

REFERRAL FORM



CASE CONSULTATION REFERRAL

Any case filing application submitted to Los Angeles City Planning for a project which includes one or more of the entitlement requests listed below shall include a completed Case Consultation Referral Form (Referral Form) signed by Project Planning Staff assigned to the Geographic Planning area, or Major Projects, if Major Projects will be processing the case. An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.org> under the "About" tab. This form is not required for cases being filed with the Expedited Processing Section (EPS).

APPLICABLE ENTITLEMENTS

- **Zone Change/Height District Change (unless filed in conjunction with a General Plan Amendment initiated by the Director of Planning)**
- **Amendment to Council Instructions T Instructions, Q Conditions, D Limitations**
- **Zone Variance**
- **Conditional Use Permits for Automotive Related Uses, for Neighborhood Stabilization Overlay (NSO) District, or requiring City Planning Commission approval pursuant to 12.24 U, excluding Density Bonus > 35% pursuant to LAMC Section 12.24 U.26**
- **Eldercare Facility**
- **Public Benefit Alternative Compliance**
- **Condominium Conversion**
- **CUGU Adjustment or Exception**
- **Any project which requires an Environmental Impact Report (EIR)**

Please be advised that the purpose of this form is only to confirm that consultation on the proposed request has taken place and does not guarantee approval by the applicable decision-making body.

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 Project Planning Staff, 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 APPLICANT

Project Site Address: _____

Community Plan Area: _____

Specific Plan, DRB, CDO, POD, NOD, CPIO, or SN, including Subarea, if applicable: _____

Description of Proposed Project: _____

THIS SECTION TO BE COMPLETED BY PLANNING STAFF ONLY

CONSULTATION COMPLETED (CHECK ALL THAT APPLY)

- Zone Change/Height District Change (unless filed in conjunction with a General Plan Amendment initiated by the Director of Planning)
- Amendment to Council Instructions for T Instructions, Q Conditions, D Limitations
 - Complies with Commission Guidelines ([CP-7778](#))
- Zone Variance
- Conditional Use Permit
 - Automotive Related Uses
 - NSO District
 - Requiring City Planning Commission approval pursuant to 12.24 U, excluding Density Bonus > 35% pursuant to LAMC Section 12.24 U.26
- Eldercare Facility
- Public Benefit Alternative Compliance
- Condominium Conversion
- CUGU
 - Adjustment
 - Exception
- EIR

Most City Planning processes involve a review of the project design. Applicants are encouraged to consult with the City Planning Urban Design Studio regarding the design of the project early in the application process, ideally prior to filing. You may schedule a design review meeting online: planning.lacity.org/plans-policies/urban-design-studio/schedule-appointment.

NOTES:

Project Planning Signature: _____

Print Name: _____

Phone Number: _____ Date: _____

INSTRUCTIONS

1. **APPOINTMENTS.** A pre-filing appointment with the planner assigned to the applicable geography, or Major Projects, if Major Projects will be processing the case, 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 (DSCs) via the City Planning website. Please check the [Development Services](#) page for current protocols.
2. **REVIEW MATERIALS.** Please provide the following materials:
 - a. Referral Form with items in the Project Summary section completed.
 - b. Project Plans.
 - a. Any additional materials as may be requested by Project Planning Staff.
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 Figueroa Plaza 221 N Figueroa St, Rm 1350 Los Angeles, CA 90012	Valley Project Planning Offices Marvin Braude Building 6262 Van Nuys Blvd, Suite 430 Van Nuys, CA 91401	
Central Project Planning Offices Los Angeles City Hall 200 N Spring Street, Room 621 Los Angeles, CA 90012		
West/South/Harbor Project Planning Offices Los Angeles City Hall 200 N Spring Street, Room 720 Los Angeles, CA 90012		