

RECORDING REQUESTED BY: )  
)  
)  
)  
AND WHEN RECORDED MAIL TO:)



CITY OF PASADENA  
PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT  
BUILDING & SAFETY DIVISION  
175 N. GARFIELD AVENUE, FIRST FLOOR  
PASADENA, CA 91101

PLANNING AND COMMUNITY DEVELOPMENT  
BUILDING & SAFETY DIVISION

Space for Recorder's Use Only

**COVENANT AND AGREEMENT  
TO HOLD PROPERTY AS ONE PARCEL**

The undersigned hereby certify that I am (we are) the owner(s) of the hereinafter legally described real property located in the City of Pasadena, County of Los Angeles, State of California.

Legal Description (1): \_\_\_\_\_

Site Address (1): \_\_\_\_\_ Parcel No. \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_

Legal Description (2): \_\_\_\_\_

Site Address (2): \_\_\_\_\_ Parcel No. \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_

As recorded in Book \_\_\_\_\_, Page \_\_\_\_\_. Records of the County of Los Angeles.  
(Use additional forms if more than two parcels.)

We hereby agree and covenant with the City of Pasadena that the above legally described real property shall be held as one parcel and no portion shall be sold separately.

This covenant and agreement is executed for the purpose of creating a single building site for the purposes of:

\_\_\_\_\_

This covenant and agreement shall run with the above described land and shall be binding upon ourselves and any future owners, encumbrances, their successors, heirs or assignees including any Home Owner Associations (HOA) and shall continue in effect until the Building and Safety Division of the City of Pasadena approves its termination and issues a release.

CARTOGRAPHER'S USE  
ONLY

\_\_\_\_\_  
(Print Name of Property Owner (1))

\_\_\_\_\_  
(Signature of Property Owner (1))

\_\_\_\_\_  
(Print Name of Property Owner (2))

\_\_\_\_\_  
(Signature of Property Owner (2))

Two Officers' Signatures Required for Corporation

\_\_\_\_\_  
Name of Corporation

**SIGNATURES MUST BE NOTARIZED**



PLANNING AND COMMUNITY DEVELOPMENT  
BUILDING & SAFETY DIVISION

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**ACKNOWLEDGMENT**

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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 LOS ANGELES }

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Name and Title of Officer)

personally appeared \_\_\_\_\_, 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.

\_\_\_\_\_(SEAL)  
Notary Public Signature

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**FOR DEPARTMENT USE ONLY**

MUST BE APPROVED BY BUILDING AND SAFETY DIVISION PRIOR OF RECORDATION

Permit No.(s) \_\_\_\_\_

Site Addresses \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Title: \_\_\_\_\_

Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INSTRUCTIONS FOR FILING COVENANT AND AGREEMENT FORMS

1. Fill out, in BLACK INK ONLY, one copy of the Covenant and Agreement Form.
2. Property owner(s) must print and sign their name(s) — signature(s) must be notarized.
3. Submit the completed Covenant & Agreement (C&A) or MAINTENANCE OF BUILDINGS to your Building and Safety reviewer for approval and signature.
4. Record the C&A Form with the Los Angeles County Registrar- Recorder and obtain a certified copy.
5. County Recorder located at:
  - a. 12400 Imperial Highway  
Norwalk, CA 90650  
(Near the intersection of the 5 and 605 freeways)
  
  - b. 14340 Sylvan Street  
Van Nuys, CA 91401  
(Near Van Nuys City Hall)
6. Return the certified copy of the recorded form to your Building and Safety reviewer requiring the covenant (should be a purple stamp on the back of the last document recorded).

**FINAL MAINTENANCE OF BUILDINGS APPROVAL/CLEARANCE WILL ONLY BE GRANTED UPON RECEIPT OF THE CERTIFIED COPY OF THE COVENANT AND AGREEMENT.**

To record the Covenant and Agreement To Hold Property as One Parcel, the property owner or agent has the responsibility of Recording the Document.

Document must be recorded with:

County Recorder, Real Estate Records  
P.O. Box 195, Los Angeles California 90053-0195

(800) 201-8999 or  
(562) 462-2125.

### **County of Los Angeles Registrar-Recorder/County Clerk Branch Office Locations**

#### **Norwalk**

Department Headquarters  
12400 Imperial Highway  
Norwalk, CA 90650  
(800) 201-8999

#### **LAX / Courthouse**

11701 South La Cienega Boulevard, 6<sup>th</sup> Floor  
Los Angeles, CA 90045  
(310) 727-6142

#### **Van Nuys**

14340 West Sylvan Street  
Van Nuys, CA 91401  
(818) 374-7176

#### **Lancaster**

44509 16th Street West, Suite 101  
Lancaster, CA 93534  
(661) 945-6446