COMMUNITY DEVELOPMENT DEPARTMENT

MINISTRIAL HOUSING PERMIT APPLICATION | Project Scope Form

Several state laws have been enacted to bolster the Housing Accountability Act and streamline housing production. The Ministerial Housing Permit procedure is intended to provide an evaluation of a proposed development project and compliance with established standards. All required filing materials must be submitted for a Ministerial Housing Permit Application to be considered complete. The imposition of required conditions shall apply in cases where specific housing legislative bills are evoked, in conformance with their relevant Government Code Sections.

Please contact Planning to schedule a pre-application meeting prior to submitting a Ministerial Housing Permit Application.

Ministerial Housing Permit Applicable Projects

- ☐ 100% Affordable and Mixed-Income Housing Development Projects pursuant to California Government Code Section 65912.100 et seq. in accordance with the procedures set forth in California Government Code Sections 65912.114 and 65912.124, respectively.
  - ☐ Complete supplemental form **AB 2011 Project Checklist**

- ☐ Housing Development Projects pursuant to and in accordance with California Government Code Section 65913.6.
  - ☐ Complete supplemental form **SB 4 Project Checklist**

- ☐ Housing Development Projects pursuant to California Government Code Section 65852.28 and parcel or tentative and final maps for a Housing Development Project pursuant to California Government Code Section 66499.41.
  - ☐ Complete supplemental form **SB 684 Project Checklist**

- ☐ Low Barrier Navigation Centers pursuant to California Government Code Section 65660 et seq. and in accordance with California Government Code Section 65913.4 (AB 101).

- ☐ Emergency Shelters, Transitional Housing and Supportive Housing pursuant to and in accordance with California Government Code Sections 65583 and 65650 et. seq. (AB 2162).

- ☐ 100% Extremely Affordable Adaptative Reuse Housing Development Projects pursuant to and in accordance with Government Code Section 65913.12 (AB 1490).

Tell us about your project:

MULTI-FAMILY RESIDENTIAL

- ☐ 2 TO 10 UNITS
- ☐ 11 TO 20 UNITS
- ☐ 21 TO 40 UNITS
- ☐ 42 OR MORE UNITS

MIXED USE

- ☐ ____ UNITS

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Permit Information Form

PERMIT NUMBER(S): _____

PROPERTY INFORMATION:

_____
STREET ADDRESS

_____
PRESENT/LAST USE OF PROPERTY

PROJECT PROPOSAL:

Summarize the project below or attach a narrative on additional pages the describes (1) Demolition of structures and new construction (in square feet & number of units) and (2) Proposed use or activities.

PROPERTY OWNER:

NAME | PHONE NUMBER | EMAIL

ADDRESS | CITY | STATE

APPLICANT: This is the person who will be contacted regarding this application and will referred to as the 'applicant' hereafter

NAME | PHONE NUMBER | EMAIL

ADDRESS | CITY | STATE

ARCHITECT OR DESIGN OF RECORD: (If applicable)

NAME | PHONE NUMBER | EMAIL

ADDRESS | CITY | STATE

LEGAL DESCRIPTION:

ASSESSOR'S PARCEL NUMBER: BOOK | PAGE | PARCEL

SIGNATURE (APPLICANT) | DATE

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Package Submittal Checklist

Applicants are responsible for completing an application package composed of all requisite parts and materials, including applicable forms (completed and accurate) and other items (e.g., drawings, fee payments, reports, etc.) as described in forms and requirement lists herein. Consult Planning staff for fee schedule and payment information. Use check boxes to indicate completion of item. Do not check if not complete and please note that a complete application is required for project intake.

SUBMITTAL REQUIREMENTS (FOR ALL PROJECTS)

- ☐ Project Scope Form
- ☐ Permit Information Form
- ☐ Package Submittal Checklist (this sheet)
- ☐ Objective Design Standards Checklist
- ☐ Maps, Drawings, and Project Data (see Plan Submittal Requirements)
- ☐ Certified Survey (see Certified Survey Sheet and Plan Submittal Requirements)
- ☐ Green Building Program Checklist(s) (see Plan Submittal Requirements)
- ☐ Owner's Affidavit & Acknowledgment Form
- ☐ Letter of Agency Form
- ☐ Environmental Questionnaire
- ☐ Housing Supplemental Form
- ☐ Tenant Income Certification Form
- ☐ Unit Documentation
- ☐ Protected Units Notice and Rent Stabilization Owner's Affidavit

SUPPLEMENTAL MATERIALS / REQUIRED FOR SOME PROJECTS (Verify need with Staff)

- ☐ SB 684 Checklist (if applicable)
- ☐ AB 2011 Checklist (if applicable)
- ☐ SB 4 Checklist (if applicable)
- ☐ Phase 1 Environmental Assessment (if applicable based on governing state code)
- ☐ Historic Resource Assessment & Owner's Affidavit (see Historic Resource Assessment Notice)
- ☐ Local Affordable Housing Requirement Form
- ☐ State Density Bonus Narrative, Notice, and Findings
- ☐ Geotechnical Report; deposit payment for peer review; approval of Report (consult Planning staff for requirements)
- ☐ Fault Rupture Study; deposit payment for peer review; approval of Study

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Objective Design Standards Checklist

This checklist is required for residential development projects that qualify for a streamlined review process through a Ministerial Housing Permit, in addition to the Plan Submittal Requirements.

Note: Please review all the Zoning Code sections listed below to ensure your project complies with all applicable objective design and development standards, unless the standards conflict with those set forth in Government Code Sections 66499.41 or 65852.28. While this checklist identifies key Zoning Code sections, it may not be exhaustive. It is the applicant's responsibility to review the City's full Zoning Ordinance and ensure compliance with all applicable objective standards, including any that may not be listed here.

Code Section	Standard	Checklist	Proposed	Sheet #
Residential Zoning District Standards				
§19.06.040	Use	☐		
	Min/ Max Lot Area	☐		
	Building Coverage	☐		
	Lot Coverage	☐		
	Residential Density	☐		
	Floor Area Ratio (FAR)	☐		
	Height	☐		
	No. of Stories	☐		
	Setback - Front 1st Story	☐		
	Setback - Front 2nd Story & Up	☐		
	Setback - Side	☐		
	Setback - Rear	☐		
§19.06.050	Residential Density in R1 and R2 Zones	☐		
§19.06.055	R2 Zoning District Development Standards - Required Density	☐		
§19.06.070	Maximum Average Unit Size	☐		
§19.06.080	R3 and R4 Zoning District Development Standards - Required Density	☐		
§19.06.090	R3C-C and R4B-C Zoning District Development Standards	☐		
		☐		
Overlay Zoning Districts				
§19.14.120	West Hollywood West Overlay Zone (if applicable)	☐		
§19.14.120	Norma Triangle Overlay Zone (if applicable)	☐		
		☐		
Site Planning and General Development Standards				
§19.20.040	Distance Between Structures	☐		
§19.20.050	Fences, Walls, and Hedges	☐		
§19.20.055	Canopy Trees	☐		
§19.20.066	Green Building	☐		
§19.20.080	Height Measurement and Exceptions	☐		
Site Planning and General Development Standards				

