

# ZONING REQUESTS

(EFFECTIVE DECEMBER 11, 2016)

## 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, Zoning Information, Tax Credit or Zoning Determination) Include a sample of a previous letter, if available.
  2. Indicate how you want to receive the letter.
    - ★ 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 for pick-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 or 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 INFORMATION AND REBUILD LETTERS

 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 \$113.36 (1 hour @ \$104 plus surcharges).  
2 Weeks to process.
- ▶ Total cost for **expedite** processing is \$170.04 (1 hour @ \$156 plus surcharges).  
1 Week to process.

**Zoning Information and Rebuild Letters are Now Available Online at [www.ladbs.org](http://www.ladbs.org)**

Generate & print the letter (and receipt) from your home or office

Online Request Fee is \$113.36

## ZONING DETERMINATION AND REBUILD 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.
3. Attach any applicable documents to the original Special Fees Form (Top White Copy) and place them in the box labeled Paid Zoning Requests.


- ▶ Total cost for a **Regular** request is \$226.72 (plus \$113.36 per additional hour over initial 2 hours).  
Approx. 6 to 8 weeks to process.
- ▶ Total cost for an **Expedited** request is \$340.08 (plus \$170.04 per additional hour over initial 2 hours).  
Approx. 4 to 6 weeks to process.

## 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 "B" APPLICATION FORM and take a number to go to window 14.

- ▶ The plan check fee will be charged based on the number of plan check hours.

 **Note:** The 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).