Interim Protocols for Preliminary Zoning Assessment referral forms and SB330 Preliminary Applications during COVID-19 Public Health Emergency

SUMMARY

In response to COVID-19, City Planning has revised its current procedures to allow project applications that qualify under Senate Bill 330: Housing Crisis Act of 2019 to submit their referral forms electronically. This shift to accepting referral forms has allowed applicants to file remotely without requiring an appointment or separate trip to the public counter.

PRELIMINARY ZONING ASSESSMENT (PZA) SECTION II PROTOCOL

STEP 1: Applicants email PZA requests to planning.PARP@lacity.org

Applicants seeking a Housing Development Project determination and signature on Section II of the Preliminary Zoning Assessment form will send the following to planning.PARP@lacity.org:

1. The Preliminary Zoning Assessment form with Section I completed.
2. The architectural plan set—including the site plan, floor plans, and sections. Other sheets, such as the cover sheet, data sheet, and elevations may also be necessary to make the determination.
3. If the project is mixed-use, then the following must also be provided:
   - (1) a Building Area table broken down by level and residential/non-residential areas, and
   - (2) a dimensioned and shaded Building Area diagram for each level divided between areas used for residential purposes and areas used for non-residential purposes, consistent with policy in the SB330 Implementation Memo dated January 17, 2020.

STEP 2: City Planning staff sign Section II and email signed PZA to applicant

Staff in the PARP or Case Management units will make a Housing Development Project determination and sign section II of the Preliminary Zoning Assessment form. Once the determination is made, City Planning staff will email the applicant the PZA form with Section II signed along with the set of plans used to make the determination.

STEP 3: Applicant submits signed PZA and plans to LADBS

Applicants may then email LADBS at ladbs.ASAP@lacity.org with the following:

1. The PZA form with Section II signed
2. The Plan Check submittal documents, including a complete set of architectural plans sufficient for a zoning-only Plan Check. Contact LADBS for submittal instructions.
VESTING SB330 PRELIMINARY APPLICATION PROTOCOL

STEP 1: Applicant initiates request online
In order to initiate a request for vesting through the SB330 Preliminary Application process, an applicant will make the request through the online appointment system. However, an in-person or virtual meeting is not required.

Online Appointment System:
https://planning.lacity.org/development-services/appointment/form

When selecting the appointment type, applicants will select the follow option: “Optional SB330 vesting for Housing Development Projects (Metro office only) (Preliminary Application filing)”

STEP 2: City Planning staff emails instructions to applicant
Once an online request is received, City Planning staff will provide the applicant instructions for submitting a complete SB330 Preliminary Application via email.

STEP 3: City Planning staff reviews materials for completeness
Once the applicant submits the SB330 Preliminary Application package, City Planning staff will review the materials for completeness and accuracy.

STEP 4: City Planning staff emails invoice and applicant pays invoice
When the materials provided are sufficient to deem complete the preliminary application, City Planning staff will provide the applicant an invoice via email.

The applicant or a representative must then deliver the invoice and check to the “City Planning” drop-box at the lobby of one of the Development Services Centers or mail the check and invoice to the following address:

City of Los Angeles
Department of City Planning
200 N Spring Street, Room 570,
Los Angeles, CA 90012

Attention: FMU

STEP 5: PARP staff issues vesting date and issues referral form
Upon receiving proof of payment, City Planning staff will issue the vesting date and send the signed SB330 Preliminary Application referral form to the applicant via email.

STEP 6: Intake planner verifies whether SB330 vesting applies to case
Prior to issuing an invoice, Planners taking in cases at one of the Public Counters or the Housing Services Unit will verify whether a project has received vesting through the SB330 Preliminary Application process.

The signed SB330 Preliminary Application referral form may only be issued prior to an invoice being issued for the project’s main Planning case(s). Given that the public counters are currently requiring only that an application package be dropped off and that a case filing appointment is not currently required, a pending SB330 Preliminary Application referral form will not be issued for a project where the invoice for its main case(s) has already been paid.