



COV – AS _____

COVENANT ACCESSORY STRUCTURE

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

PROPERTY ADDRESS _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

THE PURPOSE OF THIS COVENANT IS TO ENSURE THAT AN ACCESSORY STRUCTURE IS NOT BE USED FOR OVERNIGHT STAY, RENTED, OR USED AS A DWELLING UNIT. A COVENANT IS REQUIRED FOR EVERY DETACHED ACCESSORY STRUCTURE, OTHER THAN A REQUIRED GARAGE. IT SHALL BE SUBMITTED TO PLANNING SERVICES PRIOR TO SUBMITTING PLANS FOR PLAN CHECK IN THE BUILDING DIVISION AND ONCE IT IS APPROVED, THE CITY WILL NOTARIZE THE DOCUMENT AND HAVE IT RECORDED WITH THE LOS ANGELES COUNTY RECORDER'S OFFICE.

*****FILING REQUIREMENTS ARE ON PAGE 2*****

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT'S SIGNATURE_____
DATE_____
PROPERTY OWNER'S SIGNATURE_____
DATE

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

FILING REQUIREMENTS AND INSTRUCTIONS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ Filing Fee \$420
- ☐ Grant Deed and Title Report. A title report shall be prepared by a title insurer and dated no older than 90 days from the filing the Covenant.
- ☐ One copy of the approved plans (site plan, floor plan, and elevations) of the detached accessory structure(s) on 8 1/2" x 11" sized paper and a digital PDF copy saved on a USB flash drive. All plans shall include the dimensions. If the property is located within one of the City's five Homeowner Associations, then plans approved by the Association's Architectural Review Board shall be submitted.