COVENANT AND AGREEMENT FOR ACCESSORY STRUCTURES

When an accessory structure contains air conditioning, heating, shower, and/or toilet, a covenant shall be required as outlined in Section 17.50.250.B.2.a (Residential Uses – Accessory Uses and Structures, Restricted items and facilities, Allowed, but restricted facilities) of the Pasadena Zoning Code. Outlined below is a list of steps necessary to record a covenant.

This checklist should be reviewed together with a Planner at the Permit Center, Zoning window #3 and the unrecorded covenant must be submitted with your plans. ***A covenant will not be accepted unless accompanied by plans submitted for plan check.***

☐ **CONSULT A PLANNER:** Before initiating any work on an accessory structure, consult a planner to verify compliance with all applicable development standards as outlined in the Zoning Code, (i.e. setbacks, height, size, etc.). Please note this consultation is not intended to cover any building requirements or design issues. It is recommended that you consult with those departments to ensure all other requirements will be met prior to recordation of a covenant.

☐ **COMPLETE "COVENANT AND AGREEMENT FOR ACCESSORY STRUCTURE":** The form **"Covenant and Agreement for Accessory Structure"** must be filled out completely. Provide all the requested information, including the legal description of the subject property. The information must be clear and legible in order to produce a readable photographic record. Signature of all property owners must be provided and notarized. (Refer to attached example.)

☐ **SITE PLAN:** The site plan to be approved by Planning Staff must contain the words **"Exhibit A"** on top of the page in a conspicuous location. The site plan shall be of standard page size of 8-½" by 11". Other page sizes or additional pages will incur additional recording fees by the County Recorder. The site plan must contain the primary dwelling unit(s) and all accessory structures on site. An interior floor plan of the accessory structure in question with proposed facilities shall also be provided. The site plan and floor plan must be clear and legible to produce a readable photographic record (refer to attached example).

☐ **ZONING ADMINISTRATOR REVIEW:** When the above items have been completed, along with Page one being notarized, the covenant must then be submitted with your plans to the Permit Center. The packet will be reviewed by Planning Staff. Upon review and approval, the Zoning Administrator will sign the covenant and affix a City-approved stamp. **Without the Zoning Administrator's signature, the covenant will not be valid for recordation. Please do not record the covenant without the Zoning Administrator's signature.**

☐ **RECORDING A COVENANT WITH THE COUNTY:** Upon receiving the Zoning Administrator's approval, staff will inform an applicant that the packet is ready to be picked up for recording. The applicant must then go to any of the four Registrar-Recorder/County Clerk's offices to record the covenant (locations are provided on the back of this form). For locations, hours of service, or any other Recorder questions, please call 1(800) 201-8999 or on the web at http://www.lavote.net.

☐ **COPY OF COVENANT FOR FILE:** When the covenant has been recorded, a copy shall be submitted back to the Planning Department for filing. The final plans submitted for a building permit must match the site plan and floor plan contained in the recorded covenant. Any submitted inconsistencies in the plans will delay the issuance of a building permit.

Revised 3/21/18

COVENANT AND AGREEMENT FOR ACCESSORY STRUCTURES

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

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

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

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

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

RECORDING REQUESTED BY:

INSERT PROPERTY OWNERS MAILING INFORMATION HERE

AND WHEN RECORDED MAIL TO:

ZONING ADMINISTRATOR
CURRENT PLANNING DIVISION
175 N. GARFIELD AVENUE
PASADENA, CA 91101

Space for Recorders Use Only

COVENANT AND AGREEMENT FOR ACCESSORY STRUCTURE

The undersigned hereby certify that they are the owners of the following described real property in the City of Pasadena, County of Los Angeles, State of California:

LEGAL DESCRIPTION: INSERT LEGAL DESCRIPTION OF PROPERTY HERE

also known as: INSERT PROPERTY ADDRESS HERE, Pasadena, CA. 9ZIP CODE

The above described real property contains an accessory structure located as set forth in the site plan attached hereto as Exhibit A. In accordance with Pasadena Municipal Code Section 17.50.250 (Residential Uses – Accessory Uses and Structures), the undersigned hereby agree and covenant with the City of Pasadena that said accessory structure is in fact an accessory structure as that term is defined in Pasadena Municipal Code Section 17.80.020 (Glossary of Specialized Terms and Land Use Types – Definitions), and shall be maintained as an accessory structure and shall not be used for sleeping quarters or be converted to residential use.

