

## **MODIFICATION / TERMINATION OF COVENANT & AGREEMENT OR WAIVER OF DAMAGES PACKET**

**Application Checklist** (all must be checked and submitted for the application to be complete)

Completed application

Most current recorded Waiver of Damages

Photos of the subject area, including evidence the revocable items were removed

Proof a construction permit (A, B, E, LADBS) was obtained to remove the encroachments from the public right of way, if applicable

Payment of the non-refundable Tier 1, 2, or 3 fee per [LAMC 62.118.2 - Improvements in Public Streets - Issuance of Revocable Permits](#) and the mandatory 7% surcharge ([LAMC Section 61.03](#))

- Checks – Made payable to the City of Los Angeles (include a phone number on the “Note” line). Checks will be processed through the City’s electronic check process (Universal Cashiering)
- Electronic check and credit card payments (transaction fee applies) can also be made with the City

All the above information and payment shall be submitted by email to the appropriate District office. Please state in the subject line of the email “Modification / Termination of Covenant & Agreement or Waiver of Damages Packet – [Permit #]”

**Central District:** [Eng.CenInfo@lacity.org](mailto:Eng.CenInfo@lacity.org) - 201 N. Figueroa Street, 3rd Floor, LA, CA 90012-2601

**West LA District:** [Eng.WLAInfo@lacity.org](mailto:Eng.WLAInfo@lacity.org) - 1828 Sawtelle Blvd., 3rd Floor, LA, CA 90025-5516

**Harbor District:** [Eng.HarborInfo@lacity.org](mailto:Eng.HarborInfo@lacity.org) - 638 Beacon Street, Suite 402, San Pedro, CA 90731

**Valley District:** [Eng.ValleyInfo@lacity.org](mailto:Eng.ValleyInfo@lacity.org) - 6262 Van Nuys Blvd., Suite 251, Van Nuys, CA 91401-2615

**APPLICATION FOR MODIFICATION / TERMINATION OF  
COVENANT & AGREEMENT OR WAIVER OF DAMAGES**

**BOE District:**

**Council District:**

**Applicant(s) Information:**

Address: City: State: Zip:  
Phone: ( ) - Email:

Are the owner(s) or representatives(s) of the owner(s) of the properties shown on the attached sketch or description below:  Yes  No

**Owner(s) Information (if different from Applicant):**

Address: City: State: Zip:  
Phone: ( ) - Email:

**Property Location:** Address: Los Angeles, CA ( )

**Property Description:**

Lot No., Tract No.:

Legal Description:

The modification or termination of this document is necessary because:

**Applicant Signature**

**Date:**