

AFFORDABLE HOUSING REFERRAL FORM LOS ANGELES CITY PLANNING DEPARTMENT

This form is to serve as a referral to Planning Public Counter for affordable housing case filing purposes (in addition to the required Master Land Use Application and any other necessary documentation) and as a referral to LAHD, CRA, LA County, or other City agency for project status and entitlement need purposes. Please refer to Affordable Housing Referral Form (AHRF) Instructions Sheet for additional information on completing this form. This form shall be completed by the applicant and reviewed and signed by Planning staff.

CITY STAFF USE ONLY

Referral To: <input type="checkbox"/> Public Counter- Filing <input type="checkbox"/> LAHD Funding <input type="checkbox"/> CRA <input type="checkbox"/> LA County <input type="checkbox"/> Other: _____		
NOTES:		
Planning Staff Name and Title	Planning Staff Signature	Date

I. PROPOSED PROJECT

1. PROJECT LOCATION/ ZONING

Project Address: _____

Project Name: _____

Applicant Name and Contact Information: _____

Assessor Parcel Number(s): _____

Community Plan: _____ Number of Lots: _____ Lot size: _____ s.f.

Existing Zone: _____ Land Use Designation: _____

Specific Plan
 HPOZ
 DRB
 Enterprise Zone
 CRA

Q-condition/ D-limitation/ T-classification (*please specify*): _____

Other pertinent zoning information (*please specify*): _____

2. PROPOSED PROJECT

Description of Proposed Project: _____

	Type of Use	Square Feet	# of Units
Existing ¹			
To be Demolished			
Proposed			
TOTAL			

3. APPLICATION STATUS & TYPE

A. Status of Application

- Not Required: Ministerial²
 - Entitlement Case Required and needs to filed with Planning
 - Case Filed: (1) (2) (3)
- Case Number(s): _____
- Date Filed: _____
- Date Approved: _____
- End of Appeal Period: _____

B. Type of Application (please select only one)

Ministerial²	<p>1. <input type="checkbox"/> Density Bonus (per LAMC 12.22.A.25, Ordinance 179,681) <i>(Please Complete Sections I, II & V)</i></p>	<p>2. <input type="checkbox"/> Greater Downtown Housing Incentive Area (per LAMC 12.22.A.29, Ordinance 179,076) <i>(Please Complete Sections I, III & V)</i></p>	<p>3. <input type="checkbox"/> Senior Independent Housing/ Assisted Living Care Housing/ Disabled Persons Housing (per LAMC 12.21.A.4.u, Ordinance 178,063) <i>(Please Complete Sections I,IV & V)</i></p>	<p>4. <input type="checkbox"/> Other: <i>(Please Complete Sections I & V)</i></p>
	<p><input type="checkbox"/> LADBS- Ministerial</p> <ul style="list-style-type: none"> <input type="checkbox"/> Density Increase <input type="checkbox"/> Parking Reductions (option 1 or 2) 	<p><input type="checkbox"/> LADBS- Ministerial</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exempt from SPR 	<p><input type="checkbox"/> LADBS- Ministerial</p>	<p><input type="checkbox"/> LADBS- Ministerial : (please specify)</p>
Discretionary³	<p><input type="checkbox"/> Density Bonus with Incentives ON the Menu (please specify)</p>	<p><input type="checkbox"/> Site Plan Review</p>	<p><input type="checkbox"/> Site Plan Review</p>	<p><input type="checkbox"/> Discretionary : (please specify)</p>
	<p><input type="checkbox"/> Multiple entitlement with Incentives ON the Menu (please specify)</p>	<p><input type="checkbox"/> Other entitlement</p>	<p><input type="checkbox"/> Other entitlement</p>	
	<p><input type="checkbox"/> Density Bonus with Incentives NOT ON the Menu⁴ (please specify)</p>			
	<p><input type="checkbox"/> Multiple entitlement with Incentives NOT ON the Menu⁴ (please specify)</p>			

4. DENSITY CALCULATION:

A. Base Density: Maximum density allowable per zoning

Lot size _____ sf. (a)
 Density allowable by zone _____ units/s.f. of lot area (b)
 Units allowed by right (Base Density) _____ units (c) [c =a/b, round down to whole number]

B. Maximum allowable Density Bonus: _____ units (d) [d =c x 1.35, round up to whole number]

C. Proposed Project: Please indicate total number of Units as well as breakdown by levels of affordability set by each category (HCD or HUD). For information on HCD and HUD levels of affordability please contact Los Angeles Housing Department’s Occupancy Monitoring Unit at (213) 808-8806 or occmonitor@lahd.lacity.org.

