

CITY OF LOS ANGELES  
Department of Building & Safety

**BUILDING PERMIT  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)  
PROCEDURE FOR HISTORICAL MONUMENTS**

11/2001

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## I. REVIEWING PROJECT AND APPLYING PCIS CLEARANCES

This process shall be performed by a Plan Check or Express permit staff during the review of a project which involves work on a historical monument.

- A. Determine if the project involves a historical monument - PCIS will display a notification when an application address is associated with a historical monument. Verify the historical monument designation of a building by viewing the PCIS parcel document screen, District Map or ZIMAS. If a project does not involve a historical monument, follow the normal procedure to process the permit application.
  1. **Express permit** - If the project involves a historical monument, and if the project is listed as a qualifying type on the CEQA Categorical Exemption List for Express Permit per Appendix A, enter the following note with the work description: '**CEQA Categorical Exemption Class 31 Historic Resource Rehab/Restoration**', and follow the **normal procedure** to process the permit. If the project is not on the list, stop the PCIS application process and refer the customer to plan check.
  2. **Over-the-Counter Plan Check, Appointment or Regular Plan Check** - If the project involves historical monuments, determine the type of monuments involved based on the following:
    - a. City monuments are identified as ZI145-1 through ZI 145-999. For an application that involves a City historical monument, ***add the PCIS Cultural Affairs (CUL) clearance for 'City historic monument appr, Alteration/Demolition of City historic monument' (Enter ZI 145 no. )***
    - b. State monuments are identified as ZI145-1000 through ZI 145-1999
    - c. Federal monuments are identified as ZI145-2000 through ZI 145-4999
    - d. Monuments under consideration are identified as ZI145-5000 and up
- B. Determine if a monument is located in a CRA area - In general, PCIS will display a notification when an application address is associated with the historical monument in a CRA area. Verify the historical monument designation of a building in a CRA area by viewing the PCIS parcel document screen, District

Map, ZIMAS or Scanmap. CRA areas are designated by various ZI numbers.

1. If a project is in a CRA area, the CEQA lead agency is CRA. (Note: When another City agency is the CEQA lead agency, then LADBS will be the CEQA responsible agency for the permit issuance process.)
  - a. ***Add the PCIS CRA clearance for ‘Historic Monument, Work on a historical monument in CRA Area: (Enter ZI no. for the CRA area)’***
  - b. When both Cultural Affair and CRA clearances are required, instruct the customer to first obtain clearance from Cultural Affair and then CRA.
  - c. Continue with the process in step ‘IIA’ below when the customer returns to LADBS after CEQA review by CRA.
2. If a project is not in a CRA area, determine if it qualifies as a CEQA Categorical Exemption:
  - a. **Over-the-Counter Plan Check** - Request the customer to complete the CEQA Questionnaire per Appendix E.
    - i. If the customer ***has not*** checked the unconditioned ‘YES’ box to any questions, continue with process in step ‘IIB’ for Categorical Exemption.
    - ii. If the customer ***has*** checked off the unconditioned ‘YES’ box to any questions, the project requires environmental review. Continue with the process in step ‘c’ below.
  - b. **Appointment or Regular Plan Check** - Review the CEQA Questionnaire completed by the customer during submittal. If CEQA Questionnaire is not submitted, provide a copy to the customer with your plan check correction. The procedures to review the CEQA Questionnaire are the same as in step ‘a’ above for an Over-the-Counter Permit.
  - c. Determine whether City Planning is the CEQA lead agency:
    - i. If a City Planning discretionary action such as a HPOZ, CUP, project permit, coastal permit, Design Review Board (DRB) approval or zoning variance etc. is required for the

project, City Planning is the CEQA lead agency. **Add the PCIS City Planning clearance for 'CEQA/Historic Monument/CEQA Review for Planning as Lead Agency'** and refer the customer to City Planning for CEQA review.

- ii. If no Planning discretionary Action is required, **add the PCIS City Planning clearance for 'CEQA/Historic Monument/CEQA Review for LADBS or other City agency as Lead Agency'** and refer the customer to City Planning for CEQA review.
- iii. Continue with the process in step IIC below when the customer returns to LADBS after CEQA review by City Planning.

## II PROCESSING CEQA DOCUMENTATION

This process will be performed by Plan Check staff after the customer has obtained all the required project information, clearances signoff and/or CEQA documentation from other agencies. (Note: For a project which requires issuance of multiple permits for a plan check, prepare the appropriate CEQA notice only for the main permit.)

- A. Projects in CRA areas and CRA as the CEQA lead agency has prepared one of the following CEQA documents:
  - 1. Notice of Exemption (NOE) for a categorical exemption - Select the PCIS 'Checklist Attachment' item for 'CEQA Notice of Exemption' and attach a copy of the NOE to the permit at issuance.
  - 2. Notice of Determination (NOD) for a Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR):
    - a. Review the ND, MND or EIR prepared by CRA. For MND or EIR, verify the mitigated measures are incorporated on the plans. For EIR related to a demolition permit, consult with your supervisor for additional CEQA documentation not covered by this manual.
    - b. **Prepare a NOD for LADBS as the responsible agency per Appendix B and a Certificate of Fee Exemption for Fish & Game (F&G) per Appendix C.**
    - c. Provide the original copy of the NOD and F&G certificate to the

customer. Instruct the customer to file the NOD at the County Clerk office, 12400 Imperial Highway, Norwalk, CA90650. (Note: After the posting period, County Clerk will return NOD to the City Clerk.)

