

TO: Plan Check Applicants

FROM: Building and Safety/Land Development Division

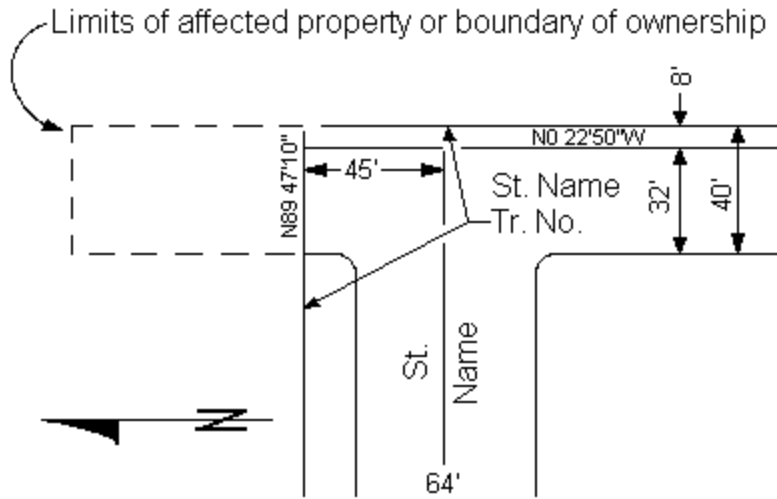
INSTRUCTIONS FOR THE PREPARATION OF OFF-SITE COVENANTS

Whenever a developer proposes to do work outside his property or to do work which affects the adjoining property, the developer may be required to make a declaration of covenant to perform certain work and must obtain written permission from the adjoining property owner(s) in the form of a covenant which contains the following items:

1. A statement that the signer is the owner of the offsite property.
 2. A description of the offsite property (for tract grading plans, each offsite grading area should be referenced to the subdivision lots or parcels to which it is adjacent).
 3. Acknowledgment that the offsite owner or applicant has reviewed the plans and that he consents to the proposed work. Prints of these plans are to be dated and signed by the offsite owner or applicant and one (1) set of prints shall be maintained in the office of the Building and Safety/Land Development Division. Any significant changes in the scope of the offsite work shown on subsequent plans will require the submittal of a new covenant.
 4. If necessary, a statement by the offsite owner affirming that he will irrigate planted slopes and maintain slopes and drainage devices within his property.
 5. A statement by the owner, or developer, his heirs or successors, holding the County of Los Angeles free and clear of any liability for damages due to the proposed work must be copied verbatim from the sample document.
- [] SUBMIT the Covenant to the plan checker for approval as to form prior to obtaining signatures.
- [] COVENANTS MUST BE SIGNED, NOTARIZED, AND RECORDED. Two (2) signed and notarized copies of the covenant and one (1) signed and dated set of prints of the plans shall be submitted to the plan checker for approval prior to recording the Covenant. Once approved, the Covenant must be recorded prior to approval of the plans.
- [] RECORDATION is the responsibility of the applicant. The Recorder's Office is located at 12400 Imperial Highway, Norwalk, CA 90650. A conformed copy will be stamped by the County Recorder, if necessary, for immediate plan approval. Otherwise, the original should be returned to the designated section by the County Recorder in approximately three (3) weeks. Information for the County

Recorder's Office can be obtained on the Internet at <http://regrec.co.la.ca.us/main.htm> or by calling (562) 462-2125.

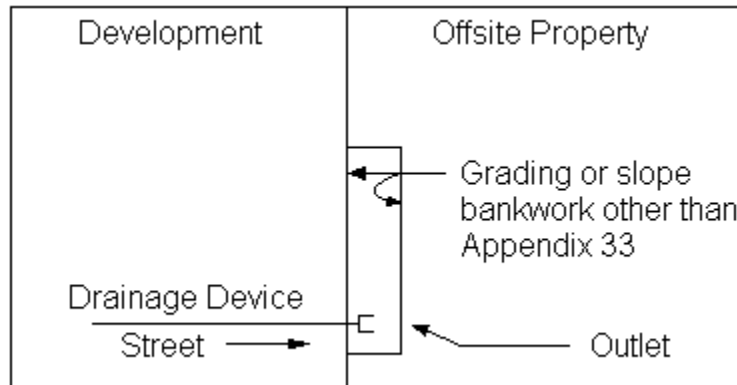
Sample of map used in lieu of property description for Offsite Covenants.



Refer to legal description for subject offsite property such as a portion of lot, tract, ranch, etc.