§19.20.100	Outdoor Lighting	☐		
§19.20.110	Pedestrian Pathways	☐		
§19.20.140	Equipment Screening	☐		
§19.20.150	Setbacks Measurement & Projections into Yards	☐		
§19.20.160	Sidewalks	☐		
§19.20.180	Solid Waste and Recyclable Materials Storage	☐		
§19.20.190	Storm Drainage & Storm Water Runoff	☐		
§19.20.200	Street Address Numbers	☐		
§19.20.210	Streetscape Design	☐		
§19.20.230	Undergrounding of Utilities	☐		
Off-Street Parking and Loading Requirements				
§19.28.040	Number of Required Spaces	☐		
§19.28.050	Disabled Parking Requirements	☐		
§19.28.090	Design & Layout Standards	☐		
§19.28.130	Driveway Standards	☐		
§19.28.150	Bicycle Parking & Support Facilities	☐		
§19.28.170	EV Charging Readiness	☐		
Residential Uses - Multi-Family Dwellings				
§19.36.280	Common Open Space	☐		
§19.36.280	Private Open Space	☐		
§19.36.280	Front Façade	☐		
Urban Art Program				
19.38.020	Art Plan Installation Requirements	☐		
19.38.040	In-Lieu Fee Alternative	☐		

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Plan Submittal Requirements

SUBDIVISION MAP SHALL SHOW THE FOLLOWING:

- ☐ Parcel or tract map number in the lower right hand corner
- ☐ Date, north point, scale and name of all owners.
- ☐ Boundaries
  - Approximate bearings and distances.
  - Use heavy lines to define.
  - Label with references to adjoining recorded maps or deed lines.
- ☐ Legal description of the land - sufficient to define boundaries.
- ☐ Lots - number of each lot and approximate dimensions.
- ☐ Contours (approximate) within and adjacent to subdivision.
- ☐ Streets
  - Existing within and adjoining the subdivision - show name, location, width, status, and existing and proposed improvements.
  - Proposed - Identify by name or letter. Show location, width, status and improvements.
  - Curve radius.
  - Rate of grade, drainage direction, and water distribution.
- ☐ Easements - Locations, width and status within adjoining subdivision.
- ☐ Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and, if possible, to two streets.
- ☐ Existing structures: Show approximate location of those not to be removed. Show if within 50' of subdivision on adjoining land.
- ☐ Grading plan (preliminary), if grading indicated on Owner's Statement.
- ☐ Zoning: present and proposed; delineate zone boundaries.
- ☐ Storm water - approximate limits of any area subject to storm water overflow or inundation & the location, width, and direction of flow of each water course and/or swale.
- ☐ Wells: existing or proposed.
- ☐ Description of Project.
- ☐ Apartment Projects (condominium or lease)
  - Show structures with number of units therein, building setbacks and required distance between buildings.
  - Access: vehicular and pedestrian. Show on map, specify widths.
  - Parking: Show or note on map. Specify number and type (covered or uncovered).
  - Recreation and service area.
  - If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
  - If a condo conversion, note on the map the project address and the number of each type of unit (1 Br, 2 Br, etc.) and comply with the State Subdivision Map Act requirements for tenant notification of relocation fees and moving costs allocations. Submit a letter indicating that the tenants have been notified prior to submitting the tentative map. Also, submit a schedule of rents.
  - Building permits.
  - Submit letter that tenants have been notified of the provision of Sec. 66452.9 of the Subdivision Map Act and a copy of the notification to the tenants as it is specifically worded in the Map Act.
- ☐ Sewage Disposal - Location of any existing sewage disposal system which is proposed to remain in the division of land.

Standard Conditions of City Agencies for Subdivision Maps:

Department of Public Works:

- **The parcel/tentative tract map**: Must be approved by the City Engineer prior to being filed with the County Recorder and before final map approval.
- **A street and parkway improvement plan**: This will require approval from the City Engineer before final map approval.
- **An off-site grading plan showing drainage and secondary drainage options:** This must be submitted to and approved by the City Engineer for plan check.
- **Clearances from all affected Departments and Divisions, including a clearance from the L.A. County Department of Public Works Land Development Division for the following mapping items:** mathematical accuracy; survey analysis; and correctness or certificates, signatures, etc.
- **Standard condominium notes:** These are placed on the final map to the satisfaction of the L.A. County Department of Public Works Land Development Division.
- **Signatures of record title and a title report/guarantee showing all fee owners and interest holders.**

Planning Division:

- **A copy of the covenants, conditions and restrictions (CC&Rs):** Must be submitted prior to the filling of the final map. The CC&Rs must include provisions for the maintenance of the common facilities and installation of adequate lighting systems for all walkways.
- **Payment of the Public Open Space Development (Quimby) fee:** The formula used by Los Angeles County to calculate Park and Recreation fees at the time of map approval is used to calculate the amount of the fees to be paid to the City of West Hollywood.

Building and Safety Division:

- **A preliminary soils report:** If grading and/or new construction is involved in the project, this report must be submitted to and approved by Building and Safety prior to approval of the final map. The report, based on adequate test borings or excavations, must:
    1. Describe any soil or geologic conditions which, if not corrected, might lead to structural damage or slope failure; and
    2. Recommend action likely to prevent structural damage or slope failure. A soil expansion index test is required and must be done in accordance with procedures of UBC Standard No. 18-1.

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Plan Submittal Requirements

PROJECT DRAWINGS:

The following drawings and information MUST be included with your application submittal. Note that in the City of West Hollywood, many project drawings must be prepared and certified by licensed design professionals (Architect and Landscape Architect) and engineering professionals (Surveyor, Civil Engineer, Structural Engineer, Soils/Geotechnical Engineer, Seismic Engineer, etc.) In accordance with State Law, professionals are not permitted to stamp and sign documents or drawings that have not been prepared by them or under their direct supervision. All drawings should be completely legible, even if reduced in size.

☐ ARCHITECTURAL DRAWING CONVENTIONS

- Provide north arrow on all plan sheets, and orient with north toward the top (if possible);
- All views must be drawn to scale, with scale noted. Use engineer's or architect's scale (e.g.: 1" = 10' or 1/4" = 1'-0", etc.) In addition, provide a legible graphic scale on each sheet, for help when drawings are reduced.
- Indicate demolished walls, elements, and features with dashed lines, existing conditions to remain as solid lines and new walls as filled lines;
- Provide correct submittal date on all drawing sheets;
- Use proper line weights (i.e. heavy for cut through elements, or major outlines; medium for most objects and features, light for fine detail, hatching, door swings, etc.);
- Show stairs accurately with arrows indicating direction;
- Show all property lines on all plan, section, elevation sheets . Do not use edge of paper for property lines;
- Utilize a clear, rational sheet-numbering system. Drawings/Exhibits should be sequenced per this list sequence;
- Provide sufficient labeling, notation, and dimensioning to allow a complete review of the project.
- All drawings must be consistent and describe aspects of a single design. Changes to design shall be reflected completely, updated on all applicable drawings (plans, elevations, sections, schedules, details, 3-D views).
- Drawing scales, line weights, hatch patterns, and text sizes should all be considered carefully, since sheets are often reduced and must remain legible.

