



SB330 & Housing Development Projects

February 6, 2020



Presentation Overview

- SB330 Summary
- Restrictions on Actions to Reduce Housing
- Development Review Process Changes
- Vesting SB330 Preliminary Application
- Preliminary Zoning Assessment
- Protected Unit Replacement and Tenant Protections
- Implementation & Resources
- Listening Session

SB330 Summary

- Housing Crisis Act of 2019
- Effective January 1, 2020
- Generally in effect until 2025
- Development certainty, streamlining, no housing loss, displacement limitations
- No mandated upzoning, new ministerial approvals
- CEQA, Coastal Act still apply
- Short Term Rental regulations unaffected
- VHFHSZ exempted



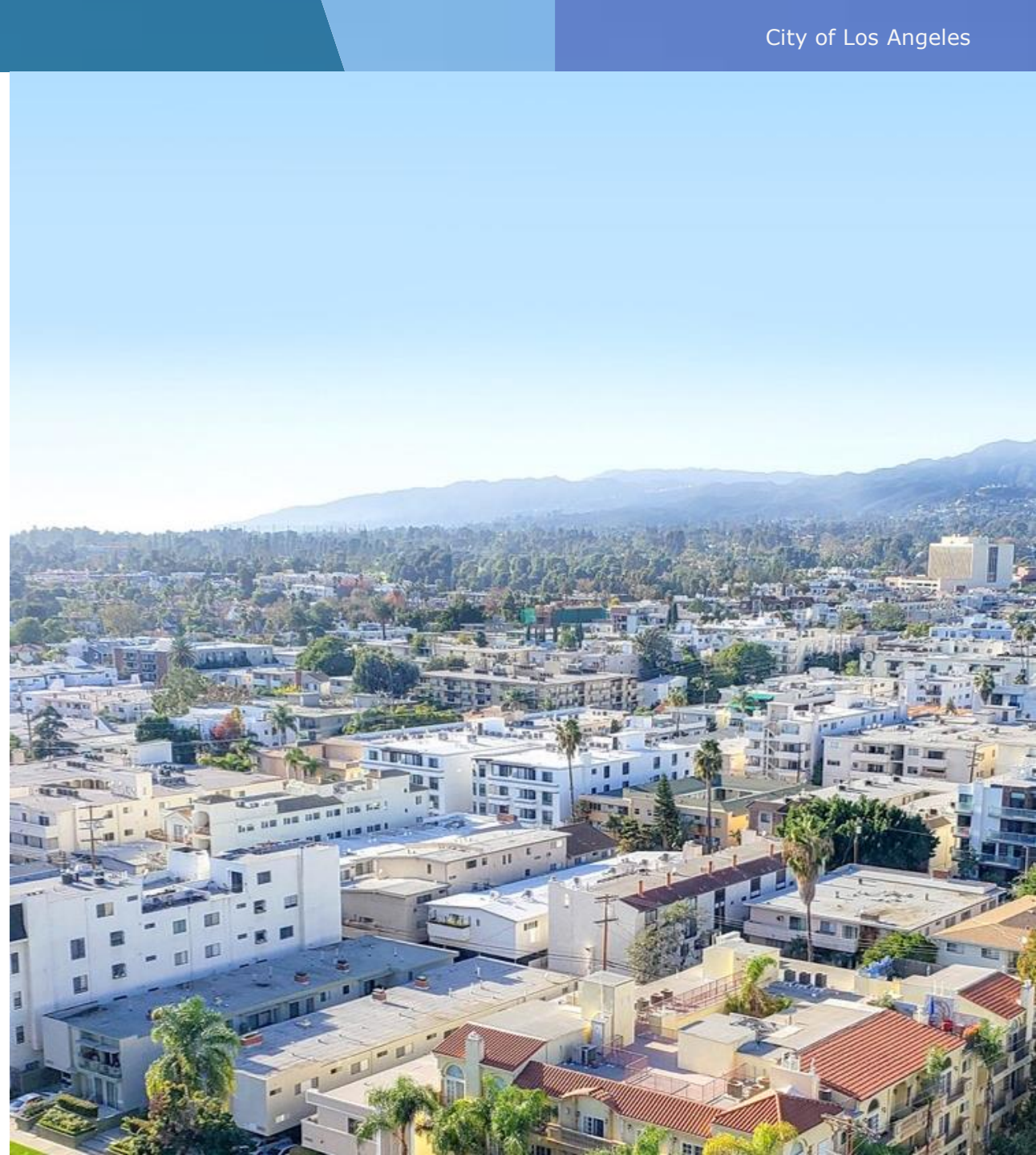


Restrictions on Actions to Reduce Housing

- Prohibition on the adoption of plans, zoning ordinances, moratoria, and other certain actions that result in fewer housing units
- Prohibitions on the establishment or imposition of non-objective development standards
- No net loss of housing units for Housing Development Projects
- Protected Unit Replacement
- Expanded protections for residential occupants

Development Review Process Changes

- New Application Features
 - Required HCIDLA SB330 Protected Unit Replacement Determination
 - Required LADBS Preliminary Zoning Assessment
 - Optional vesting SB330 Preliminary Application
- Limitation on project review timelines for Housing Development Projects with EIRs
- Limitations on number of public hearings
- Historic Cultural Monument approvals must be made at the time application is deemed complete