	Total	HCD (State)⁵	HUD (TCAC)⁶
Market Rate	_____	N/A	N/A
Managers Unit(s)- Market Rate	_____	N/A	N/A
Very Low Income	_____	_____	_____
Low Income	_____	_____	_____
Moderate Income	_____	_____	N/A
Seniors- Market Rate	_____	N/A	N/A
Seniors- Very Low Income	_____	_____	_____
Seniors- Low Income	_____	_____	_____
Total # of Units per Category	_____	(e)	(f)
Percent of Affordable Units by Category	_____	(g)	(h)
		[g = e/c or e/i, whichever is less, c or i] [h = f/c or f/i, whichever is less, c or i]	
TOTAL # of Units Proposed	_____ (i)		
Number of Density Bonus Units	_____ (j) [If i>c, then j=i-c; if i<c, then j= 0]		
Percent Density Bonus Requested	_____ (k) [k= j/c]		

5. SITE PLAN REVIEW CALCULATION: An application for Site Plan Review may be required for projects that meet the Site Plan Review threshold(s) as outlined in LAMC Section 16.05.C. unless otherwise exempted per Section 16.05.D. For Density Bonus projects involving bonus units, please use the formulas provided below to determine if the project meets Site Plan Review threshold for unit count. If project meets the threshold(s) but qualifies under the exemption criteria per Section 16.05.D please confirm exemption with Department of City Planning’s Site Plan Review Unit at (213) 978-1219 and provide letter of Exemption signed by authorized Site Plan Review Section planner.

If number of Proposed units [(i) from above] is less than the number of By Right/ Base Density units [(c) from above, then:

(i) – existing units = _____

- YES, Site Plan Review is required, if Proposed units minus existing units is greater than or equal to 50
- NO, if Proposed units minus existing units is less than 50
- Exempt (please specify): _____

If number of Proposed units [(i) from above] is greater than the number of By Right/ Base Density units [(c) from above, then:

(c) – existing units = _____

- YES, Site Plan Review is required, if By Right/ Base Density units minus existing units is greater than or equal to 50
- NO, if By Right/ Base Density units minus existing units is less than 50
- Exempt (please specify): _____

II. DENSITY BONUS
(LAMC Sec.12.22.A.25, Ordinance 179,681)

6. HOUSING DEVELOPMENT PROJECT TYPE *(please select one)*

- (1) For Sale or Rental Housing with Low or Very Low Income Restricted Affordable Units
- (2) For Sale or Rental Senior Citizen Housing (Market Rate)
- (3) For Sale or Rental Senior Citizen Housing with Low or Very Low Income Restricted Affordable Units
- (4) For Sale Housing with Moderate Income Restricted Affordable Units

7. DENSITY BONUS OPTIONS *(Please check all that apply)*

- Land Donation
- Child Care
- Restricted Affordable Units Located Near Transit Stop/ Major Employment Center
- Common Interest Development with Low or Very Low Income Restricted Affordable Units for Rent
- Condominium Conversion
- Parking *(Please choose only one option)*

Parking Option 1: Based on # of bedrooms, inclusive of Handicapped and Guest parking

	# of Units	Spaces/Unit	Parking Required	Parking Provided
0-1 Bedroom		1		
2-3 Bedrooms		2		
4 or more Bedrooms		2.5		
TOTALS				

Parking Option 2: Reduced only for Restricted Affordable Units

	# of Units	Spaces/Unit	Parking Required'	Parking Provided'
Market Rate (Including Senior Market Rate)		Per code		
Restricted Affordable		1		
Very Low/ Low Income Senior or Disabled		.5		
Restricted Affordable in Residential Hotel		.25		
TOTALS				

