

RECORDING REQUESTED BY  
Los Angeles Department of City Planning

When Recorded Mail to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space Above This Line Reserved For Recorder's Use

### MASTER COVENANT AND AGREEMENT

The undersigned hereby certifies I am (we are) the owner(s) of the hereinafter legally described property located in the City of Los Angeles, County of Los Angeles, State of California. Please complete the following; if the property has a complex legal description or contains a Lot Cut reference (i.e. "ARB." number) attach the legal description on a separate page(s):

Legal Description (lot, block, tract) \_\_\_\_\_;

Site Address \_\_\_\_\_

That in consideration of the Approval of Case Number: \_\_\_\_\_  
by the Department of City Planning, I (we) do hereby promise, covenant and agree to and with the City of Los Angeles and the Department of City Planning of said City that to the extent of our interest, I (we) acknowledge and will comply with Conditions Numbers: \_\_\_\_\_ (see attached).

This covenant and agreement shall run with the land and shall be binding upon any future owners, encumbrancers, their successors, heirs or assigns and shall continue in effect until the Department of City Planning of the City of Los Angeles approves its termination.

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

#### For Los Angeles Department of City Planning Use Only

Case Number: \_\_\_\_\_ Condition Number(s): \_\_\_\_\_

and/or Ordinance Number: \_\_\_\_\_

Approved For Recording By The Undersigned On This Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**This Page For Notary's Use**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

**CIVIL CODE ' 1189**

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 \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_  
*Here Insert Name and Title of the Officer*

Personally appeared \_\_\_\_\_  
*Name(s) of Signer(s)*

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 acknowledged 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 \_\_\_\_\_  
*Signature of Notary Public*

*Place Notary Seal Above*

## INSTRUCTIONS: FILING A COVENANT AND AGREEMENT

1. Fill out one copy of the Covenant and Agreement form. Documents must be clearly legible in order to produce a readable photographic record. This pertains to the document text, notary seals, certificates and other attachments such as conditions of approval, plans, and legal descriptions.
2. Property owner(s) must print and sign their name(s). Signature(s) must be original unless the document is a certified copy issued by the appropriate custodian of the public record. Signature(s) must be notarized.
3. The legal description must be in compliance with LA Bureau of Engineering Land Records Division. If the lot, block, and tract number of the site are not available, or the legal description is complex, or contains a lot cut reference (i.e. "ARB" number) attach metes and bounds of the property (from Title Report, Grant Deed or an engineer survey).
4. Prior to recordation, submit the completed Covenant and Agreement form, including attached exhibits, to the Department of City Planning for approval and signature at either of the following addresses:

**Location**

**Address**

Los Angeles / Downtown

Figueroa Plaza  
201 N. Figueroa Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90012

Van Nuys / Valley

Marvin Braude San Fernando Valley Constituent Services Center  
6262 Van Nuys Boulevard, Suite 251  
Van Nuys, CA 91401

West LA

Coming soon. Until then contact the Downtown or Valley offices.

5. Record the Covenant and Agreement form with the Los Angeles County Registrar-Recorder and obtain a CERTIFIED copy. The original form is kept by the County Recorder and will be returned to you at a later date. Documents presented for recording to the County Recorder must comply with their requirements. Documents may be presented for recording at the following addresses:

12400 Imperial Highway,  
Norwalk, CA 90650

14340 Sylvan Street,  
Van Nuys, CA 91401

11701 S. La Cienega Blvd.  
6<sup>th</sup> Floor  
Los Angeles, CA 90045

44509 16<sup>th</sup> Street West,  
Suite 101  
Lancaster, CA 93534

6. Return the certified copy of the recorded Covenant and Agreement form to the City Planning Office requiring the covenant as specified in your entitlement action.

If you have any questions, please contact the Department of City Planning's Development Services Center; office locations, telephone numbers and hours are available in the Development Services Centers portion of City Planning's website at <http://planning.lacity.org>.