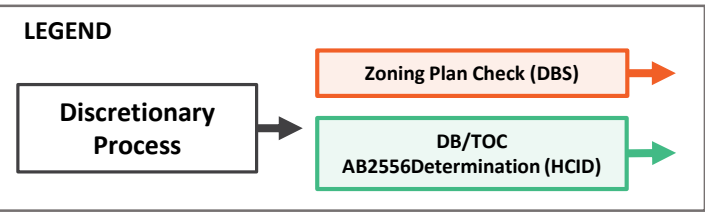
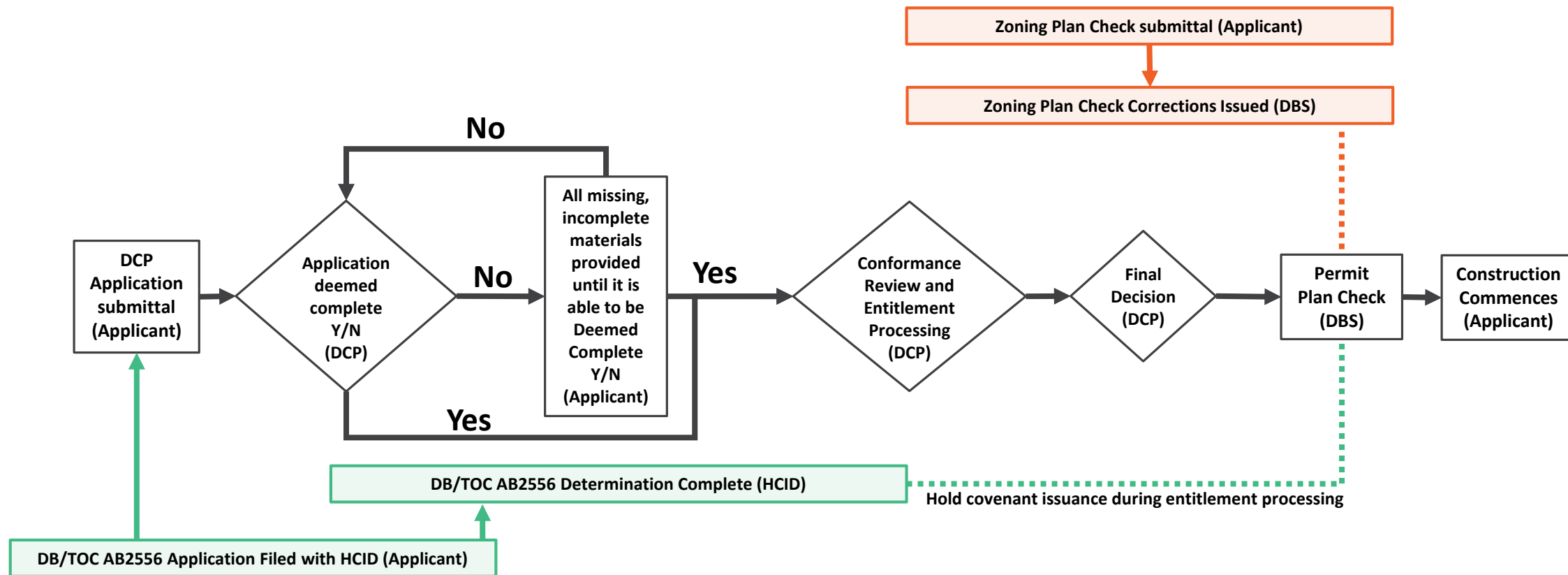




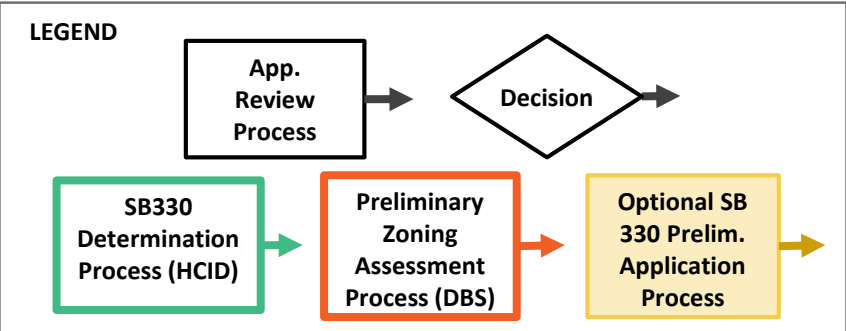
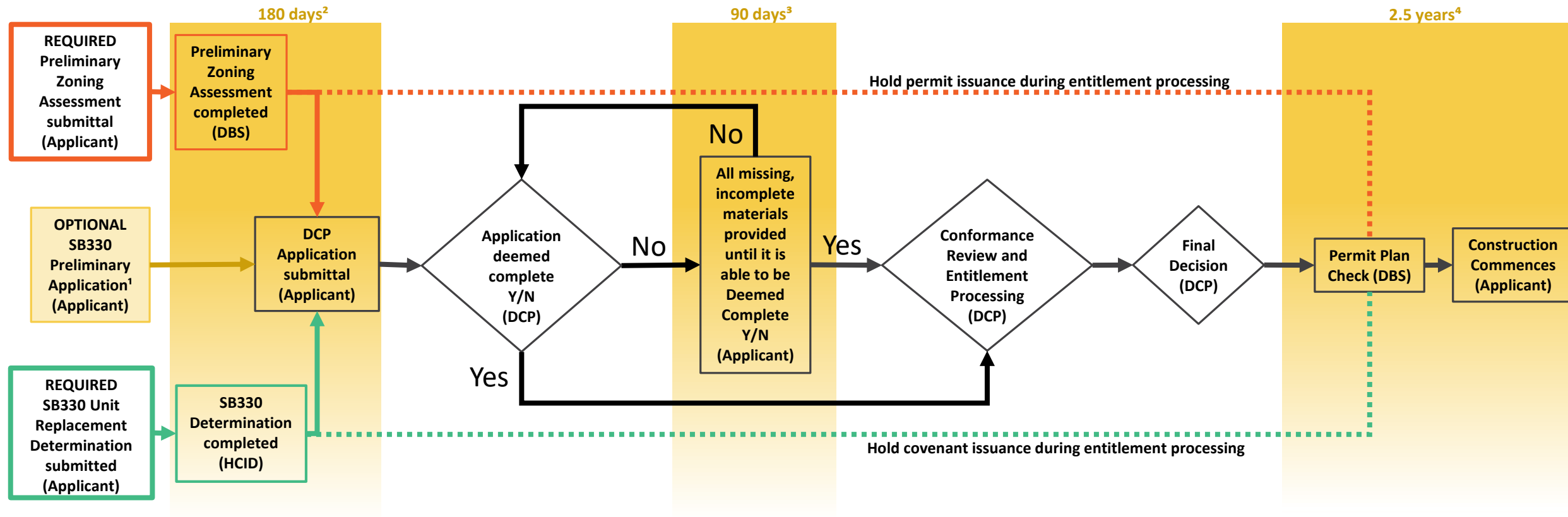
Housing Development Project

