



REFERRAL FORMS:

AFFORDABLE HOUSING REFERRAL FORM
LOS ANGELES CITY PLANNING DEPARTMENT

This form is to serve as a referral to the Department of City Planning Development Services Center for affordable housing case filing purposes (in addition to the required Department of City Planning Application and any other necessary documentation) and as a referral to HCIDLA, CRA, LA County, or other City agency for project status and entitlement need purposes. This form shall be completed by the applicant and reviewed and signed by Department of City Planning staff prior to case filing. Any modifications to the content(s) of this form after its authorization by the Department of City Planning staff is prohibited.

CITY STAFF USE ONLY

Referral To:

Planning DSC - Filing HCIDLA Funding CRA LA County Other:

NOTES:

Table with 3 columns: Planning Staff Name and Title, Planning Staff Signature, Date

(The Department of City Planning reserves the right to require an updated AHRF for the project if more than 180 days have transpired since the above date, or as necessary, to reflect project modifications, policy changes and/or amendments to the LAMC, local laws, and State laws.)

I. PROPOSED PROJECT

1. PROJECT LOCATION/ ZONING

Project Address:
Project Name:
Applicant Name and Phone/Email:
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):
Location of Major Transportation Stop or Intersection (please specify):1

2. DESCRIPTION OF PROPOSED PROJECT

1 Per AB 744, A Major Transit Stop means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. It also includes major transit stops that are included in the applicable regional transportation plan. Per Sec 12.22.A.25(b) of LAMC, the definition of Transit Stop/Major Employment Center includes: (1) a station stop for a fixed transit guideway or fixed rail system, (2) a Metro Rapid Bus stop or route, (3) the boundaries of three major economic activity areas, and (4) the boundaries of a college or university campus with an enrollment exceeding 10,000 students.

**3. EXISTING USE**

**A. Describe Existing Development:**

Characteristic of existing use Dwelling Unit (DU), Commercial/ Industrial, or Other	Existing		To Be Demolished	Proposed <sup>2</sup>	
	No. of DU or Guest Rooms	Approximate sq. ft./ea.		No. of DU or Guest Rooms	Approximate sq. ft./ea.
Guest Rooms					
Studio					
One Bedroom					
Two Bedrooms					
Three Bedrooms					
_____ Bedroom					
Commercial / Industrial					
Other:					

**B. Previous Cases Filed**

	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>
Case Number(s):	_____	_____	_____
Date Filed:	_____	_____	_____
Date Approved:	_____	_____	_____
End of Appeal Period:	_____	_____	_____
Environmental No.	_____	_____	_____

**4. TYPE OF APPLICATION**

- Density Bonus (per LAMC Sec. 12.22.A.25) with **no** incentives filed in conjunction with a discretionary approval. If no entitlement case is requested, please contact the Los Angeles Department of Building and Safety (LADBS) at ladbs.org or call 3-1-1 within the City of Los Angeles or (213) 473-3231 outside of the City of Los Angeles.
- Density Bonus per LAMC Sec. 12.22.A.25 **with incentives on the menu** (please specify): \_\_\_\_\_
- Density Bonus per LAMC Sec. 12.22.A.25 **with incentives off menu** (please specify): \_\_\_\_\_
- Density Bonus per LAMC Sec. 12.22.A.25 **with on and off menu incentives** (please specify): \_\_\_\_\_
- Greater Downtown Housing Incentive Area per LAMC Sec. 12.22.A.29, Ordinance 179,076 (Sections 7 and 9 through 11 of this form do not apply)
- Public Benefit Project per LAMC Sec. 14.00.A.2
- Unapproved Dwelling Unit per LAMC Sec. 14.00.A.10
- Agreement for Partnered Housing Between Commercial and Housing Developer:
  - 30% or more of total units provided for low income housing
  - 15% or more of total units provided for very low income housing
- General Plan Amendment per LAMC Sec. 11.5.6. Request: \_\_\_\_\_
- Zone/Height District Change per LAMC Sec. 12.32. Request: \_\_\_\_\_
- Conditional Use per LAMC Sec. 12.22.U.26
- Site Plan Review per LAMC Sec. 16.05
- Specific Plan Project Permit Compliance per LAMC Sec. 11.5.7.C
- Community Design Overlay per LAMC Sec. 13.08
- Coastal Development Permit per LAMC Sec. 12.20.2 or 12.20.2.1
- Tract or Parcel Map per LAMC Sec. 17.00 or 17.50
- Other discretionary incentives requested (please specify): \_\_\_\_\_

<sup>2</sup> Replacement units, per AB 2556, shall be equivalent to the number of units, size, and number of bedrooms of the existing development.