This covenant and agreement shall run with the above described land and shall be binding upon the undersigned, and all future owners, encumbrances, their successors, heirs or assignees and shall continue in effect until released by the City of Pasadena.

PRINT NAME OF OWNER #1	PRINT NAME OF OWNER #2
Print Name of Property Owner	Print Name of Property Owner
PROPERTY OWNER #1 SIGNATURE HERE	PROPERTY OWNER #2 SIGNATURE HERE
Signature of Property Owner	Signature of Property Owner
INSERT DATE	INSERT DATE
Dated	Dated

ACKNOWLEDGEMENT

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, _____, 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.

Signature_____ (seal)
Signature of Notary Public

TO BE COMPLETED BY NOTARY PUBLIC

DO NOT RECORD UNTIL PAGE 3 HAS BEEN COMPLETED BY THE CITY

FOR CITY OF PASADENA USE ONLY

Dated: _____ By: _____ _____

Signature of Zoning Administrator | Print Name of Zoning Administrator

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, _____, 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.

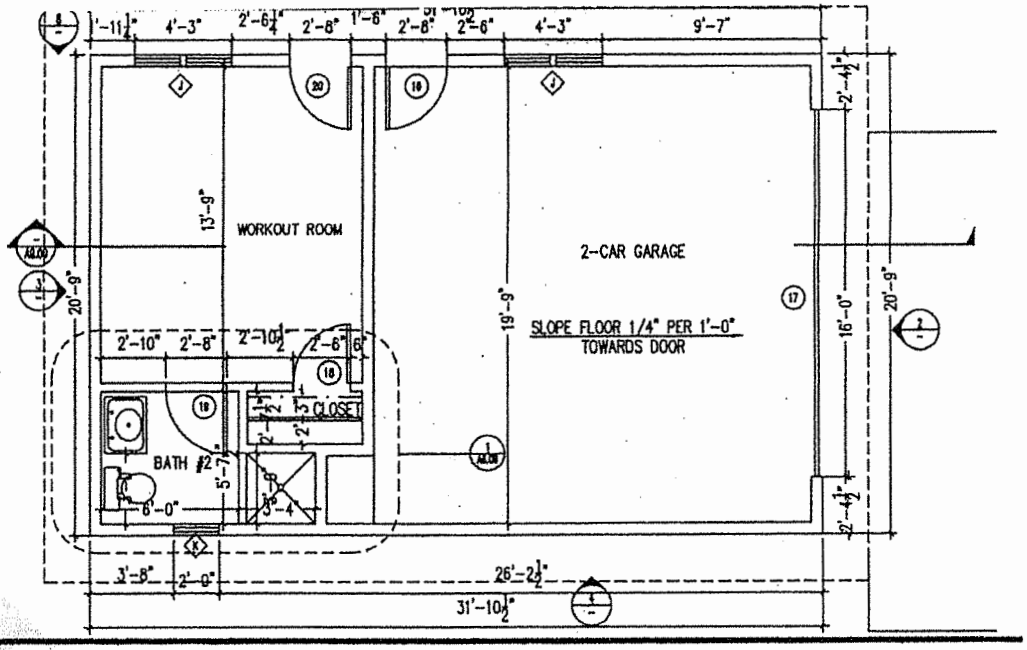
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (seal)
Signature of Notary Public