8. INCENTIVES

A. Project Zoning Compliance & Incentives *(Please check all that apply)*

	Required/ Allowable	Proposed	ON Menu	OFF Menu
<input type="checkbox"/>	(1) Yard/ Setback <i>(each yard counts as 1 incentive)</i>			
<input type="checkbox"/>	Front _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rear _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Side(s) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	(2) Lot Coverage _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	(3) Lot Width _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	(4) Floor Area Ratio _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	(5) Height/ # of Stories _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	(6) Open Space _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	(7) Density Calculation _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	(8) Averaging <i>(all count as 1 incentive)</i>		<input type="checkbox"/>	<input type="checkbox"/>
	FAR, _____	_____	—	—
	Density, _____	_____	—	—
	Parking, _____	_____	—	—
	OS, _____	_____	—	—
	Vehicular Access _____	_____	—	—
<input type="checkbox"/>	Other <i>(please specify):</i> _____	_____	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL # of Incentives Requested: _____

B. Qualification for Incentives On the Menu: (Please check only one)

Incentives	% Very Low Income	% Low Income	% Moderate Income
One	<input type="checkbox"/> 5% to <10%	<input type="checkbox"/> 10% to <20%	<input type="checkbox"/> 10% to <20%
Two	<input type="checkbox"/> 10% to <15%	<input type="checkbox"/> 20% to <30%	<input type="checkbox"/> 20% to <30%
Three	<input type="checkbox"/> 15% or greater	<input type="checkbox"/> 30% or greater	<input type="checkbox"/> 30% or greater
3+	<input type="checkbox"/> (Specify):	<input type="checkbox"/> (Specify):	<input type="checkbox"/> (Specify):

9. **COVENANT:** All Density Bonus projects are required to prepare and record an Affordability Covenant to the satisfaction of the Los Angeles Housing Department's Occupancy Monitoring Unit **before** a building permit can be issued. To apply to LAHD to prepare a covenant, contact the Occupancy Monitoring Unit at (213) 808-8806 or occmonitor@lahd.lacity.org.

III. GREATER DOWNTOWN HOUSING INCENTIVE AREA (GDHIA) (LAMC Sec.12.22.A.29, Ordinance 179,076)
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10. ELIGIBILITY FOR FLOOR AREA BONUS

NOTE: Published affordability levels per the United States Department of Housing and Urban Development (HUD/TCAC). Please consult with Los Angeles Housing Department's Occupancy Monitoring Unit for additional information.

- (1) 5% of the total number of dwelling units provided for Very Low Income households; and
- (2) One of the following shall be provided:
 - o 10% of the total number of dwelling units for Low Income households; or
 - o 15% of the total number of dwelling units for Moderate Income households; or
 - o 20% of the total number of dwelling units for Workforce Income households; and
- (3) Any dwelling unit or guest room occupied by a household earning less than 50% of the Area Median Income that is demolished or otherwise eliminated shall be replaced on a one-for-one basis within the Community Plan Area in which it is located.

11. INCENTIVES (Please check all that apply)

NOTE: Must meet all 3 eligibility requirement from above (#10).

- (1) A 35% increase in total floor area.
- (2) Open Space requirement pursuant to Section 12.21.G reduced by one-half, provided fee is paid.
- (3) No parking required for units for households earning less than 50% AMI.
- (4) No more than one parking space required for each dwelling unit.

12. ADDITIONAL INCENTIVES TO PRODUCE HOUSING IN THE GREATER DOWNTOWN HOUSING INCENTIVE AREA

- (a) No yard requirements except as required by the Urban Design Standards and Guidelines
- (b) Buildable area shall be the same as the lot area (for the purpose of calculating buildable area for residential and mixed-use)
- (c) Maximum number of dwelling units or guest rooms permitted shall not be limited by the lot area provisions as long as the total floor area utilized by guest rooms does not exceed the total floor area utilized by dwelling units.
- (d) No prescribed percentage of the required open space that must be provided as either common open space or private open space.

