

# INFORMATION SHEET

July 1, 2020

## Procedures for Preliminary Zoning Assessment Referral Forms and SB330 Preliminary Applications

### SUMMARY

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 and preliminary applications electronically has allowed applicants to file remotely without requiring an appointment or separate trip to the Develop Services Center (DSC).

### PRELIMINARY ZONING ASSESSMENT (PZA) PROCEDURES

#### STEP 1: Applicants email PZA requests to [planning.PARP@lacity.org](mailto:planning.PARP@lacity.org)

Projects seeking discretionary approval through City Planning and proposing two or more units require a Housing Development Project determination and signature on Section II of the Preliminary Zoning Assessment form. Applicants will send the following to [planning.PARP@lacity.org](mailto: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

City Planning staff 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.

#### STEP 3: Applicant submits signed PZA and plans to LADBS

If the project is determined to be a Housing Development Project, applicants may then initiate a zoning Plan Check with the Los Angeles Department of Building and Safety (LADBS) by emailing [ladsb.ASAP@lacity.org](mailto:ladsb.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.

## OPTIONAL VESTING SB330 PRELIMINARY APPLICATION PROCEDURES

### **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 Application Portal, following the instructions and requirements on forms CP-4062, CP-4063 and the Online Application System. An in-person or virtual meeting is not required.

Online Application Portal: <https://planning.lacity.org/oas/>

### **STEP 2: PARP staff issues vesting date and referral form**

Upon completion of the formal review, City Planning staff will issue the vesting date and send the signed SB330 Preliminary Application referral form to the applicant electronically.

### **STEP 3: A planner verifies whether SB330 vesting applies**

During case intake of a discretionary City Planning application, planners at the DSC will verify whether a project has received optional vesting through the SB330 Preliminary Application process.

The signed SB330 Preliminary Application referral form must be issued prior to the filing of the main City Planning case. A SB330 Preliminary Application referral form will not be issued after the main case has been filed.

July 1, 2020