☐ 1. PROJECT SUMMARY (INCLUDE ON TITLE SHEET OR SITE PLAN SHEET)

(Check left-hand boxes to indicate completion of item. Do not check if not complete. Use right-hand blanks to note relevant sheet number.)

a. Complete index including all sheets and exhibits; __
b. Address and legal description of subject property; __
c. Name, address, phone number, and email address of the applicant, owner, and architect; __
d. Include ownership profile if an LLC listing; __
e. Existing and proposed land use, number of stories maximum height from grade, and zoning summary; __
f. Proposed building square footage; include existing square footage if applicable; __
g. Size and number of dwelling units (residential projects only); __
h. Calculations of common area and private open space (residential projects only); __
i. Calculations of permeable surface area; and calculations of landscaped areas; __
j. Subject property zoning designation and calculations for density, floor area ratio (FAR); __
k. Parking requirements, including required spaces and guest spaces; required bicycle spaces and any provided electric vehicle spaces. __

SITE & CONTEXT INFORMATION:

☐ 2. SITE SURVEY

a. Provide a certified survey per requirements on the stamped and signed Certified Survey Sheet; __

☐ 3. NEIGHBORHOOD PLAN / FIGURE GROUND MAP

a. A plan or map of the project site's entire block, including properties across the street; __
b. Indicate all building footprints, property lines, streets, sidewalks, and zoning designations. Footprints and dimensions may be approximate (per Google maps for example). Clearly mark the project site on the map or plan __

☐ 4. AERIAL PHOTO

a. An aerial photo of the project site's entire block, and the block directly across the street from the project site. (Note: Aerial photos may be per Google Maps.) Clearly mark the project site on the photo. __

☐ 5. PHOTO / MONTAGES

a. A composite eye-level photograph of existing building/property frontages along the proposed project's block, with an image of the proposed façade inserted at the same scale. (This view should NOT be just a series of street-view photos side by side, but instead stitched together to provide a panoramic-type view approximating actual block frontage.) __
b. A similar composite photo of existing frontage across the street from the project site; if the site is on a corner, include existing frontages from all blocks opposite; __
c. Exterior photos of the subject property. __

☐ 6. EXISTING SITE PLAN (1/16" = 1'-0" MINIMUM)

a. An existing site plan is required for all projects involving new construction; includes topography contour lines; indicate which existing structure (or portions thereof) are to be demolished, and which are to remain; indicate total number of residential units; __
b. Existing building footprint(s), with indication of square footage(s), number of stories, and land use; indicate existing demolished/remain; __
c. Dimensions from all structures to front, side and rear property lines; __
d. Dimensions of existing buildings, driveways, parking spaces, and hardscape areas; __
e. Fences and walls; Landscaped and paved areas; __
f. Location and species of trees on property and the diameter of tree trunks; __
g. Streets and alleys (labeled with names), curbs, parkways and sidewalks adjacent to the property; __
h. Footprints of all buildings on adjacent properties, including at sides and rear, with dimensions to property lines; __

☐ 7. PROPOSED SITE PLAN (1/16" = 1'-0" MINIMUM)

(Please refer to the City's adopted Streetscape Plan as applicable)

a. Street-level plan showing lot size and lot dimensions, and ground-floor building footprint(s) with dimensions to property lines. Existing building area to be removed should be shown on a separate Demolition Plan; __
b. Vehicular entrance and exit locations; site access and building entry locations; __
c. Location, width, and description of any public or private easements, such as driveways, roadway, access, telecommunications, or utility rights-of-way. If none, note "No easements" on the site plan; __
d. Proposed parking access or surface areas with parking stalls (if any), driveways, turning areas, visibility windows, and parking lot landscaping; proposed location of curb cuts and driveways, all fully dimensioned; __
e. Street trees and locations, and materials for all proposed parkways and improvements; Show existing street parking meters and spaces; __
f. All landscaped and paved areas, including stoops and paths; existing trees to remain, to be removed, and new trees. Identify all common open space areas that are proposed on grade; __
g. Calculations of paved or hardscaped areas and percentage of permeable surface areas on the plans per WHMC 19.20.190.D. Please note that planters on slabs or other hardscape finishes are not considered permeable areas; __
h. Trash/recycling area, open-air mailboxes, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes and backflow preventers, pad-mounted or pole mounted or subterranean transformers, security gates, and perimeter fencing or walls; __
i. Footprints of all buildings on adjacent properties, including at sides, rear, and across the street; __
j. Streets and alleys (labeled with names), curbs, parkways and sidewalks on both sides of the street dimensioned; __
k. Location and labeling of any items or obstructions such as telephone poles, street signs, bus stops, etc., in the public right-of-way. If none, note this on the site plan; __
l. For swimming pools, spas, or hot tubs, dimension setbacks from property lines and indicate the location fencing, and screening of all related equipment per WHMC 19.20.140; __
m. Site drainage, including permeable surfaces, storm water capture such as rain gardens, flow through planters, bioswales, etc. (in accordance with City's SWPP program), catch basins, trench drains, sumps, etc. Include water features and pools; __
n. Indicate and dimension the existing front yard setbacks of the two structures on adjacent properties closest to the subject property and the dimension to top of adjacent roofs. __

☐ 8. LANDSCAPE PLAN (1/16" = 1'-0" MINIMUM)

a. Location of planted areas, hydrozones, and permeable surfaces; __
b. Location, identification, size and count of all plant types; __
c. Plant palette including list with species, common names and photos of all plant types; __
d. Drought tolerance levels of proposed plantings per WHMC 19.26.060; __
e. Location and size of all existing trees on the subject property, indicating whether proposed to be removed or to remain; include also existing tress in the adjacent public way; __
f. Hardscape, color and material finishes; __
g. Site amenities, special features, water features, pools; __
h. Permanently affixed furniture, fences, gates, pergolas or other structures, with note indicating heights; __
i. Compliance with Solar Access and Solar Equipment Section of the WHMC 19.20.170. __

BUILDING PLANS, ELEVATIONS, SECTIONS, SCHEDULES & DETAILS:

☐ 9. PARKING PLAN(S) (1/16" = 1'-0" MINIMUM)

a. Dimensions of driveway and required vehicle back-up distances; __
b. Visibility window at vehicle ingress/egress; __
c. Driveway ramp slopes and transition slopes, overhead clearances, gates and/or overhead doors; __
d. Where applicable, drainage (i.e. trench drains, basins and sump pumps), mechanical rooms, main electrical switchgear, trash enclosures, and subterranean meters and transformers; janitorial closets, bike storage, etc; __
e. Pedestrian access paths, exit stairs, elevator, machine rooms, and ADA accessible path of travel; __
f. Parking stall dimensions, striping, and signage in accordance w/ Title 24 Disability Access provisions, wider end stalls, vehicular maneuverability and turning radii (especially where tandem parking is proposed). __
g. Number each stall sequentially. __