13. **SITE PLAN REVIEW:** Any residential (including Apartment Hotel or mixed-use) building located within the Greater Downtown Housing Incentive Area is required to complete a Site Plan Review unless otherwise exempted per LAMC Section 16.05.D. If project qualifies under the exemption criteria per Section 16.05.D please confirm exemption with Department of City Planning's Site Plan Review Unit at (213) 978-1219 and provide letter of Exemption signed by authorized Site Plan Review Section planner.

14. **COVENANT:** All GDHIA projects are required to prepare and record an Affordability Covenant to the satisfaction of the Los Angeles Housing Department's Occupancy Monitoring Unit **before** a building permit can be issued. To apply to LAHD to prepare a covenant, contact the Occupancy Monitoring Unit at (213) 808-8806 or occmonitor@lahd.lacity.org.

IV. SENIOR INDEPENDENT HOUSING/ ASSISTED LIVING CARE HOUSING/ DISABLED PERSONS HOUSING (LAMC Sec.12.21.A.4.u, Ordinance 178,063)

15. PARKING REDUCTION

- May be reduced to 50% of the number otherwise required by code if all of the following requirements are met:

16. ELIGIBILITY FOR REDUCED PARKING

- (1) Occupied by at least one person who is disabled or 62 years of age or older, except for management or maintenance personnel unit.
- (2) At least 10 square feet of indoor recreation space and at least 50 square feet of usable open space for each dwelling unit in the development, both available and accessible to all residents of the development.
- (3) Record a Covenant and Agreement with Building and Safety.

V. REQUIRED FOR ALL APPLICATIONS

17. ENVIRONMENTAL STATUS *(Please check only one)*

- Not Required: Ministerial *(CEQA does not apply-may proceed to Building and Safety, no Planning action required)*
- Not Filed: *(Please visit the Planning Public Counter and inquire about completing either an Environmental Assessment Form or a Categorical Exemption)*
- Filed:
 - Categorical Exemption⁸*(Please specify Class and Category):* _____
 - Statutory Exemption*(Please specify Type of Action):* _____
 - Negative Declaration⁸
 - Mitigated Negative Declaration^{8,9}
 - Environmental Impact Report⁸
 - Reconsideration of previous Environmental Review

(Please provide the following information for all filed cases)

Case Number: _____

Date Filed: _____

Date Completed: _____

End of Comment Period: _____

Date Adopted/ Certified: _____

Date Filed with County Clerk: _____

Exhausted All Appeals Date: _____

18. OTHER L.A.M.C. PROVISIONS *(Please check all that apply and give brief description)*

- Site Plan Review *(If applicable but Exempt, please provide letter of Exemption signed by authorized Site Plan Review Section planner)*
- Specific Plan Project Permit Compliance: _____
- CU: _____
- ZV: _____
- ZAA: _____
- Tract or Parcel Map: _____
- Other (please specify): _____

NOTES:

¹ Please provide certificate of occupancy

² Ministerial Projects (aka, "By-Right") do not require any discretionary Planning approvals. Developers of such housing file building plans with the Department of Building & Safety. Plans are checked for compliance with the Building Code and, when in compliance, permits are issued to begin construction.

³ Discretionary Projects require Planning decisions and approval.

⁴ Any waiver or modification of development standards not listed ON the menu of Incentives in the Density Bonus Ordinance.

⁵ HCD (State)= Published affordability levels per California Department of Housing and Community Development. Please consult with Los Angeles Housing Department's Occupancy Monitoring Unit for additional information.

⁶ HUD (TCAC)= Published affordability levels per the United States Department of Housing and Urban Development. Please consult with Los Angeles Housing Department's Occupancy Monitoring Unit for additional information.

⁷ Up to 40% of the required parking for the Restricted Affordable Units may be provided by compact stalls.

⁸ Need to file with County Clerk if applying for public funding. If applying for City of Industry (Los Angeles County) Funds please contact City of Industry for additional documentation required.

⁹ All projects applying for City of Industry (Los Angeles County) Funds need to prepare a Mitigation Monitoring Plan.