

ZONING REQUESTS

PROCEDURES FOR SUBMITTING A ZONING REQUEST

FILL OUT THE SPECIAL FEES FORM AS FOLLOWS:

- **JOB ADDRESS:** WRITE THE PROPERTY ADDRESS (THE PROPERTY YOU NEED THE LETTER FOR).
- **PROPERTY OWNER/APPLICANT:** WRITE THE NAME, ADDRESS, AND PHONE NUMBER OF THE PERSON YOU WANT THE LETTER TO BE SENT/ADDRESSED TO.
- **PURPOSE:**
 1. STATE WHAT THE LETTER IS FOR (REBUILD LETTER, ZONING LETTER, OR OTHER INQUIRY) INCLUDE A SAMPLE OF A PREVIOUS LETTER, IF POSSIBLE.
 2. INDICATE HOW YOU WANT TO RECEIVE THE LETTER.
 - i METHODS OF RECEIVING THE LETTER
 - < PICK UP - WRITE "PICK-UP" ON THE REQUEST FORM AND INCLUDE A PHONE NUMBER WHERE WE CAN NOTIFY YOU ONCE THE LETTER IS READY TO BE PICKED UP.
 - < FAX - INCLUDE A FAX NUMBER ON THE REQUEST FORM WHERE YOU WOULD LIKE THE LETTER FAXED TO ONCE IT IS COMPLETED.
 - < MAIL - IF PICK-UP IS NOT INDICATED, THE ORIGINAL LETTER WILL BE MAILED TO THE OWNER/APPLICANT SHOWN ON THE FORM.

MAKE ALL **CHECKS/MONEY ORDERS PAYABLE** TO THE **CITY OF LOS ANGELES**. LEAVE THE ORIGINAL OR THE TOP WHITE COPY IN THE BOX LABELED PAID ZONING REQUESTS.

ZONING AND REBUILD LETTERS

L TYPICALLY USED FOR FINANCING PURPOSES OR TO CONFIRM ZONING OF A PARCEL.

FILL OUT THE SPECIAL FEES FORM AND PAY THE CASHIER.

< TOTAL COST FOR **REGULAR** PROCESSING IS \$79.50 (14 WORKING DAYS)
< TOTAL COST FOR **EXPEDITED** PROCESSING IS \$119.25 (7 WORKING DAYS)

BOTH OF THESE LETTERS ARE NOW AVAILABLE ONLINE AT WWW.LADBS.ORG
ONLINE REQUEST FEE \$79.50
GENERATE & PRINT THE LETTER FROM YOUR HOME/OFFICE

SUBDIVISION CLEARANCES

FILL OUT THE SUBDIVISION CLEARANCE REQUEST FORM - NO PAYMENT IS REQUIRED. INCLUDE THE NECESSARY DOCUMENTS. LEAVE THE REQUEST IN THE BOX LABELED PAID ZONING REQUESTS.

L **NOTE:** THE **ZONING DETERMINATIONS** AND THE **TERMINATION OF AFFIDAVITS REQUIRE MORE TIME TO PROCESS THAN THE OTHER LETTERS.** DEPENDING ON THE CURRENT WORKLOAD, AN **EXPEDITED REQUEST MAY TAKE UP TO 6 TO 7 WEEKS** AND A **REGULAR REQUEST MAY TAKE UP TO 13 TO 14 WEEKS** FROM THE DATE THAT IT WAS RECEIVED TO PROCESS IT. **BE SURE TO INCLUDE ANY AND ALL APPLICABLE DOCUMENTS (I.E. AFFIDAVITS, PERMITS, CERTIFICATES OF OCCUPANCY, CASE NUMBERS, ETC.) TO ALLOW US TO PROCESS YOUR REQUEST.** THESE DOCUMENTS MAY BE OBTAINED EITHER BY MAIL, FAX, OR IN PERSON AT THE LADBS RECORDS COUNTER IN ROOM 110 OR YOU MAY ALSO CONTACT THEM @ (213) 482-6853 (PH) OR (213) 482-6862 (FAX).

ZONING DETERMINATIONS AND TAX CREDIT LETTERS

INSTRUCTIONS

1. FILL OUT THE SPECIAL FEES FORM
2. WRITE YOUR SPECIFIC QUESTION/INQUIRY IN THE PURPOSE SECTION OF THE ABOVE FORM. IF NEEDED, YOU MAY ATTACH A LETTER EXPLAINING IN MORE DETAIL YOUR QUESTION/INQUIRY. TAKE THE FORM TO THE CASHIER AND PAY THE FEE.

NOTE THAT THE ZONING SECTION PROVIDES ONLY THE INTERPRETATIONS OF THE ZONING CODE. THE ZONING SECTION WILL NOT REVIEW PLANS TO ANSWER PLAN SPECIFIC QUESTIONS.

3. ATTACH ANY APPLICABLE DOCUMENTS TO THE ORIGINAL SPECIAL FEES FORM (TOP WHITE COPY) IN THE BOX LABELED PAID ZONING REQUESTS.

< TOTAL COST FOR A **REGULAR** REQUEST IS \$159.00 (PLUS \$79.50 PER ADDITIONAL HOUR OVER INITIAL 2 HOURS).
< TOTAL COST FOR AN **EXPEDITED** REQUEST IS \$238.50 (PLUS \$119.25 PER ADDITIONAL HOUR OVER INITIAL 2 HOURS)

TERMINATION OF AFFIDAVITS

INSTRUCTIONS

1. OBTAIN A COPY OF THE ORIGINAL AFFIDAVIT FROM THE LADBS RECORDS COUNTER IN ROOM 110.
2. A TERMINATION OF AFFIDAVIT FORM (AVAILABLE ON THE WALL LITERATURE RACKS) FILLED OUT WITH A NOTARIZED SIGNATURE.
3. PROVIDE AN **EXPLANATION** AND/OR **PROOF** (WITH ANY APPLICABLE DOCUMENTS, I.E.: **AFFIDAVITS, PERMITS, CERTIFICATES OF OCCUPANCY, CASE NUMBERS, ETC.**) SHOWING THAT THE AFFIDAVIT CAN BE TERMINATED.
4. FILL OUT THE SPECIAL FEES FORM AND PAY THE CASHIER.
5. ATTACH ALL OF THE ABOVE DOCUMENTS TO THE ORIGINAL SPECIAL FEES FORM (TOP WHITE COPY) IN THE BOX LABELED PAID ZONING REQUESTS.

< TOTAL COST FOR A **REGULAR** REQUEST IS \$159.00 (PLUS \$79.50 PER ADDITIONAL HOUR OVER INITIAL 2 HOURS).
< TOTAL COST FOR AN **EXPEDITED** REQUEST IS \$238.50 (PLUS \$119.25 PER ADDITIONAL HOUR OVER INITIAL 2 HOURS)