

GENERAL PLAN AMENDMENT (GPA) WITH OR WITHOUT A ZONE CHANGE (ZC)

LEGAL MANDATE: All prospective applicants filing cases inconsistent with the City's General Plan should be aware that the City of Los Angeles is mandated by the Legislature and the courts to keep its zoning consistent with the General Plan. The City passed legislation that prohibits issuing building permits that are inconsistent with the General Plan.

PRE-FILING REVIEW: The Department of City Planning's Management Team will arrange an internal working meeting to review the General Plan Amendment request prior to the filing of your application. If the Director determines the request is worth consideration and has the potential of meeting the Findings for a General Plan Amendment, the applicant will be permitted to proceed with the application and the Department will provide a clearance sheet which the applicant must include in their submission package. The following basic materials are required for this review:

1. A brief 1-2 page cover letter describing the development proposal, the existing land use designation and zoning, the proposed General Plan Amendment request, other requested entitlements, existing conditions, and the surrounding uses and neighborhood character.
2. 8 ½ x 11 color maps indicating the existing and proposed land use designations and zoning.
3. Any additional exhibits including site plans, renderings or photographs that will assist the Department's Management Team in their initial review of your proposal. The plans submitted at this stage should be considered conceptual in nature and may be subject to modification upon City Planning review. If cleared for filing, detailed plans which comply with Department specifications will be required.

Materials can be hand delivered, mailed or sent electronically. Consult with the assigned planner for the project site for assistance on whom to send the materials. The current Assignment List can be found at <http://planning.lacity.org> under "About" at the bottom of the page then click on Planning Contacts.

PUBLIC HEARING AND NOTICE: Notification of a public hearing for a General Plan Amendment, with or without a Zone Change, includes owners and occupants (i.e. tenants) of all properties within a 500 foot radius of the subject site as well as on-site posting of the notice and on-site posting of the initial Commission meeting on the matter.

SPECIALIZED REQUIREMENTS: When filing an application for the above, the following items are required in addition to those specified in the *Master Filing instructions* (form [CP-7810](#)). Numbers of copies specified of all application materials are for the Hearing Officer's review prior to conducting the public hearing; additional copies may be required by the Hearing Officer prior to the City Planning Commission meeting on the matter.

1. **Authorization to File:** A copy your authorization to file received from the Department's Management Team subsequent to the above referenced pre-filing review of your application.
2. **Justification:** A justification of all aspects of your request in terms of public necessity, general welfare and good zoning practices.
3. **Findings/Specialized Requirements:** This form with the "Additional Screening Questions" portion (see next page) completed.

4. **Land Use and Zoning Maps:** Five copies each of an Existing Community Plan Map and a Requested Community Plan Map for the subject site. If the application also includes a Zone Change, five copies of a reduced Radius Map showing the existing zoning are also required.
5. **Initiation Request:** Because Plan Amendments can only be initiated by the City Council, the City Planning Commission or the Director of Planning, the applicant must ask that the Plan Amendment be initiated on their behalf. A *Request for Initiation of an Amendment to the City's General Plan (CP-7750.1)* is required at the time of filing.
6. **Extension of Time:** Processing time for a General Plan Amendment differs from that of a Zone Change. Provide a copy of the *Time Extension* special instructions ([CP-7786](#)).
7. **Environmental Clearance:** Two copies of the completed environmental clearance. For projects with EIR's, copies of both the draft and final are necessary.
8. **Neighborhood Review:** Review of your project by the applicable Neighborhood Council or other Business Associations are optional. Include neighbors' signatures in support and/or documentation pertaining to any other community review as applicable.

ADDITIONAL SCREENING QUESTIONS: The following questions will be used to determine if a request may rise to the level of a community plan restudy or require other actions. The community plans, including text and land use maps, are available on the Department's website at <http://planning.lacity.org>. The applicant should refer to the parcel profile information in Planning's Zoning Information and Map Access System (ZIMAS) at <http://zimas.lacity.org> to determine Hillside areas, CRA areas, and Specific Plan areas.

The criteria thresholds for screening are listed in Column 1. If the application does not exceed this threshold mark NO; if it does exceed the threshold mark YES.

