

REFERRAL FORM



HISTORIC PRESERVATION OVERLAY ZONE

Any case filing application submitted to Los Angeles City Planning for a project which is subject to Historic Preservation Overlay Zone (HPOZ) review shall include a completed and signed HPOZ Referral Form (Referral Form). An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.org> under the “About” tab.

Review of the application by HPOZ Planning Staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues, which could subsequently delay processing.

City Planning reserves the right to require an updated Referral Form for the project if more than **180 days** has lapsed from the date of the signature provided by the HPOZ Planner, or as necessary to reflect project modifications, policy changes and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.

THIS SECTION TO BE COMPLETED BY THE APPLICANT

PROJECT SUMMARY

Project Site Address: _____

HPOZ: _____

Description of Proposed Project: (Attach additional pages if necessary.)

THIS SECTION TO BE COMPLETED BY PLANNING STAFF ONLY

AUTHORIZATION TO FILE (check all that apply)

PROPERTY TYPE

Contributor Non-Contributor

CASE TYPE

ED1 Eligible¹ **Certificate of Appropriateness**

Certificate of Appropriateness for Demolition **Certificate of Compatibility**

Other: _____

¹ 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.

PROJECT TYPE

- Not involving new construction or additions (Certificate of Appropriateness Only)
- Involving new accessory building construction
- Involving additions to existing square footage, up to a 20% increase in building coverage
- Involving additions to existing square footage, greater than a 20% increase in building coverage
- Involving new residential construction up to 4 units, or new commercial and mixed-use construction up to 5,000 sq. ft.
- Involving new residential construction over 4 units, or new commercial and mixed-use construction over 5,000 sq. ft.
- Involving demolition of main structure (Certificate of Appropriateness/Demolition Only)
- ED1 Project

ENVIRONMENTAL CLEARANCE

- Not Determined Categorical Exemption (CE) Class: _____
- Environmental Assessment Form (EAF) Class 32 CE
- Statutory Exemption (SE)
- Existing ENV Case Number: _____
- ENV Addendum Case Number: _____
- Other: _____

PUBLIC NOTICING

- Public Hearing Required (BTC Required at the time of filing)
- Mailing of Letter of Determination
 - BTC Required BTC Not Required

See Mailing Procedures Instructions ([CP- 2074](#)) for applicable requirements.

OTHER ENTITLEMENTS NEEDED

- _____
- N/A

ROUTE APPLICATION TO:

- Geographic Project Planning Staff
- HPOZ Staff

NOTES:

Note: Materials and plans have not been checked for full compliance with LAMC or Los Angeles Building Code. A signed Referral Form does not constitute approval of entitlements or the plans submitted at the time of case filing.

HPOZ Staff Signature: _____

Print Name: _____

Phone Number: _____ **Date:** _____

INSTRUCTIONS

1. **Appointments:** A pre-filing appointment with the planner assigned to the applicable HPOZ is required to complete this Referral Form. Please be advised that to file the application, a case filing appointment must be made separately with the Development Services Centers via the City Planning website. Please check the [Development Services](#) page for current protocols.
2. **Review Materials:** Review of the application by assigned staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regard to requested actions or the adequacy of application exhibits/materials which could subsequently delay processing.
 - a. Provide assigned planner with a copy of this form with the items in the Project Summary Section completed.
 - b. A complete copy of all application materials, as specified in the DCP Application Filing Instructions ([CP-7810](#)) (e.g., DCP Application Form, COA/CCMP Application, project plans, photographs, etc.).
 - c. Specialized Requirements/Findings pertinent to your project.
3. **Other Applicable Approvals:** This Referral Form is not intended to provide an exhaustive list of required entitlements. The City of Los Angeles offers several services to assist in identifying required entitlements and if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing, including [DSC Case Management](#) and/or [Preliminary Plan Check](#) with the Los Angeles Department of Building and Safety (LADBS).

CITY PLANNING OFFICE LOCATIONS

DOWNTOWN OFFICES	VALLEY OFFICES	WEST LA OFFICES
DSC Metro Counter Figueroa Plaza 201 N Figueroa Street, 4th Floor Los Angeles, CA 90012	DSC Valley Counter Marvin Braude Building 6262 Van Nuys Blvd, Suite 251 Van Nuys, CA 91401	DSC West Los Angeles Counter 1828 Sawtelle Blvd, 2nd Floor Los Angeles, CA 90025
Major Projects / Office of Historic Resources Figueroa Plaza 221 N Figueroa Street, Room 1350 Los Angeles, CA 90012		