



## COVENANT AND AGREEMENT

### Instructions for Covenant Review and Recordation

These instructions are provided as a guide to completing the attached Covenant and Agreement Form and preparing necessary materials. Covenant Forms submitted with unclear or inconsistent information will result in delays in review and approval.

1. Complete out the attached Covenant and Agreement Form. Documents must be clearly legible to produce a readable photographic record. This pertains to the document text, notary seals, certificates, and other attachments such as conditions of approval 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 the Los Angeles Bureau of Engineering Land Records Division. If the Lot, Block, and Tract number of the project site are not available, or if the legal description is complex or contains a lot cut reference (i.e., "Arb" number), attach a Legal Description with metes and bounds of the property as an Exhibit. This can be obtained from a Title Report, Grant Deed, or an Engineer's Survey.
4. Prior to recordation, submit the completed and notarized Covenant and Agreement Form, any Exhibits, and/or document(s) to be recorded, to Los Angeles City Planning (LACP) for approval and signature. All Exhibits must be labeled accordingly.

For projects that are solely for a Conditional Use for Alcoholic Beverage (CUB), referred to as a stand-alone CUB, the completed Covenant and Agreement Form and supplemental document(s) shall be submitted to:

**Beverage & Entertainment Streamlined (BEST) Unit (Figueroa Plaza)**

201 N Figueroa St, Rm 525  
Los Angeles, CA 90012  
[planning.ccu@lacity.org](mailto:planning.ccu@lacity.org)

For projects processed by the Major Projects Unit, the completed Covenant and Agreement Form and supplemental document(s) shall be submitted to:

**Major Projects (Figueroa Plaza)**

221 N Figueroa St, Rm 1350  
Los Angeles, CA 90012  
[planning.majorpcc@lacity.org](mailto:planning.majorpcc@lacity.org)

All other completed Covenant and Agreement Forms and supplemental document(s) shall be submitted to any of the following Development Services Center (DSC) locations:

**DSC Metro (Figueroa Plaza)**

201 N. Figueroa St, 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
(213) 482-7077

[planning.figcounter@lacity.org](mailto:planning.figcounter@lacity.org)

**DSC Valley (Marvin Braude Building)**

6262 Van Nuys Blvd, Ste 251  
Van Nuys, CA 91401  
(818) 374-5050

[planning.mbc2@lacity.org](mailto:planning.mbc2@lacity.org)

**DSC West Los Angeles**

1828 Sawtelle Blvd, 2<sup>nd</sup> Floor  
Los Angeles, CA 90025  
(310) 231-2598

[planning.westla@lacity.org](mailto:planning.westla@lacity.org)

5. Following City Planning review and signature, record the Covenant and Agreement Form, including any documents to be recorded, 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 at a later date to whomever is listed under the “When Recorded Mail to:” section. Documents may be recorded at the following locations:

**Location**

**Address**

Norwalk

12400 Imperial Highway  
Norwalk, CA

Van Nuys

14340 Sylvan Street  
Van Nuys, CA

LAX / Courthouse

11701 South La Cienega Boulevard, 6<sup>th</sup> Floor  
Los Angeles, CA

Lancaster

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

6. Return the certified copy of the recorded Covenant and Agreement to the DSC; for stand-alone CUB projects, to BESt; and for projects processed by the Major Projects Unit, to Major Projects.

For any questions, please contact any of the DSCs listed above.

RECORDING REQUESTED BY

When Recorded Mail to:

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

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

\_\_\_\_\_

\_\_\_\_\_

Space Above This Line Reserved For Recorder's Use

**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 give the legal description, if the property has a complex legal description attach the legal description on a separate page(s)):

Legal Description \_\_\_\_\_;

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

That in consideration of the Approval of Case No. \_\_\_\_\_ 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 Nos. \_\_\_\_\_ (see attached Exhibit \_\_\_\_).

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 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 SECTION 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*