- d. Select the PCIS 'Checklist Attachment' item for 'CEQA Notice of Determination' and attach a copy of the NOD to the permit at issuance. (Note: Permit may be issued before filing of the NOD)

B. Projects not in CRA areas but qualified as a Categorical Exemption:

1. Complete a Notice of Exemption (NOE) form (See Appendix D) and explain to the customer the Statute of limitations on court challenges to the approval of the project. The challenge period is 35 days from the filing date of the NOE at the County Clerk, or 180 days from the NOE date if it is not filed. If the customer decides to file the NOE, he or she may do so at the County Clerk office, 12400 Imperial Highway, Norwalk, CA90650.
2. Provide a copy of the NOE to the customer.
3. Select the PCIS 'Checklist Attachment' items for 'CEQA Notice of Exemption' and 'CEQA Historic Questionnaire', and attach the original NOE and the completed questionnaire to the permit at issuance.

C. Projects not in CRA areas and referred to City Planning for CEQA review:

1. Projects require no City Planning discretionary action and Planning has prepared one of the following CEQA documents for LADBS as the lead agency:
  - a. Notice of Exemption (NOE) for a categorical exemption - Select the PCIS 'Checklist Attachment' item for 'CEQA Notice of Exemption' and attach NOE to the permit at issuance.
  - b. Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR):
    - i. Review ND, MND or EIR prepared by City Planning. For MND & EIR, verify the mitigated measures and recommendations are incorporated on the plans. For EIR related to a demolition permit, consult with your supervisor for additional CEQA documentation not covered by this manual.

- ii. ***Prepare a NOD for LADBS as the lead agency per Appendix B and a Certificate of Fee Exemption for Fish & Game (F&G) per Appendix C.***
  - iii. Provide the original copy of the NOD and F&G to the customer. Instruct the customer to file the NOD at the County Clerk office, 12400 Imperial Highway, Norwalk, CA90650. (Note: After the posting period, County Clerk will return NOD to City Clerk.)
  - iv. Select the PCIS ‘Checklist Attachment’ item for ‘CEQA Notice of Determination’ and attach a copy of the NOD to the permit at issuance. (Note: Permit may be issued before filing of the NOD)
  - v. Send the ND, MND or EIR to the City Clerk/CEQA Document at Mail Stop 160, Room 395, 200 N. Spring St.
2. Projects require no City Planning discretionary action and Planning has prepared one of the following CEQA documents for another City Agency (e.g. Recreation & Park, Housing) as the lead agency:
- a. Notice of Exemption (NOE) for a categorical exemption - Select the PCIS ‘Checklist Attachment’ item for ‘CEQA Notice of Exemption’ and attach NOE to the permit at issuance.
  - b. Notice of Determination (NOD) for a Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR):
    - i. Review ND, MND or EIR prepared by City Planning. For MND & EIR, verify the mitigated measures and recommendations are incorporated on the plans.
    - ii. ***Prepare a NOD for LADBS as the responsible agency per Appendix B and a Certificate of Fee Exemption for Fish & Game (F&G) per Appendix C.***
    - iii. Provide the original copy of the NOD and F&G certificate to the customer. Instruct the customer to file the NOD at the County Clerk office, 12400 Imperial Highway, Norwalk, CA90650. (Note: After the posting period,

County Clerk will return NOD to City Clerk.)

- iv. Select the PCIS 'Checklist Attachment' item for 'CEQA Notice of Determination' and attach a copy of the NOD to the permit at issuance. (Note: Permit may be issued before filing of the NOD)

3. Projects require City Planning discretionary actions, and City Planning as the CEQA lead agency has prepared a NOE for a Categorical Exemption, or a NOD for a ND, MND or EIR. Follow the procedures in Step 2 above.

III. PROCESSING A CEQA APPEAL - During the period within the statute of limitations, an appeal may be filed against the approval of a project or a permit under the CEQA process. The submittal of a CEQA appeal shall be first considered by a plan check supervisor. If denied, the applicant may appeal to the LADBS Commission.

A. Take in an appeal - Upon a petition by an applicant, a plan check supervisor shall:

1. Determine if an appeal may be filed based on the Statute of Limitations.
  - a. For Categorical Exemption - The statute of limitation is 35 calendar days from the filing date of the Notice of Exemption at the County Clerk office. It is 180 calendar days from the project or permit approval date if the Notice of Exemption is not filed at the County Clerk office.
  - b. For ND/MND/EIR - The statute of limitation is 30 days from the filing date of the Notice of Determination at the County Clerk office. It is also the opinion of the Los Angeles City Attorney that the statute of limitation is extended to 180 days from the project or permit approval date if the Notice of Determination is not filed at the County Clerk office.
2. Assist the applicant to prepare a Modification to Building Ordinance form.
3. Ensure the required materials for Board Action are included in the submittal.
4. Mark the check box for 'Denial' on the Modification form.
5. Indicate the required fees for Board actions on the Modification form.
6. Request customer to submit the appeal package with the Modification form to the cashier for routing to the Commission office.

B. Processing a CEQA appeal - Refer to Building & Safety Commission procedures.