☐ 10. FLOOR PLAN(S) (1/16" = 1'-0" MINIMUM)

a. Provide for all levels, including Parking Plan(s) and Roof Plan(s), fully dimensioned, labeled, and annotated; __
b. Building footprint, property lines, interior arrangement of units, rooms and spaces labeled for proposed uses; __
c. Windows and doors, plumbing fixtures, permanent casework and fixtures, common and private outdoor spaces, exterior storage components; __
d. Stairs, ramps, elevators, lifts, floor-level changes, and other vertical circulation; __
e. Utility meters (water, gas, electric, etc.), main fire department connection valves, pad-mounted transformers and all other equipment; __
f. Trash and recycling enclosures, mailboxes, fences, walls, and railings; __
g. Security gates and/or perimeter enclosures; __
h. Urban art on the ground floor plan or where occurs (if applicable); __
i. On Roof Plans, indicate locations and dimensions of mechanical equipment, equipment screening, and solar panels (if applicable); __
j. Indicate roof slopes, roofing materials, and drainage features (drains, gutters, downspouts, etc.); __
k. For projects involving a nightclub or restaurant, include seating layout, menu, proposed hours of operation, and copy of ABC Permit; __
l. For multi-family residential projects, indicate area and dimensions of each private and common open space area for each floor level. Provide a summary table including required and proposed open space areas on the site plan; __
m. Key/mark building sections and details on all relevant plan drawings; __
n. Overhead features (e.g., overhangs, ledges, balconies, stairs, etc.) should be indicated using dashed lines; __

☐ 11. BUILDING SECTIONS (1/8" = 1'-0" MINIMUM)

a. Two cross-section drawings (one in each direction is recommended) through the proposed project and the entire site, extending beyond property lines to fronting street(s), and/or existing buildings on adjacent properties; __
b. Key/mark section cut locations and detail references on floor plan(s); __
c. Sections shall be at the same scale as building elevations; __
d. Indicate/Dimension overall heights, floor-to-floor heights, typical ceiling heights; and both natural and finished grade on each section; __
e. Additional sections may be requested as needed to adequately describe the project. __
f. Include maximum height envelope on all sections, and indicate height measurement method (parallel plan or sloping site) __

☐ 12. BUILDING ELEVATIONS (1/8" = 1'-0" MINIMUM)

a. Complete elevations of proposed structure(s) including front, sides, rear and courtyard elevations (where occurs); name/title elevations reflecting north, south, east, and west orientations; __
b. Overall height(s), floor-to-floor heights, guardrails, and other important dimensions; __
c. Finish materials, doors, windows, level changes, roof slopes, roof drainage (scuppers, downspouts, gutters, etc.), shading devices, vents, and all significant architectural elements or features; __
d. Existing adjacent structures on either side of the proposed structure, including overall height, windows, doors and other key elevation information; ensure accuracy of scale in representing the project alongside other buildings; __
e. Operation of all gates, doors and windows: e.g., fixed, sliding, hinge/swing, casement, awning, hopper, etc. This should match information on floor plans and door/window schedules; __
f. Proposed utility meters, transformers, utility boxes, and other equipment; __
g. Location of exterior lighting and fixtures; __
h. For building additions and renovations, distinguish work from existing to remain, as well as proposed and existing materials and colors; __
i. Depending on architectural complexity and façade composition, more than one set of elevations may be required to fully describe the project design (e.g., by emphasis on colors/materials, shade/shadows/exterior components/assemblies, etc.); __
j. Landscape planting (trees, shrubs, creeping plants) may be indicated as outline shapes/forms, but not shown as fully grown, or in any way that obscures view of the building façades. (If landscaping is a critical site design component, provide two sets of elevations and/or renderings with and without planting) __

☐ 13. DOOR AND WINDOW SCHEDULES

a. Indicate/enumerate each individual door and window on their respective schedule, including size (width, height), type, glazing (as applicable), material and finish (including frame), egress designation (as applicable) and any other significant information; __
b. Mark/tag each door and window individually, consistent with marks/tags on floor plans and elevations; __
c. Illustrate all door and window types alongside each schedule, to include unit elevations, operation (e.g., hinge/swing, sliding, fixed, casement, awning, hopper, etc.) This information should be consistent with that on elevations and floor plans. __

☐ 14. CUSTOM ARCHITECTURAL DETAILS (SCALE AS APPROPRIATE TO CONDITION/DRAWING)

a. Enlarged detail drawings of significant architectural features and components including but not limited to: windows, doors, railings, fencing, screens, shading devices, creative signage, lighting, movable building elements, and custom landscape features (e.g., vertical garden walls); __
b. Enlarged exterior wall sections of typical conditions; __
c. Cut-and-paste stock details, structural details, and catalog cut sheets do not comply with this requirement. __

☐ 15. MATERIAL SHEETS

a. High-quality images of all exterior materials, finishes, and colors, including walls, doors, windows and frames, trims, railings, architectural features, paving, roofing, and fencing. Each image shall be clearly labeled with identifying information (manufacturer, model number/name, finish, color, etc.), and keyed to the building elevation drawings; __

☐ 16. GREEN BUILDING PROGRAM CHECKLIST

a. Download mandatory checklists(s) on the Green Building Program Web-page; ___
b. Complete and include in PDF submittal. ___

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Certified Survey Sheet

A CERTIFIED SITE SURVEY IS REQUIRED FOR NEW CONSTRUCTION

The certified ALTA topographic survey shall be prepared, signed, and wet-stamped by a California State licensed surveyor. At a minimum, the survey must include all of the following:

1. L.A. County Assessor's parcel information
2. Property lines; note lot area, site dimensions, metes and bounds
3. Topography /contour lines
4. Adjacent streets, alleys, sidewalks, and other public ways that abut the property
5. Easements, dedications, and any encumbrances (per a current title report)
6. Landscaped and paved areas; note permeable and non-permeable areas
7. Driveways, curb cuts, and parking areas; label number of parking spaces and dimensions
8. Fences and walls; label height and width or thickness
9. Footprints of existing structures on the property; note square footage per floor, number of stories, existing land uses; note building heights (top of roof ridge and eave, and/or top of parapet)
10. Footprints of existing structures on adjacent properties (both sides and rear, if applicable); note building heights (top of roof ridge and eave, and/or top of parapet)
11. Setbacks: dimension distances between structure(s) and all property lines (front, side, and rear)
12. Adjacent front setbacks: on adjacent properties, dimension distance between structure and front property line
13. Indicate location and species of all existing trees, both on the property and any street trees adjacent to the property; note trunk diameter and drip line. Identify any native trees, for example S. California species (see Southern California Native Tree List in West Hollywood's Heritage Tree Ordinance)
14. Indicate locations of all existing utilities items at, below, and above grade. This includes controls, linear runs, boxes and/or vaults.

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Owner's Affidavit

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____

hereby declare under the penalty or perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I, (We) hereby authorize _____ (list applicant's name)
to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
for _____ (list type of activity).

