

EXHIBIT 02 – LOS ANGELES DEPARTMENT OF CITY PLANNING

Section 5.1.1.A – Entitlements

Summary Funding Form Procedures For Affordable Housing Projects

For a full copy of this document, please visit <https://housing.lacity.org/wp-content/uploads/2020/09/Affordable-Housing-Project-Review-Procedures.pdf>

Ministerial vs Discretionary Projects

A ministerial development project (often referred to as “by-right”) does not require City Planning review or is a project that is in full compliance with the current City of Los Angeles Zoning Code regulations for the site in addition to all policies, plans and/or ordinances that are in effect at the time the project is submitted to LADBS for plan check. In addition, projects utilizing ministerial incentives are considered by-right (for example, a density bonus project utilizing a 35% density bonus and parking reduction, or a TOC project utilizing “base incentives”).

A discretionary project is a project that is requesting approval of a land use entitlement to allow a deviation from the current City of Los Angeles Zoning Code regulations, policies, plans and/or ordinances that are in effect at the time of filing with City Planning. Discretionary projects require filing a case with City Planning to request approval for the desired land use entitlement. With some exceptions, the California Environmental Quality Act (CEQA) also applies to discretionary projects. Below is an overview of various types of common discretionary requests.

Projects utilizing SB 35, AB 2162, or AB 1197 qualify for a CEQA exemption, however, these project types are still subject to City Planning review and should follow the same procedures for funding forms as discretionary projects. Although these project types are technically ministerial, they are required to comply with objective findings and zoning requirements that are reviewed by City Planning. In addition, projects utilizing the Qualified Permanent Supportive Housing (QPSH) Ordinance and the Community Plan Implementation Overlay (CPIO) Affordable Housing Incentive Program are approved administratively and should follow the same procedures for funding forms as discretionary projects. For QPSH projects, applicants must first complete the preliminary application review (PAR) and then file an administrative case (ADM) with City Planning. Applicants can submit their funding forms for review and sign-off once the administrative case (ADM) has been filed with City Planning. City Planning may sign the funding forms during the required 30-day notification period. Applicants should contact their assigned planner per Section III.B below for further guidance.

Discretionary projects requiring CEQA review:

- An affordable housing project located within the boundaries of a Specific Plan, Community Design Overlay, Coastal Area, Greater Downtown Housing Incentive Area, or any other overlay area.
- A Transit Oriented Communities (TOC) project requesting “Additional Incentives.”
- A Density Bonus (DB) project requesting “on-menu” incentives, “off-menu” incentives, and/or a waiver of development standards.
- Housing Development Projects subject to SB 330.
- Site Plan Review (SPR) for projects with 50 or more residential units.
- Legislative actions (such as General Plan Amendments, Zone Changes and Height District Changes) and quasi-judicial decisions from the Zoning Administrator.

I. Pre-Design Services

If a project is not fully-designed but requires general information regarding the City of Los Angeles' development regulations, the project team may consult with the following resources (please note that at this phase of a project these departments cannot complete and sign funding forms, but are available to answer general questions):

- *LADBS Public Counter* – Answers general questions regarding Zoning Code, Building Code, plan check, permitting and inspection procedures.
 - Zoning Information Letters provide the current zone information for a property and may be requested through the LADBS website.
 - Zoning Determination Letters can be requested at any LADBS office that provide site specific requirements such as: allowed use; maximum height; allowable area; required yards, etc.
- *City Planning Public Counter* – Answers general questions regarding application procedures for various land use entitlements for affordable housing projects. Examples include: Density Bonus, Transit Oriented Communities, and Measure JJJ projects.
- *LAHD* – Answers general questions regarding affordable housing replacement, covenants, funding sources, National Environmental Protection Act (NEPA), and Article 34 authorization.
- *Bureau of Engineering Public Counter* – Answers questions regarding street dedications and public improvements.
- *Development Services Case Management* - Provides project navigation for projects that require special assistance and problem solving through pre-consultation, feasibility studies, and pre-development meetings. Preliminary Plan Check Services can be requested for a fee.

II. Design Services

For designed projects, multiple options are offered to accommodate the applicant's schedule and housing type, see the following:

A. Ministerial Projects: LADBS Process

All ministerial and discretionary projects shall be submitted to the Affordable Housing Section in LADBS to verify compliance with city codes, policies and ordinances.

1. Complete Submittal

Projects that have completed their building design can submit their plans to LADBS' Affordable Housing Section. Complete architectural, civil and structural plans and calculations are required at the time of submittal. The LADBS plan check engineer can sign the funding forms after the plan review is complete and it is determined that the project is by-right. However, if the project is subject to a discretionary process or is ministerial requiring LACP review, please refer to the City Planning process.