- Residential-only project that create at least two residential units
- New mixed-use projects, at least 2/3 residential
- Transitional Housing
- Supportive Housing

Discretionary Housing Development Project Work Flow - 2019



Discretionary Project Review Work Flow - 2020



FOOTNOTES

1. An optional Preliminary Application may only be filed with City Planning prior to filing an application for a discretionary action.
2. An application filed with City Planning for a discretionary action must be filed within 180 days of the date that the Preliminary Application is deemed complete.
3. If the City Planning application is deemed incomplete after filing, the applicant must submit all missing or incomplete items to City Planning within 90 days of being notified in writing by City Planning staff.
4. Construction of the project must commence within two and one-half years following the date that the project receives final approval.

Vesting Preliminary Application

An aerial photograph of a city, likely Los Angeles, showing a dense residential area with multi-story apartment buildings. In the background, there are rolling hills and mountains under a clear sky. The image is overlaid with a gradient that transitions from orange on the left to blue on the right. A white horizontal line is positioned above the text.

Optional Vesting SB 330 Preliminary Application

- Project proponents must meet timeline
 - File within 180 days
 - If application is deemed incomplete, return all materials within 90 days
 - Commence construction within 2.5 years of final decision
- Project scope may change by up to 20% of base unit count and Building Area
- If used, this would supersede local vesting options

Preliminary Zoning Assessment

An aerial photograph of a city, likely Los Angeles, showing a dense residential area with multi-story apartment buildings and houses. The image is overlaid with a color gradient that transitions from a warm orange on the left to a cool blue on the right. The text 'Preliminary Zoning Assessment' is centered in a large, white, sans-serif font. A short white horizontal line is positioned above the text on the left side.

Preliminary Zoning Assessment

- Helps get discretionary requests right upfront
- Reduces time spent figuring out zoning conformance during process
- Reduces late zoning hits
- Compliance and consistency with State housing, zoning and planning law
- A zoning-only Plan Check is initiated for Housing Development Projects at all scales before entitlement submittal
- Completed prior to application for discretionary requests being deemed complete



Preliminary Zoning Assessment

- **Preliminary Zoning Assessment Report (PZA)**
 - As part of the planning entitlement process, City Planning requires a completion of the preliminary zoning assessment form
 - Section 1 and 2 of the PZA form shall be completed prior to submitting to LADBS
 - Submit the PZA along with the architectural plans to LADBS for a zoning plan check review.
 - Submittal requirements ([P/GI 2020-031](#))





AFFORDABLE HOUSING STREAMLINED APPROVAL PROCESS

Under the direction of the Mayor's [Executive Directive 13 – Support for Affordable Housing](#) and due to the recent State Housing Crisis Act (SB330), LADBS has developed the Affordable Housing Streamlined Approval Process (ASAP) to prioritize the plan check and permitting of qualified affordable housing developments consisting of:

1. New construction or rehabilitation of ten or more units that contain (per ED 13):
 - a. at least 20% of on-site rental units that have rents restricted so as to be affordable to and occupied by low-income households or
 - b. at least 30% of on-site for-sale units that have sales prices restricted so as to be affordable to and occupied by low- or moderate-income households
2. Housing Development Projects per SB 330 that are referred over from City Planning to have a Preliminary Zoning Assessment Report form completed by LADBS as part of the discretionary action filing

As part of the building permit process, it is typically required that a complete set of architectural and structural plans are submitted to LADBS for plan check review. ASAP allows for the partial submittal of building plans for these qualified projects so that the design team may obtain plan check corrections early on. They will also be able to understand any red flags in the design and be given a clearance sheet listing the other city agency approvals required for their permit. This will allow for a concurrent path of design and permitting and provide for a more streamlined process.

The following is allowed for partial submittal of plans:

	DESIGN TEAM	LADBS
CONCEPTUAL DESIGN PHASE	Request assistance from Development Services Case Management by submitting a Service Request Form . (OPTIONAL)	Development Services Case Management offers services such as zoning feasibility studies, pre development meetings with other city agencies, and preliminary review meetings to answer specific code questions based on a project's scope and size (see DSCM Description of Services matrix for more information)
ARCHITECTURAL ZONING PLANS SUBMITTAL	<ul style="list-style-type: none"> Submit complete architectural plans sufficient to show compliance with the LA Zoning Code¹ Pay 30% of the plan check fees based on the entire project valuation. 	<ul style="list-style-type: none"> Assign a Plan Check Engineer to the project. Review the architectural plans for compliance with the LA Zoning Code Generate plan check correction comments identifying code violations for zoning Generate a Clearance Summary Worksheet identifying clearances required by other agencies Complete the Preliminary Zoning Assessment Report if project is per SB 330
ARCHITECTURAL BUILDING PLANS SUBMITTAL	<ul style="list-style-type: none"> Submit complete architectural plans sufficient to show compliance with fire life safety, disabled access and green building codes² Pay 40% of the plan check fees based on the entire project valuation. 	<ul style="list-style-type: none"> Review architectural for compliance with the LA Buildings Codes for compliance with fire life safety requirements, grading, disabled access and green building codes. Meet with the design professionals to verify compliance.
STRUCTURAL BUILDING PLANS SUBMITTAL	<ul style="list-style-type: none"> Submit complete structural and civil plans and calculations with detailed information² Pay the remaining 30% plan check fees. 	<ul style="list-style-type: none"> Review structural and civil plans and calculations Generate plan check correction comments identifying code violations.
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1. A Zoning submittal shall be a complete set of architectural plans showing compliance with the Zoning requirements such as floor area, building heights, yard setbacks and parking layout design. This will consist of fully dimensioned site plan, floor plans and elevations.
2. Each phase of the submittal shall include complete package with all of the information needed to provide complete plan check. Disabled Access and Green Building Code plans may be submitted separately, but not later than the Structural submittal.