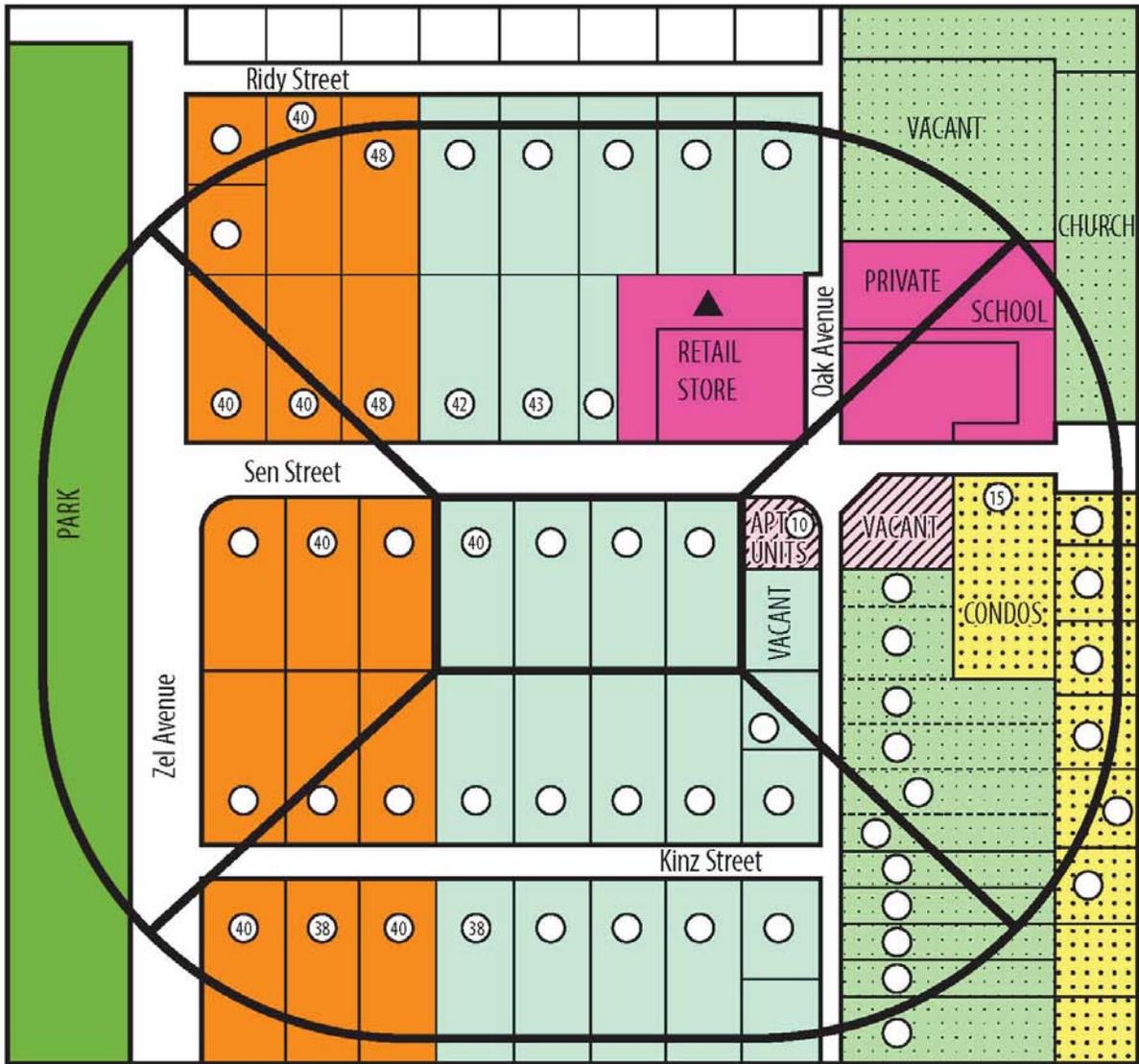
| CRITERIA FOR SCREENING | ANSWER YES OR NO | |
|---|---|--|
| Project area is 200 acres or more | <input checked="" type="checkbox"/> - YES | <input type="checkbox"/> - NO |
| New dwelling units are 1,000 units or more | <input type="checkbox"/> - YES | <input checked="" type="checkbox"/> - NO |
| New non-residential square footage is 1,000,000 square feet or more | <input checked="" type="checkbox"/> - YES | <input type="checkbox"/> - NO |
| New mixed use square footage is 500,000 square feet or more | <input type="checkbox"/> - YES | <input checked="" type="checkbox"/> - NO |
| Acreage with Hillside areas is 50 acres or more | <input type="checkbox"/> - YES | <input checked="" type="checkbox"/> - NO |
| Acreage for project located in whole or in part in a CRA area is 50 acres or more | <input type="checkbox"/> - YES | <input checked="" type="checkbox"/> - NO |