**5. ENVIRONMENTAL REVIEW**

- Environmental Review Not Required – Project is Ministerial.<sup>3</sup> Please explain:
- Not filed (please contact the Department of City Planning Development Services Center for more information)
- Filed (indicate case number): \_\_\_\_\_

**6. HOUSING DEVELOPMENT PROJECT TYPE** (please check all that apply):

- |                                               |                                            |                                                           |
|-----------------------------------------------|--------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> For Sale             | <input type="checkbox"/> Moderate Income   | <input type="checkbox"/> Transitional Foster Youth        |
| <input type="checkbox"/> For Rent             | <input type="checkbox"/> Market Rate       | <input type="checkbox"/> Disabled Veteran                 |
| <input type="checkbox"/> Extremely Low Income | <input type="checkbox"/> Mixed Use Project | <input type="checkbox"/> Homeless                         |
| <input type="checkbox"/> Very Low Income      | <input type="checkbox"/> Senior            | <input type="checkbox"/> Special Needs (please describe): |
| <input type="checkbox"/> Low Income           | <input type="checkbox"/> Residential Hotel |                                                           |

**7. DENSITY CALCULATION**

**A. Base Density: Maximum density allowable per zoning**

Lot size \_\_\_\_\_ s.f. (a)  
 Density allowable by zone \_\_\_\_\_ units/s.f. of lot area (b)  
 Units allowed by right (Base Density) \_\_\_\_\_ units (c) [ $c = a/b$ , Including fraction and round up to the next whole number]

**B. Maximum Allowable Density Bonus:** \_\_\_\_\_ units (d) [ $d = c \times 1.35$ , include fraction and round up to whole number]

**C. Proposed Project:** Please indicate total number of Units requested 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 the Housing and Community Investment Department of Los Angeles (HCIDLA) at (213) 808-8843 or [hcidla.lacity.org](http://hcidla.lacity.org).<sup>4</sup>

	<u>Total</u>	<u>HCD (State)</u>	<u>HUD (TCAC)</u>
Market Rate	_____	N/A	N/A
Managers Unit(s) - Market Rate	_____	N/A	N/A
Extremely Low Income	_____	_____	_____
Very Low Income	_____	_____	_____
Low Income	_____	_____	_____
Moderate Income	_____	_____	N/A
Seniors- Market Rate	_____	N/A	N/A
Seniors- Very Low Income	_____	_____	_____
Seniors- Low Income	_____	_____	_____
Seniors – Moderate Income	_____	_____	_____
Transitional Foster Youth–Very Low Income*	_____	_____	_____
Disabled Veterans – Very Low Income*	_____	_____	_____
Homeless – Very 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)	[ $k = j/c$ ]	
Percent of Affordable Set Aside	_____ (c)	x % of affordable housing units provided	

\* Per AB 2442, a 10% setaside with Very Low Income units at 20% Density Bonus.

<sup>3</sup> 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.

<sup>4</sup> HCD (State) = Published affordability levels per California Department of Housing and Community Development. HUD (TCAC) = Published affordability levels per the United States Department of Housing and Urban Development.

**8. SITE PLAN REVIEW CALCULATION** An application for Site Plan Review may be required for projects that meet any of the Site Plan Review thresholds 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 formula provided below to determine if the project meets the 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 DSC Housing Unit.

\_\_\_\_\_ units allowed by right (permitted by LAMC) – \_\_\_\_\_ existing units = \_\_\_\_\_ units

- YES, Site Plan Review is required, if Proposed Base Density units minus existing units is equal to or greater than 50<sup>5</sup>
- NO, Site Plan Review is not required, if Base Density units minus existing units is less than 50
- NO, Site Plan Review is not required if Proposed Project is not utilizing a Density Bonus and total Project is less than 50
- Exempt (*please specify*):

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

**9. 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 of the following options*):

- Parking Option 1:** Based on # of bedrooms, inclusive of Handicapped and Guest parking. Fractional numbers are rounded down.