To initiate ASAP, please email ladbs.ASAP@lacity.org.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities.

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LADBS - ASAP

- Submittal Option (Time Frames)

- Regular or Expedite – No change
- If your project qualifies for SB 330 and ED 13 then your project wait time will be reduced by 25%

- Fees

- No change
- Plan check fees will always be charged at the percent of submittal for the total project valuation.





INFORMATION BULLETIN / GENERAL INFORMATION
 REFERENCE NO.: None Effective: 01-01-2020
 DOCUMENT NO. P/GI 2020-031 Revised:
 Previously Issued As: N/A

[Return](#)

DOCUMENT SUBMITTAL REQUIREMENTS FOR ZONING PLAN REVIEW FOR A NEW MULTI-FAMILY DWELLING

This Information Bulletin contains the minimum document submittal requirements, for zoning plan review of a “NEW MULTI-FAMILY DWELLING”.

For additional information regarding specific document submittal requirements, please contact:

Metro Office
 201 N. Figueroa St.
 4th Floor

Van Nuys Office
 6262 Van Nuys Blvd.
 Room 251

West Los Angeles Office
 1828 Sawtelle Blvd.
 2nd Floor

For telephone inquiries, call 311, or 213-473-3231 for calls originating from outside the City of Los Angeles

I. SUBMITTAL REQUIREMENTS:

A. General Information

1. Plans prepared with ink or indelible pencil or by a reproduction process, drawn to scale, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, rules, regulations, and orders.
2. Signature and stamp on all documents by a California licensed architect or engineer (only the final set of plans is required to be signed and sealed).
3. Name, title, registration (if applicable), address, and telephone number of the architect or engineer on cover sheet of the plans
4. Project name and address, as well as the project owner's name, address, and telephone number
5. Cover sheet information:
 - a. Applicable codes and editions
 - b. Description detailing scope of all work
 - c. Gross area per floor and building height
 - d. Index of all sheets of plans and attachments



P/GI 2020-031

B. Architectural Plans

1. Plot plan including:
 - a. Vicinity Map and North Arrow
 - b. Lot dimensions, property lines, street, and alley locations
 - c. Building footprint showing all projections and dimensions to property lines and adjacent structures
 - d. Fully dimensioned parking lot layout, driveway locations, and sidewalks
 - e. Easements and visible utilities on site
 - f. Locations of existing fire hydrants within 500 feet of the project
2. Fully dimensioned floor plans, including room sizes and uses
3. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, and gables
4. Exterior elevations detailing all exterior walls and cross sections in each direction
5. Door and window locations and door and window schedules

C. Landscaping Plans

1. Show all structures, including accessory structures, swimming pools, walkways, etc.

II. MISCELLANEOUS PLANS AND PERMITS

- A. Proposed accessory structures, including pools and spas
- B. Demolition of structures on site

NOTE:

- (1) Additional information may be required after plan review.
- (2) Review and approval from other departments and agencies, such as City Planning and Housing Department, may be required.

Protected Unit Replacement and Tenant Protections

An aerial photograph of a city, likely Los Angeles, showing a dense residential area with many multi-story apartment buildings. The image is overlaid with a gradient that transitions from a light blue at the top to a warm orange at the bottom. The text is centered over the middle of the image.



Protected Unit Replacement and Renter Protections

- Existing units to be replaced by new units equivalent in bedroom count
- Occupants can live in units up to six months prior to demolition
- Relocation assistance
- Occupants have first right-of-return
- Occupants can move back in at an affordable rate
- Provisions apply to discretionary Housing Development Projects deemed complete on or after January 1, 2020

HCIDLA's Role Implementing SB 330

- **Verify Existing/Demolished Housing:**
 - Check whether any protected units need to be replaced – tenant's income as the basis
 - Look back period: 5 years, 10 years (Ellised)
 - Replacement units must be equivalent bedroom size as the demolished units
 - Submit SB 330 Application
 - Fee: AB 2556 fee/ unit - existing units
 - Timeline: 6 to 8 weeks (approximate)
- **Expand Tenant Protection: TBD**
 - Right to Return
 - Relocation
- **Process Land Use Covenants:**
 - Land Use Unit = draft, execution and record
 - Replacement units and required set-aside units = dispersed, proportionality and size per AHIG
 - Submit Covenant application with all required documents
 - Covenant Fee
 - Timeline: 8 to 12 weeks (approximate)
 - Term: 55 years
- **Monitor and Enforce Covenant:**
 - Ensure qualified tenants occupy restricted units for term of the covenant



Replacement Requirements for Protected Units

TYPE OF UNIT	COMPARISON WITH EXISTING DB LAW (AB 2556 vs SB 330)	REPLACEMENT REQUIREMENT
Units that are, or were within the past 5 years, subject to a recorded covenant, ordinance, or law restricting rents to levels affordable to lower- or very low-income households.	Same as existing DB Law	A unit affordable at the same or lower income level. One for One.
Units that are, or were with the past 5 years, occupied by lower- or very low-income households.	Same as existing DB Law	<p>A unit affordable at the same or lower income level as the household that is or last was in occupancy. If the income of the current or past occupant is unknown, income levels are determined using HUD's CHAS database.</p> <p>For units that are or were occupied by a household above 80% AMI, EITHER a low-income unit with a 55-year deed restriction or a rent-controlled unit. The city, not the developer, decides which.</p>
Units that are, or were within the past 5 years, rent-controlled under a local rent control policy.	Same as existing DB Law	Same as above.
Units that were withdrawn from the rental market pursuant to the Ellis Act within the past 10 years.	New	For units that were withdrawn within the last 5 years, the above for rent-controlled units would apply. Not clear what the requirement is for units with drawn earlier than 5 years.