| IS/DOES THE PROJECT | ANSWER YES OR NO | |
|--|---|--|
| In a Specific Plan area | <input checked="" type="checkbox"/> - YES | <input type="checkbox"/> - NO |
| Designated as Open Space Area | <input type="checkbox"/> - YES | <input checked="" type="checkbox"/> - NO |
| Require a change to Highway Designation | <input checked="" type="checkbox"/> - YES | <input type="checkbox"/> - NO |
| Require a change to the text or legend (including <u>footnotes</u>) | <input checked="" type="checkbox"/> - YES | <input type="checkbox"/> - NO |

GUIDELINES FOR PREPARING YOUR LAND USE AND ZONING MAPS: Three types of exhibit maps showing **(1)** the Existing Community Plan, **(2)** the Proposed Community Plan, and **(3)** the Existing Zoning are required when filing an application for a General Plan Amendment. Follow these guidelines when preparing these maps.

1. Existing Community Plan and Proposed Community Plan Maps:
 - a. **Prior to preparing these exhibit maps, it is important to review the current Community Plan Map as each Plan may contain different land use categories with different corresponding zones.** The Community Plans are available on City Planning's website. To access them go to <http://planning.lacity.org>; starting on the left of the website click on General Plan, then select Community Plans from the pull down menu, then select 35 Community Plans, then mouse over the map of the City of Los Angeles to choose the relevant Community Plan area, scroll down and select the General Plan Land Use Map to view that Community Plan.
 - b. In preparing your exhibit maps, please follow the format shown in the ensuing examples and attempt to simulate the colors/patterns depicted in the Land Use Legend of the pertinent Community Plan. It is not necessary to exactly match colors/patterns as long as they are similar to those in the applicable Community Plan and also providing the different General Plan Land Use categories can be clearly discerned by looking at your exhibits.
2. Existing Zoning Map: Reduced copies of your radius map are acceptable. Alternatively you can prepare these maps following the ensuing examples.
3. All Three Type Exhibit Maps:
 - a. Provide five 8 ½" x 11" size copies of each type of map.
 - b. Data regarding the land uses on properties (e.g. bank, parking lot, vacant, 8 Condos, etc.) on each exhibit map should be presented consistently per the instructions in the Radius Map Requirements and Guidelines (form [CP-7826](#)).
 - c. All maps must reserve a minimum of 1 ½" from the bottom of the page for use by staff to enter official information.
 - d. Maps should be individually prepared, not just prints from ZIMAS.

**The following maps are examples to use in
preparing your application**



EXISTING Northworth Community Plan

- Single Family Dwelling
- ④ Number of dwelling units
- ▲ Non residential structure
- RE20 RA Very Low I
- RE15 RE11 Very Low II
- R1 Low II
- R3 Medium
- CR, C1, P Limited Commercial
- CR, C1, C2, P Highway Oriented
- Open Space