One or more of the following covenants will be required, as checked, from the offsite property owners and/or the owners of the development, prior to approval of the plans for

I. Outlet facilities (Discharge of Flows and Earthwork on Offsite Property)



A. Maintained by Owner of Development

Sample No. 1 – Signed by Owner of Development

Sample No. 2 – Signed by Offsite Property Owner

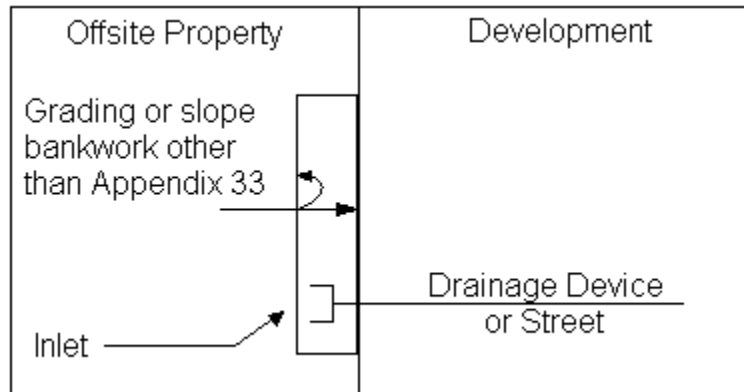
Sample No. 3 – Signed by Offsite Property Owner

B. Maintained by Offsite Property Owner

Sample No. 4 – Signed by Owner/Developer

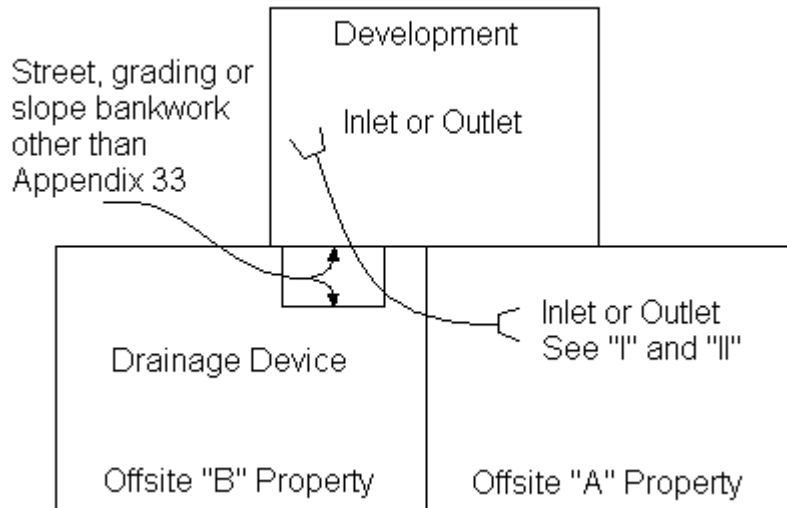
Sample No. 5 – Signed by Offsite Property Owner

II. Inlet Facilities (Acceptance of Flows from and Earthwork on Offsite Property)



- A. Maintained by Owner of Development
 - Sample No. 1 – Signed by Owner of Development
 - Sample No. 2 – Signed by Offsite Property Owner
- B. Maintained by Offsite Property Owner
 - Sample No. 4 – Signed by Owner of Development
 - Sample No. 5 – Signed by Offsite Property Owner

III. Drainage Device (Conveyance of Flows Through Adjacent Offsite Property and Earthwork on Offsite Property)



A. Maintained by Owner of Development

Sample No. 1 – Signed by Owner of Development (for Property “B”)

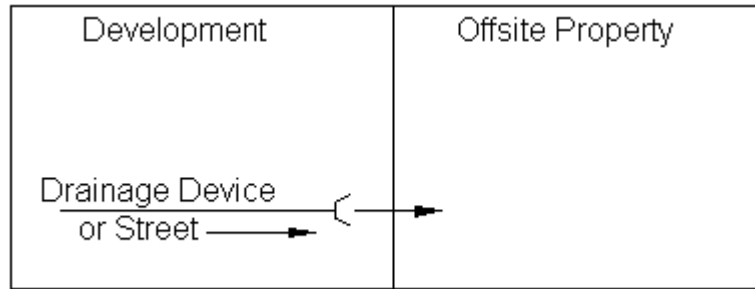
Sample No. 2 – Signed by Offsite Property Owner “B”

B. Maintained by Offsite Property Owner

Sample No. 4 – Signed by Owner of Development (for Property “B”)