Replacement of Existing or Demolished Protected 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
- Subject to and form of rent or price control through a public entity's valid exercise of its police power within the 5 past years
- Occupied by lower or very low income households (an affordable Protected Units)
- Units withdrawn from rent or lease per the Ellis Act, within in the past 10 years



Tenant Requirements

- Copies of two (2) most recent payroll stubs
- Signed copies of two (2) Most recent income tax returns and W-2 forms
- Bank statements for the six (6) most recent months
- Lease agreement
- Tenant statement

**REQUEST FOR DETERMINATION
AS ELIGIBLE HOUSEHOLD
UNDER CALIFORNIA GOVERNMENT CODE §§65915. 65915.5, as amended by AB 2222 and
2556**

Date: _____ **From (Renter):** _____

Property Address: _____
 Property Owner: _____
 Name of Renter(s): _____
 Unit Number: _____ Number of Bedrooms: _____
 Number in Household: _____

OPTION I

Adjusted Gross Income for Past 2 Years: _____
 Current Monthly Income: _____

Income Verification required for each household member with any source of income:

1. Copies of two (2) most recent payroll stubs
2. Signed copies of two (2) most recent income tax returns and W-2 forms
3. Bank statements for the six (6) most recent months
4. Lease agreement



OPTION II

I decline to provide financial information for purposes of this determination.

(Signed) _____ (Dated)

Please Return To: Los Angeles Housing and Community Investment Department
 Finance and Development Division
 Planning and Land Use Unit
 RE: AB 2556 Affordable Unit Determination
 1200 W. 7th Street, 8th Floor
 Los Angeles, CA 90017

Income Verification for Existing Buildings Occupied or Partially Occupied 7/10/19

TO: Los Angeles Housing + Community Investment Department
 Finance and Development Division
 Planning and Land Use Unit
 RE: Affordable Unit Determination
 1200 W. 7th Street, 8th Floor
 Los Angeles, California 90017

RE: _____
 (Address including apartment or unit number)

TENANT'S STATEMENT

I _____, hereby certify that I am/was a legal tenant of the above described property ("Property") involved in this application or have been legally authorized to sign as tenant, on behalf of a corporation, general partnership, limited partnership, limited liability company or other applicable form of business, etc., as evidenced by separate instrument attached herewith.

I further hereby certify that the documents furnished to the Los Angeles Housing + Community Investment Department (HCIDLA) in conjunction with this Tenant's Statement, represent the full and complete information required to establish if there are residential units subject to replacement under California Government Code §65915, as amended by AB 2556, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

I declare under penalty of perjury under the State of California that the foregoing is true and correct.

***Attach CA Notary Acknowledgment**

Tenant Name: _____
 (please print)

Signature of Tenant: _____ Date: _____

Witness Name: _____
 (please print)

Signature of Witness: _____ Date: _____

11/5/18

Owner Requirements

- Application
- Owner's Affidavit
- Grant Deed
- Signature documents
- Unit/Tenant information
- Ellis documents (if applicable)
- Additional documents



Required Documents

Please mail or email to: **Los Angeles Housing + Community Investment Department**

- Owner's Affidavit (must be signed by owner of record on the grant deed)
 - List of units in each building, including unit #, unit square footage, and number of bedrooms
 - If unit is rented, provide tenant information on [Tenant Information Table](#)
 - If unit is not rented, explain its current use, and give date last tenant vacated (if applicable)
 - Information to prove vacancy or occupancy status
Examples: utility bills, property tax bills, IRS forms with W2s
 - Grant Deed (Recorded)
- Ownership Documents:
- If LLC – Articles of Organization, Statement of Information and Operating Agreement
 - If LP – Certificate of Limited Partnership and Limited Partnership Agreement
 - If Corporation – Executed Board Resolution establishing signatory authority for this Application, Statement of Information and Articles of Incorporation
 - If Trust – Trust documents
- Ellis documents, tenant relocation documents (RSO units), if available
 - City Planning Determination and/or Vesting/Tentative Tract Letters, if project has one
 - Recorded Lot Tie, if available

Los Angeles Housing+ Community Investment
Department
Planning and Land Use Unit
Finance and Development Division
Re: Replacement Unit Determination (SB330)
1200 W. 7th St., Los Angeles, CA 90017

****IMPORTANT - SUBORDINATIONS WILL BE REQUIRED, IF APPLICABLE****

OWNER UNDERSTANDS THAT ANY CITY LAND USE COVENANT GENERATED FOLLOWING THE COMPLETION OF THIS DETERMINATION, MUST BE SENIOR TO ANY DEED(S) OF TRUST RECORDED AGAINST THE REAL PROPERTY ON WHICH OWNER'S PROPOSED PROJECT WILL SIT AND THAT OWNER IS RESPONSIBLE FOR OBTAINING SIGNATURES FROM THEIR RESPECTIVE LENDER(S) FOR ANY REQUIRED SUBORDINATION(S). INITIAL HERE: _____

All documentation must be received within 30 days of the date this application was signed by Owner. For additional questions, please contact HCIDLA at HCIDLA.LandUse@LACity.org

Signature of Owner _____	Date: _____
<p><i>Under penalty of perjury, I certify that the information presented in this application is true and accurate to the best of my knowledge. Title 18, Section 1001 of the U.S. Code states that a person is guilty of felony for knowingly and willfully making false or fraudulent statements to any department of the United States Government.</i></p>	