N

0 100 200 300 400

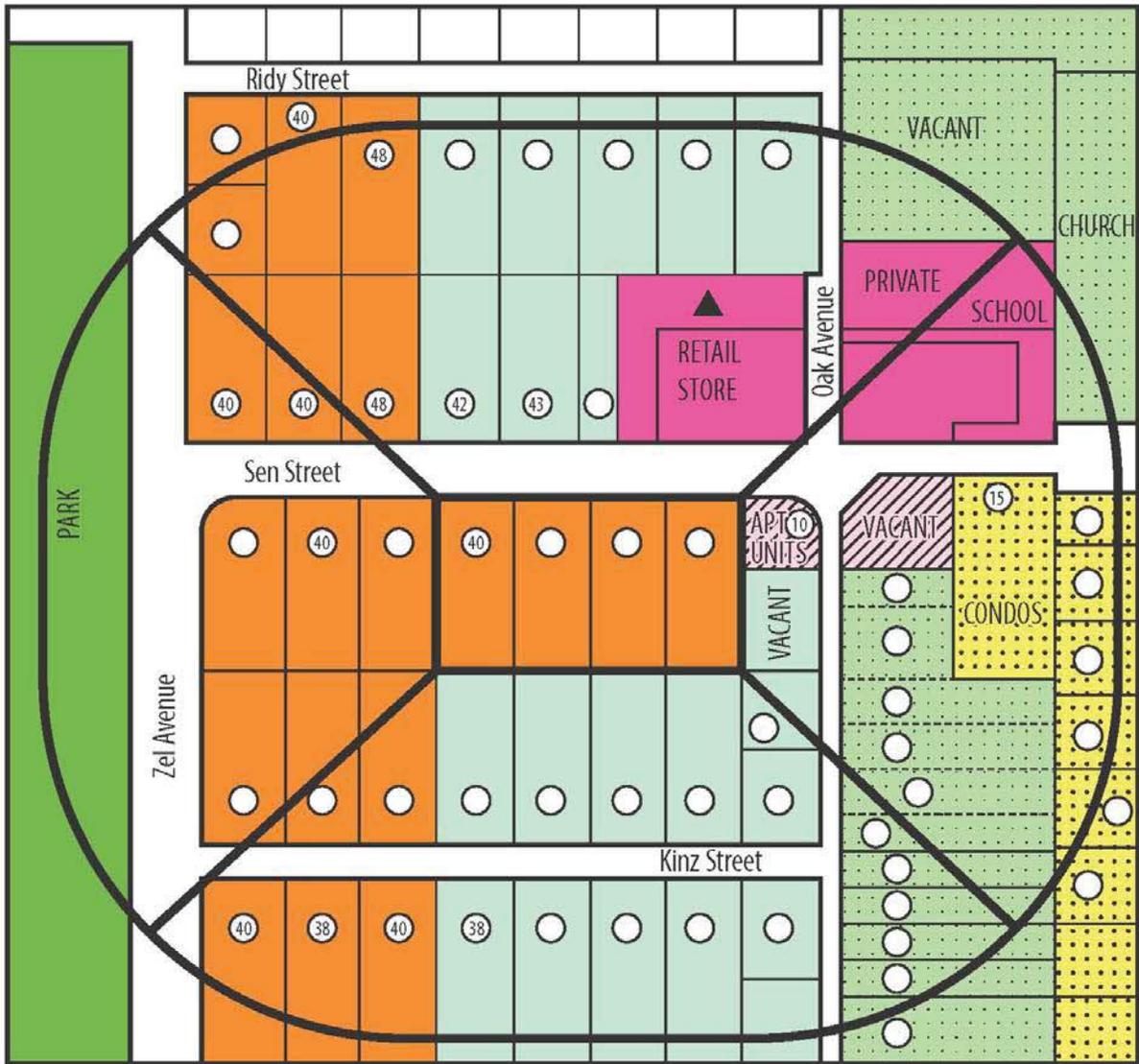
Mapmaker's Name _____

Mapmaker's Phone # _____

Date _____

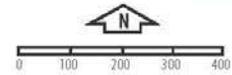
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REQUESTED Northworth Community Plan

