How to Submit a Project for HPOZ Review

All exterior projects located in an HPOZ (including work that doesn’t require a building permit, such as exterior paint and landscaping) must be reviewed by HPOZ staff and/or the HPOZ boards before work may be done or permits may be issued. Below is a step-by-step guide to submitting a project for review. For specific questions, please contact the Planning Staff assigned to your HPOZ.

**Step 1: Determine the Historic Designation of your Property**

- Log in to ZIMAS, the City’s Zoning Information and Map Access System, and look up your property (see ZIMAS Guide Info Brief for instructions).
- Make note of which HPOZ your property is in and whether it is a Contributor, Contributor Altered, Non-Contributor, HCM, or Mills Act property. It is helpful to print out the “Historic Preservation Review”.
- The extent and type of work you are proposing, together with the property’s status as a Contributing or Non-Contributing Feature of the district, will determine the timeline and procedures involved.

**Step 2: Read and Understand the Preservation Plan Guidelines**

- Projects within an HPOZ must be deemed appropriate to receive an approval for construction. While crafting your project, it is important to consider the architectural massing, style, details, and materials. The Preservation Plan should serve as a guide when developing plans.

For more specific information on the review process please see the relevant Guidelines (Sections 7-10), Exemptions (Section 3.5), and Delegations (Section 3.6) of your district’s Preservation Plan.
To view examples of successful projects and plans, see Successful Projects. To research your property's building permit history, visit http://ladbsdoc.lacity.org/idispublic/.

**Step 3: Begin the Review Process**

- Contact the Planning Staff assigned to your HPOZ
- Fill out the Initial Screening Checklist
- If you have photos or plans of the architectural features you will be altering, send an email to your HPOZ Planner with the project address and HPOZ name in the subject, and a project description in the body of the email. If you have applied for a building permit, please specify the 15 digit number in your correspondence.

For example your email should follow:
Subject: 100 N Spring St.; Highland Park HPOZ;
Body: In-kind reroofing of the structure; Permit XXXXX-XXXXX-XXXX

Your Planner will contact you and advise you of next steps to begin the review process.

**Step 4: Project Submittal**

- After your planner has reviewed your project description and Initial Screening Checklist, they will explain whether your project will be deemed Conforming Work (CWC/CWNC), Certificate Work (COA/CCMP), Delegated, or Exempt. If your project requires Conforming or Certificate work you may be advised to attend an initial consultation with the HPOZ Board. If you are scheduled to attend an HPOZ Board meeting, review How to prepare for an HPOZ Board Meeting before your scheduled appointment.
- Conforming Work cases generally involve smaller projects and rehabilitation work that will normally be scheduled for a Board meeting, then reviewed by Planning Staff, and issued a permit clearance within 21 days.
- Certificates of Appropriateness and Compatibility are reserved for larger projects, generally new buildings or additions over 250 square feet, and typically require at least
one consultation with the HPOZ Board prior to accepting an application. After you file your project at the Development Services Center, Planning Staff has up to 30 days to deem the application complete. Once an application is deemed complete, the Planning Department has 75 days to issue a Letter of Determination regarding the project.

**Step 5: Final Plan Approval and Project Clearance**

- After a Letter of Determination is issued by the staff planner, you will receive a copy of the decision. If the project is approved, and no appeals are filed within 15 days of the date of the decision letter, the decision stands. The planner will then schedule a meeting to stamp and sign final plans and issue related permit clearances.
- Conforming Work cases are not appealable, and may be cleared after a Conforming Work letter is issued by Staff.