LOS ANGELES HOUSING & COMMUNITY INVESTMENT DEPARTMENT

2019 Income and Rent Limit - Land Use Schedule VI

Effective Date: July 1, 2019

2018 AMI \$66,200 ► 2019 AMI \$70,950 Change in the Adjusted Area Median Income = 7.18%

Table I: Qualifying Maximum Income Levels Based on Family Size

Income Level	Family Size							
	One	Two	Three	Four	Five	Six	Seven	Eight
Extremely Low (30%)	\$21,950	\$25,050	\$28,200	\$31,300	\$33,850	\$36,350	\$39,010	\$43,430
Very Low (50%)	\$36,550	\$41,800	\$47,000	\$52,200	\$56,400	\$60,600	\$64,750	\$68,950
Low (80%) ^[1]	\$58,450	\$66,800	\$75,150	\$83,500	\$90,200	\$96,900	\$103,550	\$110,250
Median (100%)	\$51,150	\$58,500	\$65,800	\$73,100	\$78,950	\$84,800	\$90,650	\$96,500
Moderate (120%)	\$61,400	\$70,150	\$78,950	\$87,700	\$94,700	\$101,750	\$108,750	\$115,750
Workforce (150%)	\$76,750	\$87,750	\$98,700	\$109,650	\$118,450	\$127,200	\$136,000	\$144,750

[1] 80% income exceeding median income is an anomaly just for this county due to HUD historical high cost adjustments to median.

Table II: Maximum Allowable Rent Levels

Rent Level	Bedroom Size					
	0BR	1BR	2BR	3BR	4BR	5BR
Extremely Low (30%)	\$372	\$426	\$479	\$532	\$575	\$617
Very Low (50%)	\$621	\$710	\$798	\$887	\$958	\$1,029
Low (60%)	\$745	\$851	\$958	\$1,064	\$1,149	\$1,235
Moderate (110%)	\$1,366	\$1,561	\$1,756	\$1,951	\$2,107	\$2,263
Workforce (150%)	\$1,862	\$2,129	\$2,395	\$2,661	\$2,873	\$3,086

Affordable Rent for an extremely low-income (0% to 30% AMI) household is the product of 30% of 30% of Adjusted Area Median Income

Affordable Rent for a very low-income (0% to 50% AMI) household is the product of 30% of 50% of Adjusted Area Median Income

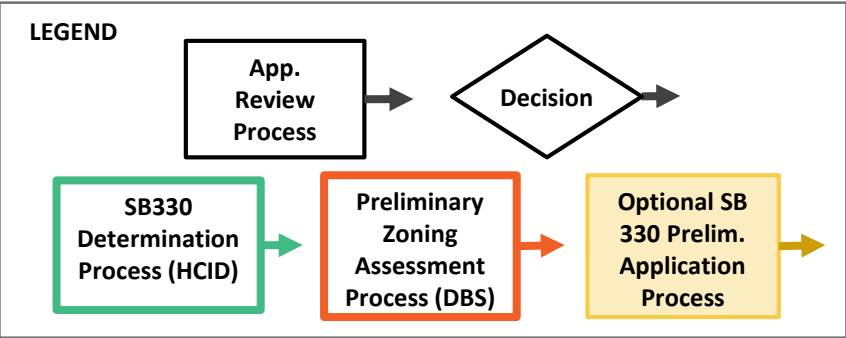
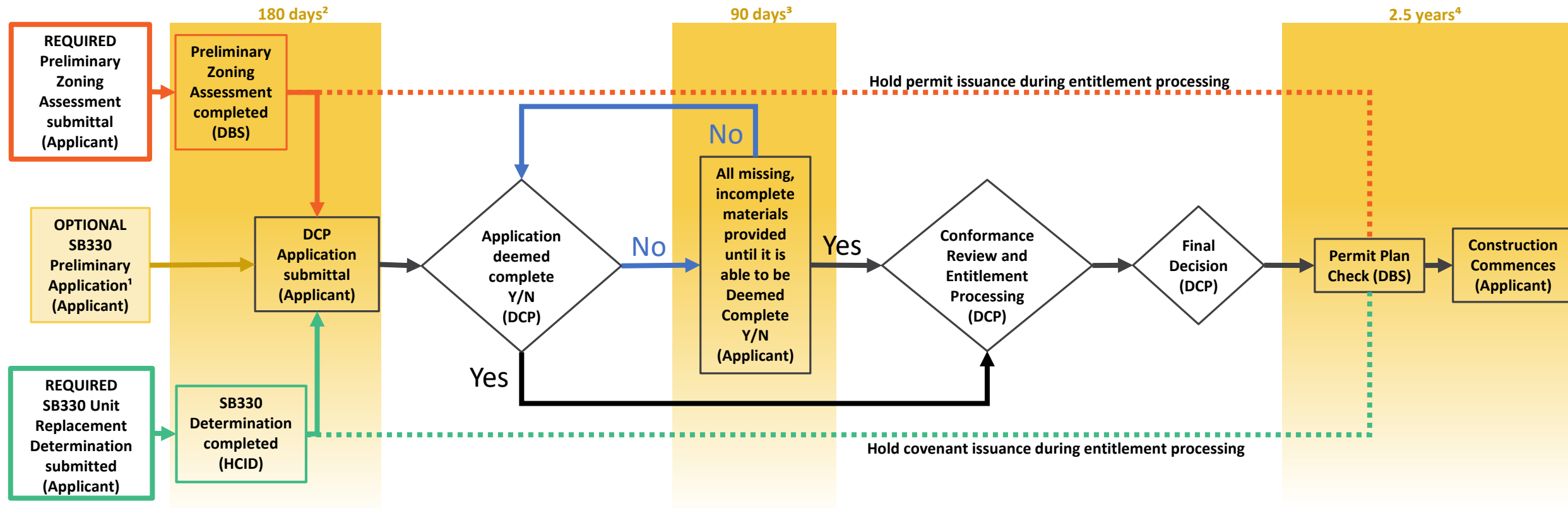
Affordable Rent for a low-income (50% to 80% AMI) household is the product of 30% of 60% of Adjusted Area Median Income