	# 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: up to 40% of required parking for Restricted Affordable Units may be compact stalls. Fractional numbers are rounded down.

	# 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				

- Parking Option 3:** AB 744 - Applies to two types of projects: (A) 100% affordable developments consisting solely of rental units, exclusive of a manager's unit or units, with an affordable housing cost to lower income families; or (B) mixed-income developments consisting of the maximum number of very low- or low income units, which is 11% and 20% set aside, respectively.

<sup>5</sup> Site Plan Review may also be required if other characteristics of the project exceeds the thresholds listed in Sec. 16.05 of the LAMC.

**A) 100% Affordable Rental Projects**

	# of Units	Spaces/Unit	Parking Required	Parking Provided
Located within 1/2 mile of major transit stop		0.5		
Senior having either paratransit service or unobstructed access within 1/2 mile to fixed bus route service that operates at least 8 times/day		0.5		
Special needs having either paratransit service or unobstructed access within 1/2 mile to fixed bus route service that operates at least 8 times/day		0.3		

**B) Mixed Income Projects consisting of the maximum number of very low- or low income units, which is 11% and 20% set aside, respectively**

	# of Bedrooms	Spaces/Bedroom	Parking Required	Parking Provided
Located within 1/2 mile of major transit stop with unobstructed access to project		0.5		

APPLICABLE TO PARKING OPTION 3 – AB744 ONLY: (1) **Major transit stop** means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. It also includes major transit stops that are included in the applicable regional transportation plan. (2) The maximum 1/2 mile distance to a major transit stop is measured in a straight line (“as the crow flies”). (3) Tandem or uncovered parking is permitted. (4) Fractional numbers are rounded up.

**10. INCENTIVES**

Please check if you are requesting an incentive from AB 2501 "Development Bonuses From a Mixed Use Development".

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

	<u>Required/ Allowable</u>	<u>Proposed</u>	<u>ON Menu</u>	<u>OFF Menu</u>
<input type="checkbox"/> (1) Yard/Setback (each yard counts as 1 incentive)				
<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 <sup>6</sup>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> (5) Height/ # of Stories <sup>7</sup>	_____	_____	<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 (all count as 1 incentive)			<input type="checkbox"/>	<input type="checkbox"/>
FAR	_____	_____	—	—
Density	_____	_____	—	—
Parking	_____	_____	—	—
OS	_____	_____	—	—
Vehicular Access	_____	_____	—	—
<input type="checkbox"/> Other (please specify):	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

**TOTAL # of Incentives Requested:** \_\_\_\_\_

<sup>6</sup> If applicable, provide vicinity map showing 50% of commercially zoned parcel is within 1,500 feet from Transit Stop or Major Employment Center.  
<sup>7</sup> See Sec. 12.22.A.25(f) 5 for additional requirements.

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

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

**11. 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. Please contact the Housing and Community Investment Department of Los Angeles (HCIDLA) at (213) 808-8843 or hcidla.lacity.org

**12. REPLACEMENT UNITS:**

AB 2222 requires that density bonus eligible projects replace any pre-existing affordable housing units on the project site. Replacement units include the following: *(Answer the following with yes or no.)*

- A. Units subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income? \_\_\_\_\_
- B. Units occupied by lower or very low income households below 80% AMI per California Department of Housing and Community Development Department levels not already listed above? \_\_\_\_\_
- C. Units subject to the Rent Stabilization Ordinance not already listed above? \_\_\_\_\_
- D. Units that have been vacated or demolished in the last 5 years? \_\_\_\_\_
- E. Per AB 2556, are the number of replacement units, size and number of bedrooms equivalent to that being demolished (as shown on Existing Development Table on page 2 above)? \_\_\_\_\_

**III. GREATER DOWNTOWN HOUSING INCENTIVE AREA (GDHIA)**

**13. GREATER DOWNTOWN HOUSING INCENTIVE AREA (LAMC SEC. 12.22.A.29, Ordinance 179,076)**

**A. 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:
  - 10% of the total number of dwelling units for Low Income households; or
  - 15% of the total number of dwelling units for Moderate Income households; or
  - 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.

**B. INCENTIVES** *(Please check all that apply)*

*NOTE: Must meet all 3 eligibility requirements from above and provide a Covenant & Agreement (#11).*

- (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.

**C. 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.