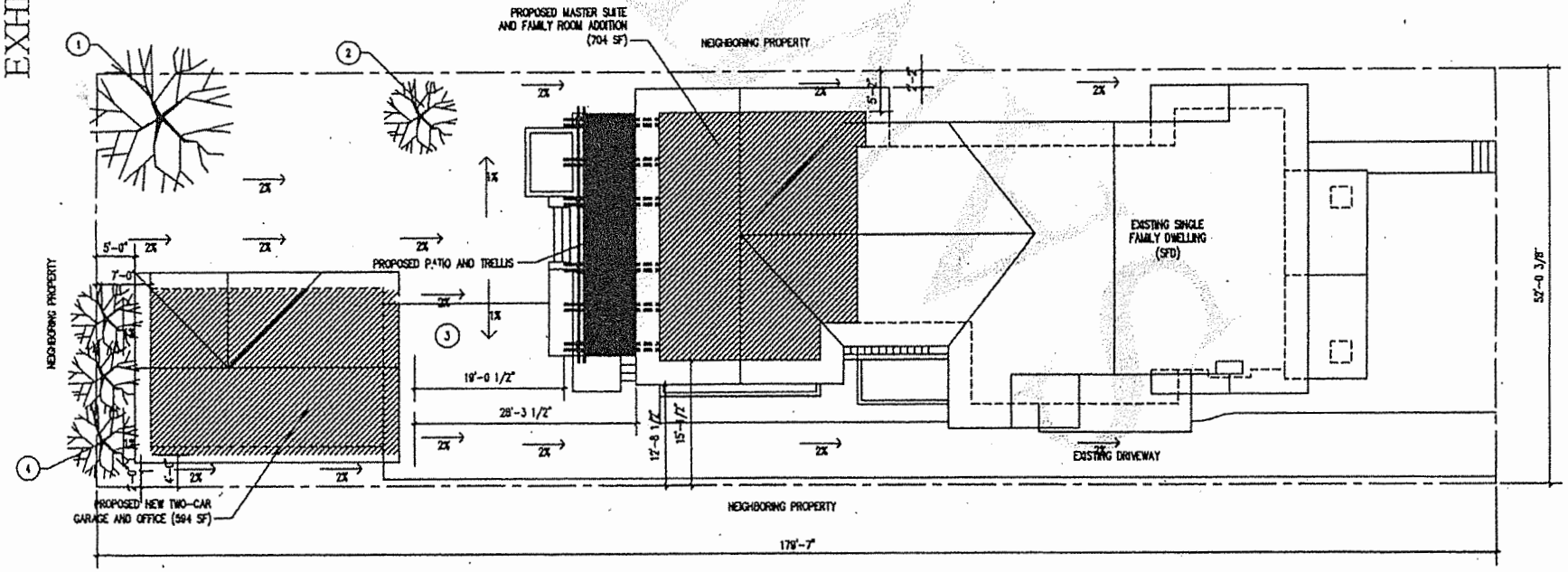
TO BE COMPLETED BY NOTARY PUBLIC

Lot Size: 9,308 sq. ft.
Existing and proposed square footage (all structures): 2,927 sq. ft.
Proposed lot coverage: 31%
Proposed accessory structure square footage: 594 sq. ft.



FLOOR PLAN – GARAGE

EXHIBIT A



SITE PLAN

RECORDING REQUESTED BY:)
)
)
_____)
)
AND WHEN RECORDED MAIL TO:)
)
)
)
_____) Space for Recorders Use Only

COVENANT AND AGREEMENT FOR ACCESSORY STRUCTURE

The undersigned hereby certify that they are the owners of the following described real property in the City of Pasadena, County of Los Angeles, State of California:

LEGAL DESCRIPTION: _____

_____

_____

also known as _____ Pasadena, CA. 9_____

The above described real property contains an accessory structure located as set forth in the site plan attached hereto as Exhibit A. In accordance with Pasadena Municipal Code Section 17.50.250 (Residential Uses – Accessory Uses and Structures), the undersigned hereby agree and covenant with the City of Pasadena that said accessory structure is in fact an accessory structure as that term is defined in Pasadena Municipal Code Section 17.80.020 (Glossary of Specialized Terms and Land Use Types – Definitions), and shall be maintained as an accessory structure and shall not be used for sleeping quarters or be converted to residential use.

This covenant and agreement shall run with the above described land and shall be binding upon the undersigned, and all future owners, encumbrances, their successors, heirs or assignees and shall continue in effect until released by the City of Pasadena.

_____	_____
Print Name of Property Owner	Print Name of Property Owner
_____	_____
Signature of Property Owner	Signature of Property Owner
_____	_____
Dated	Dated

ACKNOWLEDGEMENT

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, _____, 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.

Signature_____ (seal)
Signature of Notary Public

DO NOT RECORD UNTIL PAGE 3 HAS BEEN COMPLETED BY THE CITY

FOR CITY OF PASADENA USE ONLY

Dated: _____ By: _____ _____

Signature of Zoning Administrator | Print Name of Zoning Administrator

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, _____, Notary Public, 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.

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WITNESS my hand and official seal.

Signature_____ (seal)
Signature of Notary Public