2. Zoning Only Review or Parallel Design Permitting Process

If a project is not fully designed, applicants can submit zoning only plans or complete architectural plans to LADBS' Affordable Housing Section under the Housing Streamlined Approval Process (HSAP). The minimum requirement would be that the architectural plans are sufficient to show compliance with the zoning code. The LADBS plan check engineer can sign the funding forms after the zoning only plan review is complete and it is determined that the project is by-right. However, if the project is subject to a discretionary process or is ministerial requiring LACP review, please refer to the City Planning process.

3. How to Submit a Funding Form Request

Plans and funding forms shall be submitted to LADBS' Affordable Housing Section with plan requirements as described in Section IIIA-1 or IIIA-2. Fees will be assessed based on a full plan submittal or a zoning only submittal. The minimum processing time is 15 business days for plan review. Applicants should take into consideration the processing time and additional time to correct plans and verify corrections with the plan check engineer ahead of their funding form deadline. The assigned plan check engineer will review and sign the forms once the plan review process is complete and it is determined that the project is by-right. Affordable housing developers may need to submit multiple funding applications and therefore will need multiple forms signed at different times. If the project hasn't changed, then the developer just needs to contact the plan check engineer regarding additional funding forms.

To initiate any of the above LADBS processes, email a request to ladbs.ahs@lacity.org or visit <https://ladbs.org/services/special-assistance/affordable-housing>.

B. Discretionary Projects: City Planning Process

1. Pre-Application Phase – City Planning Housing Services Unit

During the pre-development phase, an applicant will submit the appropriate City Planning referral form to be reviewed by a staff member from the City Planning Housing Services Unit at the Development Services Center (DSC). Various types of referral forms are available for affordable housing projects; including the Affordable Housing Referral Form (AHRF) for the Density Bonus program, or Tier Verifications and Transit Oriented Communities Referral Form for the Transit Oriented Communities (TOC) program. Projects utilizing SB 35, AB 2162, or the Permanent Supportive Housing Ordinance should also complete the applicable referral form. **Funding forms will not be reviewed or signed during this phase.**

2. Application/ Entitlements in Progress and Determination Phase

The assigned Project Planner reviews the project to ensure the request is accurate and complete. The planner also conducts an environmental review to comply with the California Environmental Quality Act, conducts any required hearings and presents recommendations, and lastly, issues the Letter of Determination. **The Project Planner assigned to the project can review and sign funding forms while the project is still in process. A disclosure indicating that a letter of determination has not yet been issued may be required.**

3. Post-Determination Phase

A Letter of Determination has been issued and the approval is effective (no appeals have been filed or appeals have been resolved). **A Housing Services Unit Planner can review and sign funding forms.**

4. How to Submit a Funding Form Request

Funding forms for discretionary projects requested during the entitlement phase shall be submitted directly to the assigned project planner to be reviewed and signed. Processing time is a minimum of 10 business days.

Funding forms for discretionary projects during the post-determination phase shall be submitted to the Development Services Center (DSC) - Housing Services Unit to

dcpphp@lacity.org to be reviewed and signed. Processing time is a minimum of 10 business days. Therefore, applicants are encouraged to submit their request with ample time, especially when strict deadlines must be met.

