

REFERRAL FORM



GEOGRAPHIC PROJECT PLANNING REFERRAL

Any case filing application submitted to Los Angeles City Planning for a project which is subject to one or more of the following Overlays shall include a completed and signed Geographic Project Planning Referral Form (Referral Form). An [Assignment List](#) can be found on the City Planning website at <http://planning.lacity.org> under the “About” tab.

APPLICABLE OVERLAYS

- **Specific Plan**
- **Community Design Overlay (CDO)**
- **Neighborhood Oriented District (NOD)**
- **Community Plan Implementation Ordinance (CPIO)**
- **Design Review Board (DRB)**
- **Pedestrian Oriented District (POD)**
- **Sign District (SN)**

Review of the application by Project Planning Staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regards to requested actions or the adequacy of application exhibits/materials pursuant to the applicable Geographic Overlay, which could subsequently delay processing.

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 the Project Planner, 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: _____

PROJECT TYPE (check all that apply)

- ED1 Eligible¹** **New Construction** **Addition** **Renovation**
 Grading **Change of Use** **Signage** **Other** _____

Description of Proposed Project: _____

¹ Refer to [Executive Directive 1](#) for qualifying criteria. If the project is determined to be ineligible for ED 1, a new Referral Form will need to be obtained.

THIS SECTION TO BE COMPLETED BY PLANNING STAFF ONLY

AUTHORIZATION TO FILE (check all that apply)

Specific Plan/SN

Project Permit

Minor (3 signs or less or change of use)

Standard (More than 3 signs, wireless equipment, or additions of less than 200 sq. ft.)

Single-Family

Major (All other projects)

Single-Family

Modification **Interpretation** **Adjustment** **Administrative Clearance**

Exception **Amendment** **Sign-Off Only** **Not a Project**

SB 9 - ADM Case Required

Design Review Board (DRB)

Preliminary Review

Final Review

CDO/POD/NOD

Design Overlay Plan Approval

Minor (3 signs or less or change of use)

Standard (More than 3 signs, wireless equipment, or additions of less than 200 sq. ft.)

Major (All other projects)

Sign-Off Only

Not a Project

SB 9 - ADM Case Required

Community Plan Implementation Overlay (CPIO)

Administrative Clearance (Multiple Approvals)

CPIO Adjustment (CPIOA)

CPIO Exception (CPIOE)

Potentially Historic Resource

SB 9 - ADM Case Required

Streetscape Plan

- Consultation Completed
- Not a Project or N/A under Streetscape Plan: _____

ENVIRONMENTAL CLEARANCE

- Not Determined
- Environmental Assessment Form (EAF)
- Existing ENV Case Number: _____
- ENV Addendum Case Number: _____
- Other: _____
- Categorical Exemption (CE)
- Class 32 CE

PUBLIC NOTICING

- Public Hearing Required (BTC Required)
- Mailing of Letter of Determination
 - BTC Required
 - BTC Not Required

See Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

NOTES:

Note: Materials and plans have not been checked for full compliance with LAMC or Los Angeles Building Code. A signed Referral Form does not constitute approval of entitlements or the plans submitted at the time of case filing.

Project Planning Signature: _____

Print Name: _____

Phone Number: _____ **Date:** _____

INSTRUCTIONS

1. **APPOINTMENTS.** A pre-filing appointment with the planner assigned to the applicable Overlay 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 via the City Planning website. Please check the [Development Services](#) page for current protocols.
2. **REVIEW MATERIALS.** Please provide the following materials:
 - a. Project Planning Referral Form with items in the Project Summary Section completed.
 - b. A complete copy of all application materials, as specified in the Department of City Planning Filing Instructions ([CP-7810](#)) (e.g., DCP Application Form, Project Plans, Site Photographs).
 - c. Specialized Requirements/Findings pertinent to your project.
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		