Affordable Rent for a moderate-income (80% to 120% AMI) household is the product of 30% of 110% of Adjusted Area Median Income

Affordable Rent for a workforce-income (120% to 150% AMI) household is the product of 30% of 150% of Adjusted Area Median Income

- Land Use Schedule 6
Income and Rents

Discretionary Project Review Work Flow - 2020



FOOTNOTES

1. The Preliminary Application must be filed with City Planning prior to filing an application for a discretionary action.
2. An application filed with City Planning for a discretionary action must be filed within 180 days of the date that the Preliminary Application is deemed complete.
3. If the City Planning application is deemed incomplete after filing, the applicant must submit all missing or incomplete items to City Planning within 90 days of being notified in writing by City Planning staff.
4. Construction of the project must commence within two and one-half years following the date that the project receives final approval.

Implementation

An aerial photograph of a city, likely Los Angeles, showing a dense residential area with many multi-story apartment buildings. In the background, there are rolling hills and mountains under a clear sky. The image has a color gradient overlay, transitioning from orange on the left to blue on the right. A white horizontal line is positioned above the word 'Implementation', which is written in a large, white, sans-serif font across the center of the image.

Implementation Milestones

- **Mid-December:**
 - Optional vesting SB330 Preliminary Application filing appointments can be scheduled online
 - DCP application forms, instructions created, updated
 - Announcements of new process features and contacts
- **January 2020:**
 - Interdepartmental Implementation Memo released
 - Optional SB330 Preliminary Application filing appointments begin
 - HCID and DBS determinations required
 - HCA and VHCA suffixes



City Planning Website

LOS ANGELES CITY PLANNING

ABOUT ZONING **DEVELOPMENT SERVICES** PLANS & POLICIES HISTORIC PRESERVATION RESOURCES CONTACT

Land Use Process Environmental Review Urban Design Quick Links

Planning Processes Environmental Review Program Overview Appointments
Development Services Published Documents Project Review Forms
Expedited Processing Guidelines & Resources Fee Estimator Home-Sharing

Preliminary Application Review Program (PARP)

The Preliminary Application Review Program supports the goal of providing housing opportunities for all by offering pre-entitlement streamlining and vesting services for housing development projects.

Services Offered

SB 330/Housing Crisis Act Preliminary Application filings

The Housing Crisis Act of 2019 (SB 330) allows housing development projects to receive certain vesting rights through a preliminary application process. To qualify for filing an SB 330 Preliminary Application, a project must consist of at least two units on a project site, new mixed use development with at least two-thirds of the square footage designated for residential use, Supportive Housing, or Transitional Housing. Contact the PARP team with questions or [schedule a preliminary application filing appointment online](#).

Resources

- [Memo on the implementation of SB 330](#)
- [SB 330/Housing Crisis Act Preliminary Application Form \(CP-4062\)](#)
- [SB 330/Housing Crisis Act Preliminary Application Instructions \(CP-4063\)](#)

Contact PARP:

For general questions, email: planning.PARP@lacity.org

Preliminary Application appointments: planning.lacity.org/development-services/appointment/form

Liaisons in other departments:

Building and Safety (LADBS)
Phone: 3-1-1 (within the City of Los Angeles) or (213) 473-3231
Email: ladbs.ASAP@lacity.org
Website: ladbs.org

Housing and Community Investment Dept.
Email: hcidla.SB330@lacity.org
Website: <https://hcidla.lacity.org/Apply-for-land-use-services>

About SB 330

On October 9, 2019, Governor Newsom signed into law SB 330, the Housing Crisis Act of 2019. The act

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Case Filing & Clearing Appointment System

Appointment Information :

Select Location : *

- Metro Office: Figueroa Plaza
- Valley Office: Marvin Braude Building
- West LA Office: Sawtelle Blvd

House number*

Direction

Street name & Unit number*

Appointment for :

- Case Filing
- Case Condition Clearing
- Wireless Facilities (Metro office only)
- Map Processing Services (Metro office only) (Lot Line Adj., Private Streets, C of C)
- BEST, Alcohol Sales and Service/Dancing (Metro office only) (case filing and condition clearance)
- Affordable Housing Projects (Metro office only) (Density Bonus, UDU, TOC)
- Preliminary Application Review Program (Metro office only) (SB330 preliminary application)

Planning Processes
Development Services
Expedited Processing
Environmental Review
Published Documents
Appointments
Forms
Fee Estimator
Home-Sharing

Forms

- NEW Optional Vesting SB330 Preliminary Application Forms
- NEW Required Preliminary Zoning Assessment Form
- REVISED Master Forms

OPTIONAL

INSTRUCTIONS:
HOUSING CRISIS ACT of 2019 – SB 330
PRELIMINARY APPLICATION FILING INSTRUCTIONS

RELATED CODE SECTIONS

On October 1, 2019, the City of Los Angeles adopted the Housing Crisis Act of 2019 (SB 330) which amended the City Planning Code to allow for the development of optional vesting projects.

PURPOSE:
SB 330 is an optional development Preliminary Application Form (CP-4063) that allows for the development of optional vesting projects. Section 65901 of the City Planning Code requires that all applications for optional vesting projects be accompanied by a Preliminary Application Form (CP-4063).

EARLY REVIEW:
Early review and approval of optional vesting projects is available through the City Planning Department's Early Review and Approval Program (ERAP).

ELIGIBLE PROJECTS:
A project is eligible for optional vesting if it meets the following criteria:

- 1) The project is a residential project.
- 2) The project is located in a residential zone.
- 3) The project is a new residential project.

VESTING:
A Preliminary Application Form (CP-4063) must be submitted to the City Planning Department to request vesting for a project. The City Planning Department will review the application and determine if the project is eligible for vesting. If approved, the project will be allowed to proceed with the development process.

