



MASTER COVENANT & AGREEMENT CHECKLIST AND INSTRUCTIONS FORM

What is a Covenant & Agreement (C&A)? A covenant is a formal agreement to do or not do a particular act. The C&A binds to the property and transfers to the new owner with any subsequent sale of the property.

LADBS Building Permit Application #:

Property Owner Name:

Email:

Cell Phone #:

Project Address:

1. **Initial Documents to Be Submitted to LASAN** (required for LASAN to prepare the C&A)

- Exhibit 1:** 8.5"x11" Plot Plan identified as Exhibit 1 that shows the location and size of all stormwater Best Management Practices (BMPs)
- Sign C&A form in Black ink
- C&A document notarized by a California Notary (make sure all documents associated with the form are provided to the Notary)

2. **Documents LASAN will return to the Property Owner**

PROPERTY OWNER ACKNOWLEDGEMENT AND OBLIGATION: The owner(s) agree(s) to sign and notarize the Covenant and Agreement package provided by LASAN. If the recorded Covenant and Agreement differs from the Covenant and Agreement Package provided by LASAN, the property owner(s) agree(s) to execute a Supplemental Covenant and Agreement. The owner(s) assume(s) all risk, responsibility and associated permit sign off delays resulting from recording an incorrect Covenant and Agreement Package.

- A "Master Covenant and Agreement Regarding On-Site Stormwater Mitigation Measures and Maintenance" document ready for Applicant execution
- Exhibit 1 Plot Plan
- Operation & Maintenance Plan

3. **Property Owner requirements to finalize documents:**

- Record C&A Form and the O&M Plan with the LA County Recorder's Office. LA County Recorder Office locations include:
 - 12400 Imperial Highway Norwalk, CA 90650 (Near the intersection of the 5 and 605 freeways)
 - 14340 Sylvan Street Van Nuys, CA 91401 (Near Van Nuys City Hall Annex)
 - 11701 S. La Cienega Blvd., 6th Floor, Los Angeles, CA 90045 (LAX Courthouse)

4. **Final Documents to Be Submitted to LASAN:**

- Certified copy of the recorded C&A form (should be a purple stamp on the back of the last page of the recorded document).
- Exhibit 1 which contains an 8.5"x11" Plot Plan identified as Exhibit 1 showing the location, quantity, and size of all stormwater Best Management Practices (BMPs) **AND** Operations and Maintenance Plan

Final approval/clearance will **NOT** be granted without LASAN's receipt and acceptance of the final documents listed above (certified copy of the C&A, Exhibit 1 plot plan, and Operations & Maintenance plan). IF LASAN does NOT accept a recorded C&A, the [Supplemental Covenant and Agreement](#) process is required to be completed with wet and original signatures before final approval/clearance is granted.

Recording requested by and mail to:

Name: _____
Address: _____
City State Zip: _____

Space Above This Line For Recorder's Use

MASTER COVENANT AND AGREEMENT

REGARDING ON-SITE STORMWATER MITIGATION MEASURES AND MAINTENANCE

I (We), the undersigned, hereby certify that I am (we are) the owner(s) of the hereinafter legally described real property ("Property") located in the City of Los Angeles, County of Los Angeles, State of California (please give the legal description):

LEGAL DESCRIPTION

ASSESSOR'S ID# _____ TRACT NO. _____ BLOCK NO. _____ LOT NO _____

Site Address _____

In consideration of the City of Los Angeles allowing _____ development on said Property, I (we) do hereby covenant and agree to install, operate and maintain in a good operable condition at all times, at my (our) sole cost, all on-site stormwater Best Management Practices (BMPs) per approved plans. The location and type of each BMP feature installed on the Subject Property is identified on the site diagram attached hereto as Exhibit 1. I (we) shall maintain, in accordance with the attached Operation & Maintenance Plan (Attachment 1), the following on-site stormwater BMPs:

- Rain Tank (min 55 gal): # of barrels: _____; _____ total gallons, with minimum of _____ Sq. Ft of vegetated landscaping
- Rain Tank / Cistern: # of tanks/ cistern: _____; _____ total gallons, with minimum of _____ Sq. Ft of vegetated landscaping
- Porous pavement/pavers: _____ Sq. Ft (for incidental rainfall); and/ or _____ Sq. Ft. with _____ ft sub base
- Rain Garden (lined): # of rain gardens: _____; _____ total Sq. Ft. Dry Well: _____ Cu. Ft.
- Rain Garden (unlined): # of rain gardens: _____; _____ total Sq. Ft. Infiltration Trench: _____ Cu. Ft.
- Flow Thru Planter: # of planters: _____; _____ total Sq. Ft. Green Roof: _____ Sq. Ft.
- Other: _____

Owner further covenants and agrees that the above-described stormwater device(s) shall not be removed from the Subject Property unless a revised Plan is approved by the Bureau of Sanitation In the event that any portion of the above-specified on-site stormwater pollution removal device(s) or BMPs is modified, I (we) shall immediately provide the Bureau of Sanitation of the City of Los Angeles with a revised Plan for their approval, and sign and record a Supplemental Covenant and Agreement, specifying all of the on-site stormwater pollution removal device(s) and BMPs, as modified (along with a modified O&M Plan). No Supplemental Covenant and Agreement shall, in any way, limit or diminish my (our) General Maintenance Obligation.

This Master Covenant and Agreement, and all obligations herein, shall run with the Property and shall be binding upon any future owners, encumbrances, their successors, heirs or assigns and shall continue in effect until the Bureau of Sanitation approves the termination hereof.

Owner further covenants and agrees that if Owner hereafter sells the Subject Property, Owner shall provide printed educational materials to the buyer regarding the stormwater device(s) that are located on the Subject Property, including the type(s) and location(s) of all such devices, and instructions for properly maintaining all such devices.

(Print Name of Property Owner)

(Print Name of Property Owner)

(Signature of Property Owner)

(Signature of Property Owner)

Dated this _____ day of _____ 20_____.

Dated this _____ day of _____ 20_____.

(PLEASE ATTACH NOTARY ACKNOWLEDGEMENT) Space Below This Line For Bureau Internal Use

Permit No. _____

Approved for recording by: Department of Public Works, Bureau of Sanitation

(Print Name) Engineering Associate

(Signature)

Date: _____