	□ No less than the affordability percentage corresponding to the level of density increase requested or allowed:									
	□%	VLI OR	□% LI	OR		% Moderate Inc	ome			
	Change that		eneral Plan Amendn reased allowable d owed:		-	_	itial			
	☐ 11% VLI	OR	☐ 20% LI	OR		40% Moderate Inco	me			
	Required Num	nber of Affordat	le Units							
	VLI	LI	Moderate Ind	come						
14	. ALTERNAT	IVE COMPLIA	NCE OPTIONS							
	, ,		nits on site, there are nts. Select one, if ap	` ,	•					
Α.	Off-Site Const	t ruction – Const	ruction of affordable	units at the f	iollowing ra	te:				
	☐ Within 0.5 miles of the outer edge of the Project, Affordable Units in Section 13 x 1.0									
	☐ Within 2 mile	es of the outer e	dge of the Project, A	Affordable Uni	its in Sectio	on 13 x 1.25				
	☐ Within 3 mile	es of the outer e	dge of the Project, A	Affordable Uni	its in Section	on 13 x 1.5				
	Updated Requ	ired Number of	Affordable Units							
	ELI	VLI	LI	Moder	ate Income	e				
В.			ion of property that				rate:			
	☐ Within 0.5 m	niles of the outer	edge of the Project	, Affordable U	Inits in Sec	tion 13 x 1.0				
	☐ Within 1 mile	e of the outer ed	ge of the Project, A	fordable Unit	s in Sectior	า 13 x 1.25				
	☐ Within 2 mile	es of the outer e	dge of the Project, A	Affordable Uni	its in Section	on 13 x 1.5				
	Updated Requ	ired Number of	Affordable Units							
	ELI	VLI	LI	Moder	ate Income	e				
C.	In-Lieu Fee - F	From the Afforda	bility Gaps Study po	ublished by th	e Los Ange	eles City Planning				
	Total In-Lieu F	ee	(Note	Final fee TBI	D if/when th	ne project is approv	ved)			

15. DEVELOPER INCENTIVES

Please describe up to a maximum of three (3) incentives:			
1)			
2)			
3)			

Disclaimer: This review is based on the information and plans provided by the applicant at the time of submittal of this form. Applicants are advised to verify any zoning issues such as height, parking, setback, and any other applicable zoning requirements with LADBS.