

CONTRACT INSTRUCTIONS

Urban Incentive Zone

After notification of application approval by Los Angeles City Planning and the LA County Office of the Assessor and Treasurer - Tax Collector, make a virtual appointment with City Planning Contract Administration by emailing planning.contracts@lacity.org. During the appointment, staff will review the contract and immediately identify any technical corrections that need to be made (such as incorrect dates, illegibly printed names, use of staples rather than paper clips, etc.) before you drop it off. Contracts must be fully executed and recorded by the County prior to **January 1**.

Ensure that all forms are printed legibly when submitting an application. Check that the footers are not cut off. In some instances, the form must be printed at a reduced percentage to maintain the margins. Illegible forms will not be accepted. Also ensure that all signatures and notarizations are original, wet signatures and stamps, and that notarizations are performed in-person. Electronic signatures and notarizations will not be accepted.

All documents to be recorded shall conform to the requirements of the Los Angeles County Clerk, Registrar-Recorder's Office. There must be a minimum ½" margin on all documents. Do not hole-punch or staple any forms. Use paper clips only.

Page 1

Lines 1 and 2 – List owner(s) of property as they appear on the grant deed. If there is more than one owner on the deed, both signatures on the contract must be notarized.

Line 3 – List the address of the property (number and street name only).

Line 4 – Same as Line(s) 1/2.

Page 2

Paragraph (iii) – Enter the legal description for your property (Lot, Block, Tract) as it appears on the deed. The next line should be the same as Line 3, but with City, State and ZIP Code.

Page 4

Indicate the names and address to which the contract shall be mailed after recording.

Page 7

Signature Page – Ensure the names match the names on Page 1. For trusts, corporations, and other legal entities representing ownership, ensure the title of any officer or trustee is clearly identified with the person signing and specifies their relationship to the ownership entity. For example, if the owner is the Jane Doe Historic Trust, with Jane Doe as the Trustee, then Jane Doe signs her name and prints her name and title as Jane Doe, Trustee of the Jane Doe Historic Trust. Notary Acknowledgment Form - Use a Notary Acknowledgment Form provided by the Notary.

Applicants must ensure the Notary Seal is legible and complies with the requirements of the California Secretary of State guidelines. Illegible and inaccurate notaries will not be accepted. Ensure the Notary Commission (stamp) is valid through the date of contract execution.

Attachments

Exhibit A – Application with Legal Property Description – Labeled “Exhibit A”

Exhibit B – Site Plan – Labeled “Exhibit B” and submitted with contract and Exhibit B.

- Make an appointment to return original contract (in-person) by November 15 with notarized signature to:

Los Angeles Department of City Planning
Records Management Section
Attn: Planning Contract Administration
221 N. Figueroa Street, Ste. 1450
Los Angeles, CA 90012

- After you drop off the signed contract at City Planning, City Planning Contract Administration Staff will contact you as soon as the Director of Planning, City Attorney, and City Clerk have signed the contract so that you can pick it back up.
- The Los Angeles County Registrar-Recorder’s Office is tentatively scheduled to reopen **October 1, 2021**. In that case, make an appointment to submit the original contract with all signatures to the Los Angeles County Registrar-Recorder’s Office in Norwalk, California for recording before **January 1**. Should the Registrar-Recorder’s Office remain closed at the time your contract is ready for recordation, please follow the instructions at the link below. Be sure to allow enough time to mail your contract for recordation so that it arrives prior to the January 1 deadline: <https://lavote.net/home/records/property-document-recording/recording-requirements>
- The Registrar-Recorder’s Office will need to provide you with a certified copy of the recorded contract, which you will return to City Planning Contract Administration at the address above.

Los Angeles Department of City Planning Contract Administration staff can be reached via email at planning.contracts@lacity.org.