PROPERTY OWNER

_____
NAME

_____
SIGNATURE

_____
ADDRESS

_____ _____ _____
CITY STATE ZIP CODE

_____
PHONE NUMBER

CAPACITY CLAIMED BY SIGNER:

☐ **INDIVIDUAL(S)** ☐ **CORPORATE OFFICER(S)**

☐ **PARTNER(S)** ☐ **ATTORNEY IN-FACT**

☐ **TRUSTEE(S)** ☐ **OTHER**

_____
NAME OF PERSON(S) OR ENTITY(IES)

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

_____ _____
APPLICANT'S SIGNATURE DATE

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Owner's Affidavit

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

On _____ before me, _____ ,
personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowleded to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____

SIGNATURE SEAL:

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Letter of Agency

PROPERTY OWNER:

NAME _____ PHONE NUMBER _____ EMAIL _____

ADDRESS _____ CITY _____ STATE _____

TO: PLAN EXAMINER,
WEST HOLLYWOOD SHERIFF'S STATION

I am the owner of the property at _____
The property is a(n):

I am authorizing the Los Angeles County Sheriff'sDepartment to arrest for trespassing any persons found on the property without my consent or without lawful purpose.

I certify that the property listed above is closed to the public and is posted as being closed in accordancewith 602 n. P.C.*

I understand that this letter is valid for a maximum period of six months and it is my responsibility to renew the letter at that item if the need still exists.

SIGNATURE (APPLICANT) _____ DATE _____

Please be advised: this letter is only enforceable if "no trespassing" signs are correctly posted.

SHERIFF'S DEPARTMENT USE ONLY

BRIEFED: _____
PLACED W/ DEP BOARD: _____
PROCESSED BY: _____
EXPIRES ON: _____
DATE: _____

This letter empowers the Sheriff's Department to remove any unauthorized persons from your property without first contacting the owner for a formal trespassing complaint. Without this letter, the Sheriff's Department can only warn people that they should leave, but cannot force them to do so. This Letter of Agency should be filled out and signed by the property owner, then submitted to the Community Development Department or West Hollywood Sheriff's Station. The Letter of Agency will only be valid if you have closed your property to public access and posted "No Trespassing" signs. The letter needs to be renewed every six months if necessary.

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Environmental Questionnaire

Environmental eligibility criteria may apply based on the applicable Government Code Section.

Is the Project site located in a hazardous waste site pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code?

- ☐ YES
- ☐ NO

If a project site is located in a hazardous waste site:

- The site is an underground storage tank site that received a uniform closure letter issued pursuant to subdivision (g) of Section 25296.10 of the Health and Safety Code based on closure criteria established by the State Water Resources Control Board for residential use or residential mixed uses; AND
  - ☐ YES
  - ☐ NO
  - ☐ N/A
- It has been determined that the site is suitable for residential use or residential mixed uses pursuant to subdivision (c) of Section 25296.10 of the Health and Safety Code.
  - ☐ YES
  - ☐ NO
  - ☐ N/A

Is the Project site located in a delineated earthquake fault zone as determined by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law and by any local building department?

- ☐ YES
- ☐ NO

Is the Project site located on vacant sites with tribal resources that could be affected by the development, and the effects of which cannot be mitigated pursuant to Public Resources Code Section 21080.3.2?

- ☐ YES
- ☐ NO

Is the Project site located within 3,200 feet of a facility that actively extracts or refines oil or natural gas?

- ☐ YES
- ☐ NO

Has the applicant completed a Phase I environmental assessment and mitigated any health hazards to a level of insignificance?

- ☐ YES
- ☐ NO

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Housing Supplemental Form

Required For All New Residential Developments Containing Existing Residential Structures, Regardless of Use or Occupancy

Please provide information on the existing site and any existing buildings (attach additional images if needed)

Lot Number(s): _____

APN Number(s): _____

Please provide a description of existing units, buildings or APN:

_____

_____

Does this Project Site include existing residential units?

☐ YES
☐ NO

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood?

☐ YES
☐ NO

How many housing units (occupied or unoccupied) currently exist on-site? ____

How many of the existing units will be demolished by the proposed project? ____

How many housing units will be created by the proposed project? ____

G.C. Section 66300(d)(1) requires the project to create at least as many units as will be demolished.

Bedroom Count	Existing # of Units	# of Units to be Demolished	Proposed # of Units	Net # of Units (Existing-Demolished+ Proposed)
1-Bedroom (incl. studios)				
2-Bedrooms				
3-Bedrooms				
4-Bedrooms				

*For larger units, attach additional unit counts and information.

For **all** housing units that existed on the site during the five-year period preceding the application date (including vacant and demolished units), identify the following units:

"Protected" units as defined in California Government Code G.C. Section 66300(d)(2)(F)(iv)). When a unit is deemed "protected," the same number of units must be included and also be of an "equivalent size" as the units that exist on the property with a development project. Equivalent size means the

replacement units must contain at least the same total number of bedrooms as the units being demolished.

In addition, existing residents that will be displaced shall:

1. Be allowed to remain until six months before construction begins with proper notice;
2. Be allowed to return at their prior rental rate if the demolition does not proceed and the property is returned to the rental market;
3. Relocation benefits; and
4. A right of first refusal for a comparable unit in the new project at an affordable rent for a minimum term of 55 years.

1. **Restricted Affordable Lower Income Units:** Indicate the number of units by bedroom count on the site for that were at any time subject to a recorded covenant, ordinance, or law that restricted rents or prices to be affordable to lower or very low-income households during the five-year period preceding the application date.

Bedroom Count	Number of Units	Units to be Demolished
1-Bedroom (incl. studios)		
2-Bedrooms		
3-Bedrooms		
4-Bedrooms		

2. **Units Subject to Rent Control or Price Control:** Indicate the number of units by bedroom count on the site that have been subject to rent control (whether state or local law) during the five-year period preceding the application date.

Bedroom Count	Number of Units	Units to be Demolished
1-Bedroom (incl. studios)		
2-Bedrooms		
3-Bedrooms		
4-Bedrooms		

3. **All Occupied Units; Incomes of Existing Tenants:** Provide documentation of the current incomes for each household now occupying units on the site, by bedroom count. Please complete a **Tenant Income** Form for each unit. If incomes are unknown, please indicate.

Bedroom Count	Number of Units	Units to be Demolished
1-Bedroom (incl. studios)		
2-Bedrooms		
3-Bedrooms		
4-Bedrooms		

4. **All Unoccupied Units; Incomes of Former Tenants:** Indicate the number of units by bedroom count, which have been unoccupied, on the site during the five-year period preceding the application date and provide documentation of the income(s) of the last household(s) occupying each unit, by

bedroom count. Please complete a **Tenant Income Form** for each unit. If the household incomes are unknown, please indicate.

Bedroom Count	Number of Units	Units to be Demolished
1-Bedroom (incl. studios)		
2-Bedrooms		
3-Bedrooms		
4-Bedrooms		

5. **All Demolished Units; Incomes of Former Tenants:** Indicate the number of units by bedroom count, which have been demolished during a five-year period preceding the application date and provide documentation of the income(s) of each household(s) occupying each unit at the time when the maximum number of units existed on the site. Please complete a **Tenant Income Form** for each unit. If household incomes are unknown, please indicate

Bedroom Count	Number of Units	Units to be Demolished
1-Bedroom (incl. studios)		
2-Bedrooms		
3-Bedrooms		
4-Bedrooms		

6. Identify any housing units, by bedroom count, withdrawn from rent or lease under the Ellis Act in the past 10 years. These are also “protected” units.

