

PROJECT PROCESS

Priority Housing Program

Step 1: Form Submittal

Applicant completes a Pre-Application Referral Form and submits it together with a complete set of architectural plans to the Affordable Housing Services Unit via the [Online Application Portal](#) or by emailing planning.priorityhousing@lacity.org

Step 2: Review of Form

After related fees have been paid, an Affordable Housing Services Unit planner works with the applicant to make corrections to architectural plans and the Pre-Application Referral Form.

Step 3: Completed Form

A completed and signed Pre-Application Referral Form is returned to the applicant to be submitted as part of the case filing materials. Referral Forms have a validity of 180 days.

Examples:

[Affordable Housing Referral Form](#)
[Transit-Oriented Communities - Referral Form](#)

Step 4: Case Filing Appointment

Project applicant requests a case filing [appointment](#) with one of the DSC Public Counters. Referral forms are required to be valid at the time of Case Filing.

[Appointment Instructions](#) | [Application Form](#) | [Fee Estimator](#)

Step 5: Project Review

The project is assigned to the respective planner in the assigned geographic area to conduct a detailed analysis to ensure all of the appropriate entitlements and documents are in order.

Step 6: Public Hearing (if required)

A public hearing is held, depending on the entitlement(s) being requested.

Step 7: Letter of Determination

Issuance of determination by the relevant City Planning [decision maker](#).

Step 8: Case Condition Clearance

Project applicant requests an [appointment](#) with one of the DSC Public Counters for case condition clearance and effectuation, upon the effective date of the approval of a project, once all appeals have been resolved or exhausted

List of items to provide during Case Condition Clearance include:

- Final set of plans (i.e., Cover Sheet, Site Plans, Floor Plans, Elevations, Sections, Landscaping plans, and other plan details). Applicants will need to submit three sets of plans. Two sets of plans will be for the Plan Check at the

[Department of Building and Safety](#) and one additional set of plans will be reserved for City Planning.

- First page of the Letter of Determination, along with the conditions of approval
- Copy of DBS clearance summary worksheet
- Additional material pertaining to conditions of approval, mitigation measures, or performance standards (photographs, receipts, etc.)
- Recorded Master Covenant ([CP-6670](#)), which must be submitted for pre-approval and signature, along with the Letter of Determination prior to recordation with the County.
- Los Angeles Housing Department (LAHD) [Affordable Housing Covenant](#)
- A matrix (spreadsheet) listing each Condition of Approval on a column and another column with the respective justification and/or documentation on how your project complies with each of them.

Step 9: LADBS Plan Check

Submittal of plan check review by applicant. For select projects (TOC Projects, SB 35, AB 2162, or QPSH projects), a [pre-application or referral form](#) is required prior to entering plan check review. After case condition clearance is completed, applicants will submit two sets of the final stamped plans to LADBS's Plan Check division to secure building permits.

Step 10: Issuance of building permit(s)

Step 11: Issuance of Certificate of Occupancy (C of O) by LADBS

A Certificate of Occupancy is an official City document that is issued by LADBS when a building has demonstrated compliance with applicable building codes and other laws and is suitable to be occupied by an individual.