Types of Funding Forms

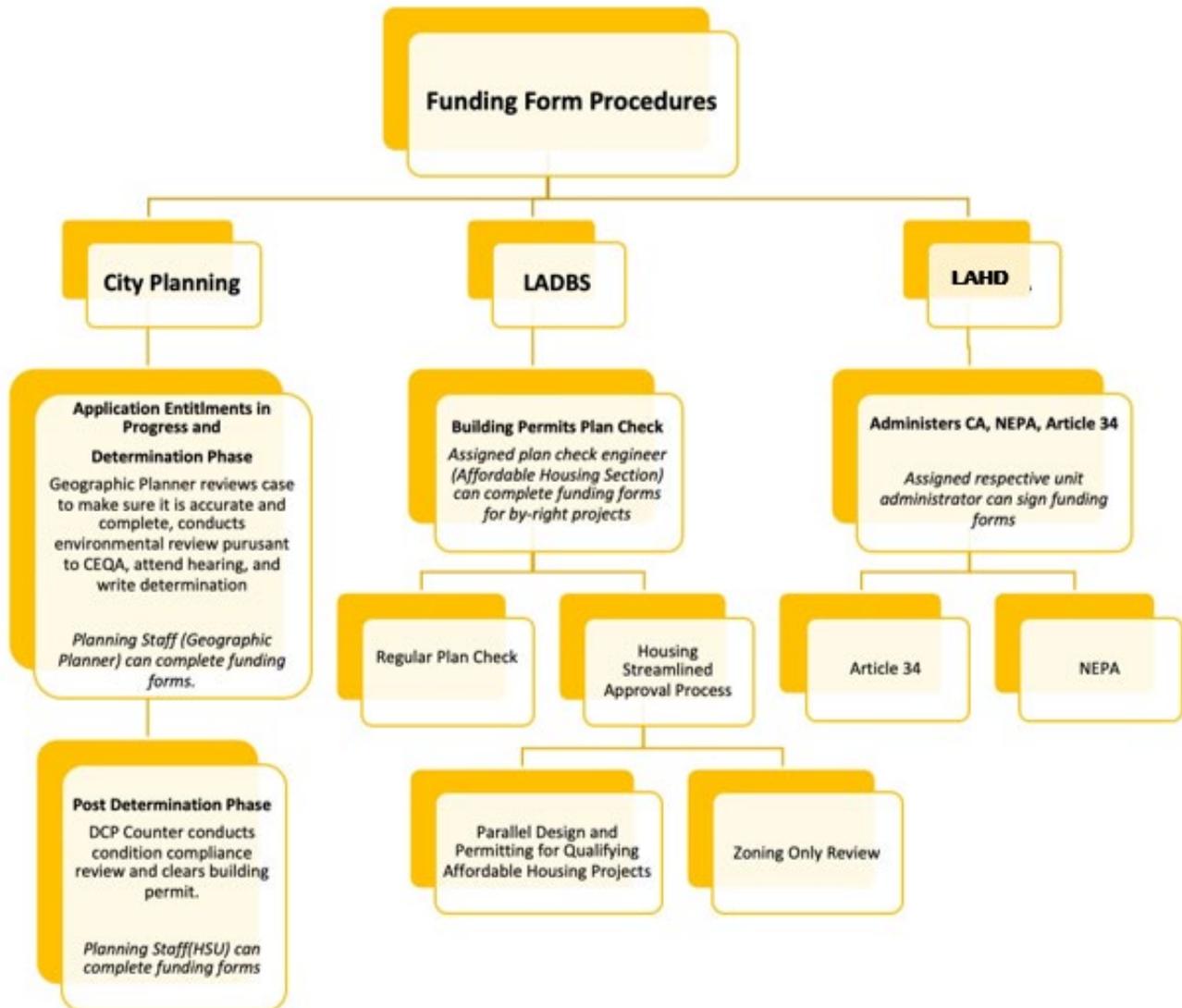
The California Tax Credit Allocation Committee (TCAC)

- Verification of Zoning and Local Approvals form (Attachment 14)
- Local Development Impact Fees (Attachment 18A)
- Approvals Necessary to Begin Construction, including Article 34 Review (Attachment 26)

Other common funding forms submitted to City agencies include:

- Verification of Zoning and Local Approvals form (Attachment N)
- Local Jurisdiction and NEPA Responsible Entity Verification of Project Readiness form (Attachment 42)
- Project Readiness and Local Zoning Approval form (Attachment 9A)
- Project Readiness and Building Permit Readiness or Issuance form (Attachment 9B)

Flowchart: Designed Project Review



Section 5.3.1 Geographic Distribution

Projects requesting points under this category will need to submit a copy of a ZIMAS report for the proposed site(s). The report must not be older than 15 days prior to the AHMP application deadline. Please follow the Los Angeles Department of City Planning, <https://planning.lacity.org/zoning/zoning-search>

Search ZIMAS by:

- Property Address
- Street Intersection
- Assessor Parcel Number
- Case Number
- Community Plan Area
- Council District
- Certified Neighborhood Council
- PIN Number
- Legal Description
- MapSheet

[VISIT ZIMAS](#)

Here are some helpful tips for using ZIMAS.

Look up a Property's Zoning

In ZIMAS, users can find the designated zoning for a property under the "Planning and Zoning" menu.

Verify Development Limitations

Many properties across Los Angeles are subject to some type of overlay that limits or restricts what can be built. ZIMAS indicates whether a site is located within a Historic Overlay Preservation Zone, a Specific Plan, a Community Design, or any other overlay. Consult the "Planning and Zoning" menu for more information.

Consult the City's Zoning Code

Los Angeles publishes its zoning ordinances through [American Legal Publishing Corporation](#). Click on the zoning for a property in ZIMAS to be automatically directed to American Legal's website to access the Zoning Code and learn what can be constructed onsite.

Contact Planning Staff

Questions? Contact City Planning staff at any of the public counters. The [public counters](#) serve as a single portal and point of consultation for project applications, offering guidance during the pre-application process.