Bedroom Count	Number of Units	Units to be Demolished
1-Bedroom (incl. studios)		
2-Bedrooms		
3-Bedrooms		
4-Bedrooms		

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Tenant Income Certification Form

Have each household currently residing at the property, or who resided at the property in the last 5 years complete an income certification form:

**A household includes all members living in a single residential unit (kitchen, bathroom, sleeping areas)*

California State Law (G.C. Section 663000 et. seq.) requires that when a development proposes to remove existing residential units, that at the minimum, the development replace those housing units.

Additionally, State Law provides that certain households residing in those existing housing units may be eligible for relocation and housing assistance. This form will help determine your household's eligibility, so it is very important that this form be completed accurately and completely, including applicable documentation.

Project Address: _____ Apartment #: _____

# of Bedrooms: _____ Number of People in Household: _____

Monthly Rent: _____ Included Utilities: Water Sewer Trash Gas/Electricity

Are you currently receiving rental assistance from the Housing Choice Voucher (Section 8) or any other subsidy program(s)? ☐ YES ☐ NO

Household income includes the combined gross income of each adult (over 18 years) household member.

Please check the appropriate box below that best fits your annual gross household income:

h 4 ì Ā5 ⁹ 4 ²% þ ¯Ÿ5				
ǎ	☐ below $34,686	☐ $34,687-$55.498	☐ $55,499-$69,372	☐ $69,373 or above
ą̌	☐ below $37,461	☐ $37,462-$59,938	☐ $59,939-$74,922	☐ $74,923 or above
ę	☐ below $40,236	☐ $40,237-$64,377	☐ $64,378-$80,472	☐ $80,473 or above
ė	☐ below $43,010	☐ $43,011-$68,817	☐ $68,818-$86.022	☐ $86,023 or above
ē	☐ below $45,786	☐ $45,787-$73,257	☐ $73,528-$91,571	☐ $91,572 or above

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Tenant Income Certification Form

APPLICANT CERTIFICATION

I/We, _____ (name) have read the information submitted above and certify that the information is accurate and complete to my/our knowledge.

NAME _____ SIGNATURE _____ DATE _____

TENANT CERTIFICAITION

I/We, _____ (name) certify that I/we currently reside at _____ (address), and that my/our household's annual gross income is $_____ and my/our monthly rental payment is $_____. I/We have read the information submitted above and certify that the information is accurate and complete to my/our knowledge. I/We understand that persons living in this residence may be eligible for relocation and housing assistance, and additional documentation may be requested to determine my/our eligibility.

NAME (HEAD OF HOUSEHOLD) _____ PHONE NUMBER _____

SIGNATURE _____ DATE _____

All documentation must be received within 30 days of the date this application was signed by Owner.

For additional questions, please contact Alicen Bartle, Project Development Administrator at (323) 848-6323. (To confirm the most current income categories, please contact the Rent Stabilization and Housing Division.)

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Unit Documentation

REQUIRED DOCUMENTS FOR ENTITLEMENT

- ☐ Rent Stabilization & Housing Owner's Affidavit (must be signed by owner of record on the title)
- ☐ List of Units in each building, including unit #, unit square footage, and number of bedrooms for each unit
- ☐ Current and previous (last five years) rental information for each unit #:
  - If unit is rented, list the tenant's name and family size
  - If unit is not rented, explain its current use, and give date of last tenant vacated (if applicable)
- ☐ Information to prove vacancy or occupancy status (such as owner occupancy)
  - Examples: utility bills, property tax bills, IRS Forms
- ☐ List of all evictions in the last five years, including the tenant's name, unit #, move out date, and tenant's current contact address, phone number, email. Include eviction notices.
- ☐ Copies of Certified Mail to existing tenants requesting income information & demolition rights
- ☐ Title (currently, recorded)
  - 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
  - If Trust - Trust Documents
- ☐ Complete Inclusionary housing agreement must be signed with the City of West Hollywood.
  - Inclusionary agreement template is available for download at www.weho.org/housing

All documentation must be received within 30 days of the date this application was signed by Owner. For additional questions, please contact Alicen Bartle, Project Development Administrator at (323) 848-6323.

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Protected Units Notice

PERMIT NUMBER(S):

The Rent Stabilization Division (RSD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. T**his application will not be deemed complete until the applicant submits a completed form** to the Community Development Department. RSD will not sign off for building permit issuance until the form is complete and accurate.

PROPERTY OWNER:

NAME _____ PHONE NUMBER _____ EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

ASSESSOR'S PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? ☐ YES ☐ NO

If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:

STAFF USE ONLY

Are all rent registration fees current? ☐ **YES** ☐ **NO**

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- ☐ Pay rent registration fees and penalties in the amount of $ to the City of West Hollywood
- ☐ Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- ☐ Maintain the property free of health, safety, housing code violations;
- ☐ Comply with the following requirements for removing property from the rental market:
  - ☐ Record properly completed document of intent to remove property with the LA County Recorder;
  - ☐ Give 120-day notices with all required contents to all tenants of the property;
  - ☐ Give relocation fees to all lower-income tenants;
  - ☐ Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
  - ☐ Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
  - ☐ Other _____

RECORDS MANAGER _____ DATE _____

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Rent Stabilization Owner's Affidavit

OWNER'S AFFIDAVIT (USE WHEN OWNER IS THE APPLICANT)

_____
DATE

TO: RENT STABILIZATION AND HOUSING
WEST HOLLYWOOD CITY HALL
8300 SANTA MONICA BOULEVARD, WEST HOLLYWOOD
CALIFORNIA 90069

RE: _____
ADDRESS (INCLUDING APARTMENT OR UNIT NUMBERS)

_____
ALL APN NUMBERS

_____ CIRCLE ONE: LLC, LP, CORPORATION, OTHER

_____ "APPLICANT" HEREBY CERTIFIES THAT:

(1) Owner is the legal owner of the above-referenced real property ("Property"); and

(2) That the person(s) identified below ("Authorized Signatory/ies") has/have been legally authorized to sign on its behalf as evidenced by the sepa- rate instrument(s) attached herewith; and

(3) The documents furnished to the City of West Hollywood in conjunction here with, represent the full and complete information required for the Affordable Unit Determination requested for the Property and that the facts, statements and information presented are true and correct to the best of its knowledge and belief.

Owner declares under penalty of perjury under the State of California that the foregoing is true and correct.

