

## RELEASE/MODIFICATION OF COVENANT AND AGREEMENT/WAIVER OF DAMAGES APPLICATION PACKET

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

- Completed Application
- Payment in the amount of \$6,006.98 (per [LAAC 7.41.2.- Recorded Agreement Modification Fee](#) and [LAMC 61.03 – Surcharge for Equipment and Training](#)). These fees are non-refundable.
  - Checks – Make payable to the City of Los Angeles. Include a phone number on the “Note” line (your cancelled check is your receipt).
  - On-Line Payment Processing: Please contact LGD, via email, at [eng.landdev@lacity.org](mailto:eng.landdev@lacity.org) for more information
  - Additional fees, as set forth by the County Recorder of Los Angeles County will be collected by the Real Estate Division
- Current Title Report showing current owner that is less than six (6) months old
- Map of the area
- Copy of the document which created the encumbrance

All the above information shall be submitted via email ([eng.landdev@lacity.org](mailto:eng.landdev@lacity.org)) or by mail to:

City of Los Angeles, Bureau of Engineering  
Permit Case Management Division,  
Land Development Group  
201 N. Figueroa Street, Suite 290  
Los Angeles, CA 90012

### What’s Included in the Investigation and Report

1. LGD will prepare Referral Letters, which are sent to the appropriate District Office and other City departments for comment and recommendation.
2. LGD prepares a “Release of Agreement” document
3. LGD writes a report to the Public Works Committee, City Council, and sometimes the Board of Public Works. Some agreements such as “Waiver of Damages only require a Board Action. Reports contain all recommendations and conditions which must be completed prior to the recording of the Termination document.
  - a. If a report is required, the petitioner is notified by the City Clerk’s Office of the time and place of the Public Works Committee or Board of Public Works meeting on the matter. If there is no objection to the conditions in the report, it is treated as a routine matter. Those requiring Committee approval are referred to the whole Council for the adoption of the City Engineer’s report.
4. All actions will be sent to the BOE Real Estate Division for the processing and recording of the documents.

**Additional Information:** Each project is given a title by street name and subject. The street name is that upon which the property fronts. Further information on this matter may be obtained by contacting LGD at

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(213) 202-3480 or via email at [eng.landdev@lacity.org](mailto:eng.landdev@lacity.org). When calling for information, please refer to the project by street name and project type.

### Application for Release/Modification of Covenant and Agreement/Waiver of Damages

Date of Application:

1. Applicant(s) \_\_\_\_\_  
\_\_\_\_\_

are the owner(s) or representative(s) of the owner(s) of the properties shown on the attached sketch or described below.

2. The involved property is located at \_\_\_\_\_  
\_\_\_\_\_

Property or legal description: \_\_\_\_\_ or  
\_\_\_\_\_

3. The project lies within or is shown on:

*District:* \_\_\_\_\_ *District Map No.:* \_\_\_\_\_

*Council District:* \_\_\_\_\_ *Thomas Guide Reference:* \_\_\_\_\_

4. The termination of the Document is necessary:  
\_\_\_\_\_

5. Telephone number/ email at which I can be contacted during the day

Phone Number with Area Code:

Email Address:

6. Applicant Signature \_\_\_\_\_

7. Owner's Signature \_\_\_\_\_