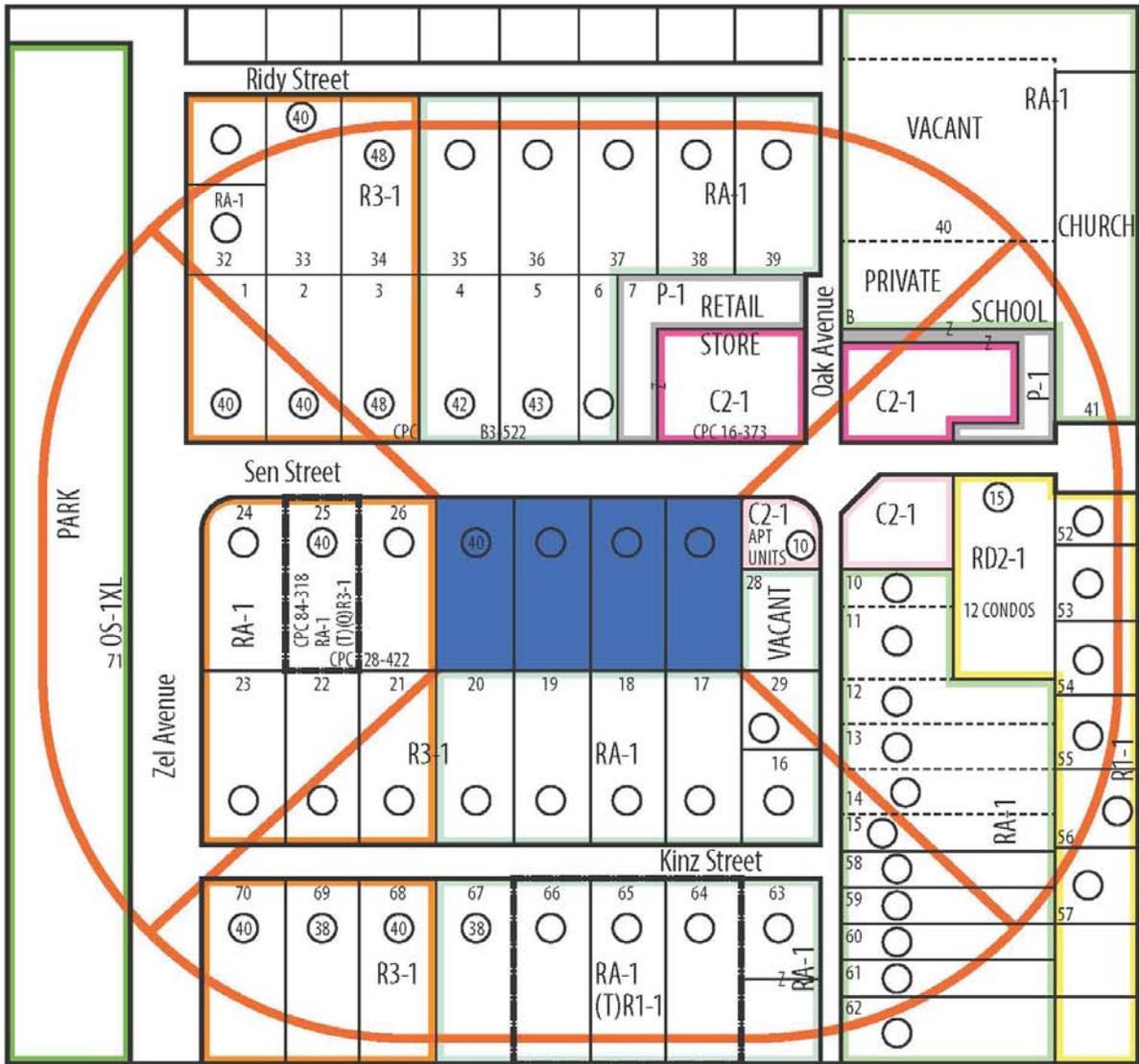
- | | | |
|-----------------------------|-----------------------|--------------------------------|
| ○ Single Family Dwelling | RE20 RA Very Low I | CR, C1, P Limited Commercial |
| ④ Number of dwelling units | RE15 RE11 Very Low II | CR, C1, C2, P Highway Oriented |
| ▲ Non residential structure | R1 Low II | Open Space |
| | R3 Medium | |



Mapmaker's Name
 Mapmaker's Phone #
 Date

For Staff Use Only
 Leave This Space Blank

DW:2015_08b_April23



EXISTING ZONING

Request: RA-1 to [T][Q]R3-1

- Subject Property
- Tentative Zoning Boundary (T or Q)

0 100 200 300 400
 Mapmaker's name
 Mapmaker's phone #
 Date

For Staff Use Only
Leave This Space Blank

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