

# ZONING REQUESTS

(EFFECTIVE OCTOBER 1, 2020)

## PROCEDURES FOR SUBMITTING A ZONING REQUEST

FILL OUT THE **SPECIAL FEES FORM** AS FOLLOWS:

- **JOB ADDRESS:** WRITE THE PROPERTY ADDRESS (THE PROPERTY THAT 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. METHODS OF RECEIVING THE LETTER
    - **E-MAIL** – WE WILL USE THE E-MAIL ADDRESS ON THE REQUEST FORM AS CONTACT INFO (IF NECESSARY) AND TO SEND THE LETTER TO YOU ONCE IT IS READY.
    - **PICK UP** – WRITE “PICK-UP” ON THE REQUEST FORM AND INCLUDE A PHONE NUMBER SO THAT WE CAN NOTIFY YOU ONCE THE LETTER IS READY TO BE PICKED UP.

IF PICK-UP IS NOT INDICATED, THE ORIGINAL LETTER WILL BE E-MAILED TO THE EMAIL ADDRESS SHOWN ON THE FORM. IF NO EMAIL ADDRESS IS GIVEN AND “PICK-UP” IS NOT REQUESTED, THE LETTER WILL BE MAILED TO THE CONTACT ADDRESS INDICATED ON THE FORM.

ONCE COMPLETED, E-MAIL US AT [LADBS.ZONING@LACITY.ORG](mailto:LADBS.ZONING@LACITY.ORG) OR GO TO THE 10<sup>TH</sup> FLOOR (SUITE 1030) AND CONFIRM THE FEES WITH STAFF. ONCE THE FEES HAVE BEEN VERIFIED, MAKE TWO COPIES OF THE ORIGINAL AND SUBMIT YOUR REQUEST TO THE 4<sup>TH</sup> FLOOR CASHIER. ALL **CHECKS/MONEY ORDERS** SHOULD BE **MADE PAYABLE TO THE CITY OF LOS ANGELES**. ONCE PAID, LEAVE THE ORIGINAL IN THE BOX LABELED PAID ZONING REQUESTS IN SUITE 1030 ON THE 10<sup>TH</sup> FLOOR.

## ZONING INFORMATION AND REBUILD LETTERS

TYPICALLY USED FOR FINANCING PURPOSES AND/OR TO CONFIRM ZONING OF A PARCEL.  
REBUILD LETTERS INCLUDE INFORMATION REGARDING NON-CONFORMING BUILDINGS AND USES AND WHETHER THEY CAN BE REBUILT DUE TO A NATURAL DISASTER

FOLLOW THE INSTRUCTIONS ABOVE FOR REQUESTS IN PERSON. SEE BELOW FOR ON-LINE REQUESTS

- TOTAL COST FOR **REGULAR** PROCESSING IS **\$113.36** (1 HOUR @ \$104 PLUS SURCHARGES)
- TOTAL COST FOR **EXPEDITE** PROCESSING IS **\$170.04** (1 HOUR @ (\$156 PLUS SURCHARGES))

**ZONING AND REBUILD LETTERS ARE NOW AVAILABLE ONLINE AT [WWW.LADBS.ORG](http://WWW.LADBS.ORG)**

ONLINE REQUEST FEE \$113.36

MAKE SURE TO PRINT A COPY

For any questions regarding this process, contact us at [LADBS.ZONING@LACITY.ORG](mailto:LADBS.ZONING@LACITY.ORG)

## TAX CREDIT LETTERS

### INSTRUCTIONS

1. FILL OUT THE SPECIAL FEES FORM
2. WRITE "TAX CREDIT LETTER" IN THE PURPOSE SECTION OF THE ABOVE FORM. INCLUDE THE PROJECT NAME, NUMBER OF UNITS, AND HOUSING TYPE. SEND AN E-MAIL TO [LADBS.ZONING@LACITY.ORG](mailto:LADBS.ZONING@LACITY.ORG) TO CONFIRM THE FEES. MAKE TWO COPIES OF THE CONFIRMED FORM THEN TAKE THE FORMS TO THE CASHIER AND PAY THE FEE.
3. ONCE PAID, ATTACH ANY ADDITIONAL DOCUMENTATION AND PLACE IN THE ORIGINAL SPECIAL FEES FORM IN THE BOX LABELED PAID ZONING REQUESTS.

➤ TOTAL COST FOR A **REGULAR** REQUEST IS **\$226.72** (2 HOURS @ \$208 PLUS SURCHARGES – ADDITIONAL HOURS IF APPLICABLE).

➤ TOTAL COST FOR A **EXPEDITE** REQUEST IS **\$340.08** (2 HOURS @ \$312 PLUS SURCHARGES – ADDITIONAL HOURS IF APPLICABLE).

**ZONING DETERMINATIONS (LOT LINE DETERMINATIONS AND/OR PREVAILING SETBACK BOUNDARIES, USE VERIFICATION, & EXISTING UNITS, BUILDABLE LOTS, AND OTHER ZONING CODE QUESTIONS.)**

### INSTRUCTIONS

1. FILL OUT THE SPECIAL FEES FORM
2. WRITE THE LETTER TYPE IN THE PURPOSE SECTION OF THE ABOVE FORM. INCLUDE THE PROJECT NAME, NUMBER OF UNITS, AND HOUSING TYPE. SEND THE FORM IN AN E-MAIL TO [LADBS.ZONING@LACITY.ORG](mailto:LADBS.ZONING@LACITY.ORG) TO CONFIRM THE FEES. MAKE TWO COPIES OF THE CONFIRMED FORM WITH FEES THEN TAKE THE FORMS TO THE CASHIER TO PAY THE FEE.
3. ONCE PAID, ATTACH ANY ADDITIONAL DOCUMENTATION AND PLACE IN THE ORIGINAL SPECIAL FEES FORM IN THE BOX LABELED PAID ZONING REQUESTS.

➤ TOTAL COST FOR A **REGULAR** REQUEST IS **\$226.72** (2 HOURS @ \$208 PLUS SURCHARGES – ADDITIONAL HOURS IF APPLICABLE).

➤ TOTAL COST FOR A **EXPEDITE** REQUEST IS **\$340.08** (2 HOURS @ \$312 PLUS SURCHARGES – ADDITIONAL HOURS IF APPLICABLE).

**NOTE:** THE **TAX CREDIT AND ZONING DETERMINATION** LETTERS REQUIRE MORE TIME TO PROCESS THAN THE OTHER LETTERS. DEPENDING ON THE CURRENT WORKLOAD, A **REGULAR REQUEST MAY TAKE LONGER THAN INDICATED ABOVE** FROM THE DATE THAT IT WAS RECEIVED TO PROCESS IT. **BE SURE TO INCLUDE ANY AND ALL APPLICABLE DOCUMENTS (I.E.: PERMITS, CERTIFICATES OF OCCUPANCY, CASE NUMBERS, ETC.) TO ALLOW US TO PROCESS YOUR REQUEST FASTER.** 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 AT (213) 482-6862 (FAX)