CP-4063

INSTRUCTIONS:
HOUSING CRISIS ACT of 2019 – SB 330
PRELIMINARY APPLICATION

PURPOSE:
This form serves as the Preliminary Application for projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019. The form also serves as a referral to the Los Angeles City Planning Development Services Center for SB 330 vesting and streamlining purposes.

GENERAL INFORMATION:
When submitting a Preliminary Application, this form shall be accompanied by the required documentation listed on the SB330 Preliminary Application Instructions form (CP-4063). This form shall be completed by the applicant and reviewed and signed by Department of City Planning staff prior to being deemed complete. Any modifications to the content(s) of this form after its authorization by the Department of City Planning staff is prohibited. Further, any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by City Planning staff in the Preliminary Application Review Program (PARP) unit.

City Staff Use Only	
Case Number	
Proposed No. of Dwelling Units ¹	Proposed Square Footage of Construction ²
Date Deemed Complete	Last Day to File Entitlement Application
Invoice Number	Receipt Number
City Planning Staff Name and Title	City Planning Staff Signature

Provide all information requested. Missing, incomplete or inconsistent information will delay the vesting date.
All terms in this document are applicable to the singular as well as the plural forms of such terms.
Filing Instructions are found on form CP-4063.

A. SITE INFORMATION

1. PROJECT LOCATION

Street Address³ _____ Unit/Space Number _____
 Legal Description⁴ (Lot, Block, Tract) _____
 Assessor Parcel Number(s) _____ Lot Area _____

¹ Vesting rights through the SB 330 Preliminary Application process will be forfeited if the Housing Development Project is revised following the submission of a Preliminary Application pursuant to Section 65941.1 such that the number of residential units or square footage of construction increases or decreases by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision.
² "Square Footage of Construction", when used in this form, means the building area, as defined by the California Building Standards Code (Title 24 of the California Code of Regulations) – California Government Code Section 65941.1(c)
³ Street Address must include all addresses on the subject application site (as identified in ZIMAS—<http://zimas.lacity.org>)
⁴ Legal Description must include all contiguous owned properties (even if they are not a part of the proposed project site)

CP-4062 Housing Crisis Act of 2019 (SB330) Preliminary Application Referral Form (12/17/2019) Page 1 of 8

REQUIRED

APPLICATIONS:
DEPARTMENT OF CITY PLANNING APPLICATION

INSTRUCTIONS:
DEPARTMENT OF CITY PLANNING APPLICATION (DCP) FILING INSTRUCTIONS

REFERRAL FORMS:
Preliminary Zoning Assessment
Referral between the Department of City Planning (DCP) and the Department of Building & Safety (DBS)

This form is to serve as an inter-agency referral for City Planning applications associated with Housing Development Projects consisting of residential-only development creating two or more dwelling units, Transitional Housing, Supportive Housing, or mixed-use development with at least two-thirds of the square footage dedicated to residential uses. This completed form shall be accompanied by plans signed by a DBS Plan Check engineer as part of a City Planning application.

INSTRUCTIONS: Preliminary Zoning Assessment Referrals

1. **Appointments:** Each involved agency may require appointments to complete individual portions of this referral form. Please inquire with individual agency staff to determine whether an appointment is required.
After receiving a completed Preliminary Zoning Assessment Referral Form, an appointment to file a City Planning application at the Development Services Centers is also required and must be made via the City Planning website: <http://planning.lacity.org>.
2. **Review Materials:** Review of the referral form by staff is intended to identify and determine compliance with City zoning and land use requirements necessary to achieve the proposed project. Materials submitted for Project Screening and the Preliminary Zoning Assessment must comply with the respective agency's criteria for submittal. Please consult the respective agency for specific submittal requirements.
 - a. **Project Screening:** Projects must be screened to determine whether a Preliminary Zoning Assessment is required. Screening will be conducted by City Planning staff prior to completion of a zoning Plan Check with the Department of Building & Safety. A site plan and floor plans are required to complete the screening.
 - b. **Preliminary Zoning Assessment:** Applicants will need to submit for zoning Plan Check with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any zoning issues or necessary approvals associated with the project and site that should be resolved.
3. **Contact Information:**

DOWNTOWN OFFICES:	Department of Building and Safety, Metro Office 201 N. Figueroa St., 4th Floor Los Angeles, CA 90012 Phone: (213) 473-3231 Website: http://www.ladbs.org	Department of City Planning DSC Preliminary Application Review Program (PARP) Unit Figueroa Plaza 201 N. Figueroa St., 5th Floor Los Angeles, CA 90012 Email: planning.PARP@lacity.org
VALLEY OFFICES:	Department of Building and Safety, Van Nuys Office 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA 91401	Department of City Planning DSC Metro Counter Figueroa Plaza 201 N. Figueroa St., 4th Floor Los Angeles, CA 90012 http://planning.lacity.org
WEST LA OFFICES:	Department of Building and Safety, West Los Angeles Office 1828 Sawtelle Blvd. Los Angeles, CA 90025	Department of City Planning DSC West Los Angeles Counter 1828 Sawtelle Blvd., 2nd Floor West Los Angeles, CA 90025 Phone: (310) 231-2268

CP-4064 Preliminary Zoning Assessment Referral Form DCP & DBS (1/3/2020) Page 1 of 9

Contacts

- City Planning: planning.PARP@lacity.org
- HCIDLA: hcidla.SB330@lacity.org
- LADBS: ladsb.ASAP@lacity.org

Listening Session

An aerial photograph of a city, likely Los Angeles, showing a dense residential area with many multi-story apartment buildings. The city is set against a backdrop of rolling hills and mountains. The image has a color gradient overlay, transitioning from a warm orange on the left to a cool blue on the right. The text 'Listening Session' is prominently displayed in the center in a large, white, sans-serif font. A short white horizontal line is positioned above the text on the left side.