***ATTACH CALIFORNIA NOTARY PUBLIC ACKNOWLEDGEMENT**

Executed on _____ at _____, California
DATE CITY

Print Full Name of Authorized Signatory/ies:

Signature of Authorized Signatory/ies:

(additional signature lines may be added as needed)

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Rent Stabilization Owner's Affidavit

OWNER'S AFFIDAVIT (USE WHEN APPLICANT AND OWNER ARE SEPARATE ENTITIES)

_____
DATE

TO: RENT STABILIZATION AND HOUSING
WEST HOLLYWOOD CITY HALL
8300 SANTA MONICA BOULEVARD, WEST HOLLYWOOD
CALIFORNIA 90069

RE: _____
ADDRESS (INCLUDING APARTMENT OR UNIT NUMBERS)

_____
ALL APN NUMBERS

_____ CIRCLE ONE: LLC, LP, CORPORATION, OTHER

_____ "APPLICANT" HEREBY CERTIFIES THAT:

((1) Applicant is the potential future developer of the above-referenced real property "Property" owned by _____ (circle one: a LLC, LP, corporation, other:_____) "Owner"; and

(2) That the person(s) identified below ("Authorized Signatory/ies") has/have been legally authorized to sign on its behalf as evidenced by the separate instrument(s) attached herewith; and

(3) The documents furnished to the Cityof West Hollywood in conjunction herewith, represent the full and complete information required for the Affordable Unit Determination requested for the Property and that the facts, statements and information presented are true and correct to the best of its knowledge and belief.

Applicant declares under penalty of perjury under the State of California that the foregoing is true and correct.

***ATTACH CALIFORNIA NOTARY PUBLIC ACKNOWLEDGEMENT**

Executed on _____ at _____, California
DATE CITY

Print Full Name of Authorized Signatory/ies:

Signature of Authorized Signatory/ies:

(additional signature lines may be added as needed)

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Historic Resource Assessment

A Historic Resource Assessment (HRA) in the City of West Hollywood (City) is required for projects involving major alterations or a demolition of the following: 1) structures that are 45 years or older and have not been identified in any of the City's historic resource surveys; or 2) properties identified in the City's historic resource surveys and assigned a California Historical Resource Status Code of 7 (Not Evaluated for National Register (NR) or California Register (CR) or Needs Revaluation). Please note that there are properties on the City's historic resource surveys that are listed, but have no status code; these properties will also require an HRA. You may visit the City's preservation page at www.wehopreservation.org for access to the City's database of historic resource surveys.

An HRA will be used to determine if any structures are considered historical resources as the demolition or alteration of historic resources may preclude certain housing development projects under the applicable Government Code Section.

The City's prequalified list of historic preservation consultants shall be used by applicants who need an HRA prepared for their development project. The credentials of these consultants have been determined to meet the National Park Service, Department of the Interior's Professional Qualifications Standards for Architectural History as set forth in 36 Code of Federal Regulations Part 61, Appendix A. The consultants are listed in alphabetical order, below. The project applicant must contract with one of the prequalified consultants directly. Fees for the consultants' services are not collected through the City. Please note that the City reserves the right to peer review any HRA as deemed necessary by staff.

PRE-QUALIFIED LIST OF CONSULTANTS FOR PREPARING AN HRA

ARG
Attn: Katie Horak
8 Mills Place, Suite 300
Pasadena, CA 91105
a.spicer@arg-la.com
626.583.1401

ASM
Attn: Shannon Davis
20 North Raymond Avenue, Suite 220
Pasadena, CA 91103
sdavis@asmaffiliates.com
626.793.7395

Dudek
Attn: Samantha Murray 605 Third Street
Encinitas, CA 92024
smurray@dudek.com
626.204.9800

Environmental Science Associates
Attn: Dr. Margarita Jerebek
626 Wilshire Boulevard, Suite 1100 Los Angeles, CA 90017
mjerabek@esassoc.com
213.599.4300

LSA Associates
Attn: Casey Tibbet
20 Executive Park, Suite 200
Irvine, CA 92614
Casey.Tibbet@lsa.net
213.407.1455

Page & Turnbull
Attn: Flora Chou
417 South Hill Street, Suite 211 Los Angeles, CA 90013
chou@page-turnbull.com
213.221.1200

SWCA Environmental Consultants
Attn: Nelson White
150 South Arroyo Parkway Pasadena, CA 91105
pasmktg@swca.com
626.240.0587

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Local Affordable Housing Requirement

West Hollywood Municipal Code Section 19.22.030

FILL THIS OUT ONLY IF YOU ARE NOT APPLYING UNDER:
AB 2011, SB 4, AB 101, OR AB 2162.

AFFORDABLE HOUSING REQUIREMENT:

☐ 2 TO 10 UNIT RESIDENTIAL PROJECT (WHMC 19.22.040)

Project Includes:

☐ 1 Lower (Low or Very-Low) Income Unit

☐ Affordable Housing In-Lieu Fee Payment

Developers of residential projects with 10 or fewer units that are not requesting a density bonus may provide one low-income unit or choose to pay a fee in lieu. The in-lieu fee is paid before issuance of a building permit for the approved project and is placed in the City's Affordable Housing Trust Fund. The funds are used exclusively for projects that have a minimum of 60 percent of the dwelling units affordable to low- and moderate-income households, with at least 20 percent of the units available to low-income households. The fee is computed based on the gross livable area, including private balconies, decks, and patios, of the entire project. The amount of the in-lieu fee is calculated in compliance with the City Council's Fee Schedule.

The in-lieu fee for 2024-2025 is as follows:

NUMBER OF UNITS	2	3	4	5	6	7	8	9	10
Fee Per Unit	$183,378	$275,067	$366,756	$458,445	$550,133	$641,822	$733,511	$825,200	$916,889

If you are paying the in-lieu fee, please check the table above and calculate the in-lieu fee for your project in the space below:

Number of Units in Project (Total):	
Fee Per Unit Based on Number of Units in Project	
Estimated In-Lieu Fee: Dur to issuance of Building Permit, subject to annual fee schedule update	

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Local Affordable Housing Requirement

☐ 11 UNIT OR MORE RESIDENTIAL PROJECT (BASE UNITS, PRIOR TO ANY REQUESTED BONUS)

☐ APPLICANT REQUESTS A DENSITY BONUS FOR AFFORDABLE HOUSING AND/OR WAIVES, INCENTIVES, CONCESSIONS, AND PARKING REDUCTIONS (CALIFORNIA GOVERNMENT CODE 65915, WHMC SECTION 19.22.050)

AFFORDABLE UNITS REQUIRED

Please use the following work sheet to calculate the affordable housing requirement for the project:

1. Calculate base units allowed. The base housing units allowed for the site are calculated as site area divided by the allowable density in the zoning district in which the project is located.

Site Area (SF)	÷	Allowable Density by Zone	=	Base Units/Base Density (Round Up)

Pursuant to the West Hollywood Municipal Code, base units are rounded down; therefore, for purposes of calculating the local affordable housing requirement, base units allowed on the site is calculated as 20%.

Example:
A project site is located in the R3C Zoning District which allows for 1 du/1,210 SF of lot area. The project site is 19,500 square feet. Therefore, base units allowed is calculated as 19,500 square feet divided by 1,210 square feet, which equals 16.1 base units.

2. Calculate local Affordable Housing Requirement

Base Units (Round Up)	×	20% WeHo Inclusionary Requirement	=	Affordable Unit Requirement (Round Up)
16	×	*20%*	=	*3.2 Rounded Up to 4*

Example:
Continuing with the example project above, the base units are rounded down to 16 units. 16 multiplied by 20% is 3.2 units. For the affordable housing requirement, all units are rounded up therefore the local affordable requirement is 4 units.

3. Determine affordable units and income distribution. If existing units are being demolished the required affordability for the units shall be based on replacement requirements of state law. West Hollywood Municipal Code Section 19.22.050.B.4 requires one-for-one replacement of units occupied by qualified households earning low or very-low incomes.

Example:
4 affordable units are required for the project. In accordance with the city's local inclusionary requirement above,2 units are set aside as either low or very-low income units and 2 units will be set-aside for moderate income. However, this project is also demolishing 2 existing one-bedroom units which have existing household incomes that qualify as very-low. To comply with the one-for-one replacement requirement the developer must set aside 2 one-bedroom unitsfor very-low income levels (instead of low income levels) and 2 units at moderate income levels.

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | State Density Bonus

REQUIREMENT PER LAW

- Existing rent stabilized units are considered "protected" units and must be replaced. The proposed housing project must include at least as many units as the greatest number of residential dwelling units that existed on the site within the preceding five years.
- Projects must replace all housing units occupied by households earning low or very low income with units reserved for households of equal or lower incomes. (*Affordable units required for a state density bonus count toward meeting this replacement.*)
- All lower income replacement units must be of equivalent size containing at least the same number of bedrooms as the existing units being demolished. (*WHMC 19.22.050.B.4*)
- In the event that the income status of an occupied unit is unknown, state law requires the units replaced by 31% very-low-income and 14% low-income (rates as of 2021, updated annually) pursuant to U.S. Department of Housing and Urban Development's (HUD) Comprehensive Housing Affordability Strategy (CHAS) database (2017-2021 Data Set). Replacement calculations resulting in fractional units shall be rounded up to the next whole number.
- The existing property's occupancy and household income information for the five year period before the date of the owner's permit request is required to determine how many low and very-low-income units will be replaced as affordable units. This determination is evaluated using the income level of the current household, if occupied. If vacant, other requirements apply. Specifically, units that qualify to be replaced as units affordable to low and very low-income households fit into one of three categories:
    - Units that have been subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income.
    - Units that have been occupied by low or very-low-income households (determined by household income).

APPLICANT'S DUTIES

- To comply, applicants must provide the income of households currently occupying or who have occupied the units in the prior 5 years.
- The existing property's occupancy and income status must be fully supported by reliable documentary evidence.

COMMUNITY DEVELOPMENT DEPARTMENT

MINISTERIAL HOUSING PERMIT APPLICATION | Density Bonus Chart

AFFORDABLE UNIT PERCENTAGE**	VERY LOW INCOME DENSITY BONUS	LOW INCOME DENSITY BONUS	MODERATE INCOME DENSITY BONUS***	LAND DONATION DENSITY BONUS	SENIOR****	FOSTER YOUTH/ DISABLED VETS/ HOMELESS	COLLEGE STUDENTS
5%	20%	-	-	-	20%	-	-
6%	22.5%	-	-	-	20%	-	-
7%	25%	-	-	-	20%	-	-
8%	27.5%	-	-	-	20%	-	-
9%	30%	-	-	-	20%	-	-
10%	32.5%	20%	5%	15%	20%	20%	-
11%	35%	21.5%	6%	16%	20%	20%	-
12%	38.75%	23%	7%	17%	20%	20%	-
13%	42.5%	24.5%	8%	18%	20%	20%	-
14%	46.25%	26%	9%	19%	20%	20%	-
15%	50%	27.5%	10%	20%	20%	20%	-
16%	50%	29%	11%	21%	20%	20%	-
17%	50%	30.5%	12%	22%	20%	20%	-
18%	50%	32%	13%	23%	20%	20%	-
19%	50%	33.5%	14%	24%	20%	20%	-
20%	50%	35%	15%	25%	20%	20%	35%
21%	50%	38.75%	16%	26%	20%	20%	35%
22%	50%	42.5%	17%	27%	20%	20%	35%
23%	50%	46.25%	18%	28%	20%	20%	35%
24%	50%	50%	19%	29%	20%	20%	35%
25%	50%	50%	20%	30%	20%	20%	35%
26%	50%	50%	21%	31%	20%	20%	35%
27%	50%	50%	22%	32%	20%	20%	35%
28%	50%	50%	23%	33%	20%	20%	35%
29%	50%	50%	24%	34%	20%	20%	35%
30%	50%	50%	25%	35%	20%	20%	35%
31%	50%	50%	26%	35%	20%	20%	35%
32%	50%	50%	27%	35%	20%	20%	35%
33%	50%	50%	28%	35%	20%	20%	35%
34%	50%	50%	29%	35%	20%	20%	35%
35%	50%	50%	30%	35%	20%	20%	35%
36%	50%	50%	31%	35%	20%	20%	35%
37%	50%	50%	32%	35%	20%	20%	35%
38%	50%	50%	33%	35%	20%	20%	35%
39%	50%	50%	34%	35%	20%	20%	35%
40%	50%	50%	35%	35%	20%	20%	35%
41%	50%	50%	38.75%	35%	20%	20%	35%
42%	50%	50%	42.5%	35%	20%	20%	35%
43%	50%	50%	46.25%	35%	20%	20%	35%
44%	50%	50%	50%	35%	20%	20%	35%
100% *****	80%	80%	80%	35%	20%	20%	35%

*All density bonus calculations resulting in fractions are rounded up to the next whole number.

**Affordable unit percentage is calculated excluding units added by a density bonus.

***Moderate income density bonus applies to for sale units, not to rental units.

****No affordable units are required for senior units.

***** Applies when 100% of the total units (other than manager's units) are restricted to very low, lower and moderate income (maximum 20% moderate).

The number of required incentives or concessions is based on the percentage of affordable units in the project:

No. of Incentives/Concessions	Very Low Income Percentage	Lower Income Percentage	Moderate Income Percentage
1	5%	10%	10%
2	10%	17%	20%
3	15%	24%	30%
4	100% Low/Very Low /Mod (20% moderate allowed)	100% Low/Very Low /Mod (20% moderate allowed)	100% Low/Very Low /Mod (20% moderate allowed)

If requesting an incentive, concession, waiver, or reduction in development standards, please respond to the prompts below. Affix your answers to the completed application and include with your final submission:

1. Under WHMC Section19.22.050(E)(2)(f), other than an additional story, the applicant shall provide an explanation of the regulatory concession and how it results in identifiable and actual cost reductions for the project to offset the affordable housing costs, or for rents for the targeted units as specified in Government Code Section 65915. The intent of this requirement is to provide reasonable documentation to establish eligibility for the concession or to demonstrate the concession meets the definition set forth in Section 65915.

2. A proposal for any requested waiver or reduction of the development standard if compliance with a development standard would physically preclude construction of the project as proposed. The proposal shall include an explanation of how the development standard would physically preclude construction of the project as proposed.

3. A proposal for any requested reduction in parking ratios under WHMC Section 19.22.050.F and an explanation for how the project is eligible for the requested reduction.

A request for density bonus or concession shall be reviewed concurrently with and by the same review authority as the underlying application for land use permits and entitlements as set forth in WHMC Section 19.40.020.