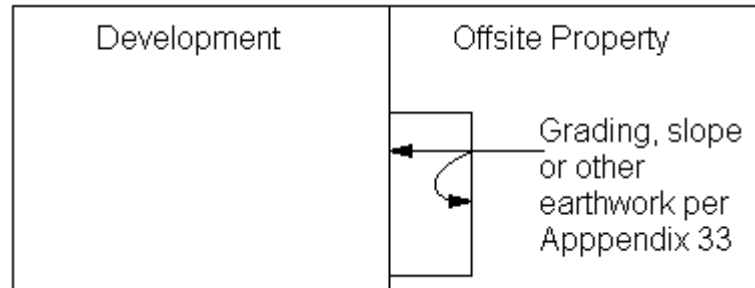
Sample No. 5 – Signed by Offsite Property Owner “B”

IV. Concentrated and/or Increased Flows – Outlet within Development



Sample No. 3 – Signed by Offsite Property Owner

V. Offsite Grading Per Appendix 33



- A. Must be maintained by the Offsite Property Owner per Appendix 33, Section 3307, of the Building Code.

Sample No. 5 – Signed by Offsite Property Owner

RECORDING REQUESTED BY AND MAIL TO:

County of Los Angeles
Department of Public Works

- Building and Safety – Drainage and Grading Section
- Land Development – Drainage and Grading Section
- Land Development – Road/Sewer & Water Section

P.O. Box 1460
Alhambra, California 91802-1460

Space above this line is for Recorder's use

1. DECLARATION OF COVENANT BY OWNER OF DEVELOPMENT

OFFSITE COVENANT BY OWNER OF DEVELOPMENT TR/PM _____

In consideration for the granting of permission to enter and construct

_____, in accordance with plans

(description of work)

dated _____ and filed with the Office of the Director of Public Works,

County of Los Angeles, in, upon, and across _____

(location of improvements by

_____ for the

property description)

(as shown on attached map)

hereinafter referred to as the offsite property, _____

(name of owner of development)

as owner of _____ has examined said plans

(property description of development)

and hereby covenants and, agrees for himself, his heirs, successors, and assigns to indemnify, defend and safe harmless the County, its agents, officers and employees, and the owners of said offsite property from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the construction or maintenance of said drainage facility(s).

The undersigned also agrees on behalf of himself, his heirs, successors, and assigns to maintain said drainage facility(s) in good condition unless discharged of this obligation by the County of Los Angeles.

(Name if other than an individual)

/s/ _____
(Name if an individual)
(Title if other than an individual)

/s/ _____
(Title if other than an individual)

A notary public or other officer completing the 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 _____, 20____
before me, _____ personally appeared _____, who proved
to me the _____
(Name and Title of the Officer) (Name of Signer)

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 signatures(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)

FOR DEPARTMENT USE ONLY:

MUST BE APPROVED BY COUNTY OF LOS ANGELES BUILDING AND SAFETY DIVISION PRIOR TO RECORDING.

APPROVED BY: _____
(Print Name)

(Signature)

Date _____
Page 2 of 2

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Department of Public Works

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2. DECLARATION OF COVENANT BY OFFSITE PROPERTY OWNER

OFFSITE COVENANT BY OFFSITE PROPERTY OWNER TR/PM _____

_____, as owner of _____
(name of owner of affected offsite property) (the property

_____, hereby gives permission
shown on attached map) (description of property)

to _____, hereinafter referred to as "DEVELOPER",
(name of developer)

to construct _____ in accordance with
(description of work)

plans dated _____ and filed with the Office of Director of Public Works,
County of Los Angeles, and examined by the undersigned, in, upon, and across

 (location of improvements by property description) (as shown on

the attached map)

The undersigned also covenants and agrees for himself, his heirs, successors, and assigns to indemnify, defend and save harmless the County, its agents, officers and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including but not limited

to, bodily injury, death, personal injury, or property damage arising from or connected with the construction or maintenance of said facility(s) and grants permission to DEVELOPER, his heirs, successors, and assigns to maintain said drainage facility(s) in good condition unless discharged of this obligation by the County of Los Angeles.

(Name if other than an individual)

/s/ _____
(Name if an individual)
(Title if other than an individual)

/s/ _____
(Title if other than an individual)

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 _____, 20____
before me, _____ personally appeared _____, who proved
to me the

(Name and Title of the Officer)

(Name of Signer)

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 signatures(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)

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APPROVED BY: _____
(Print Name)

(Signature)

Date _____
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- Building and Safety – Drainage and Grading Section
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3. ACCEPTANCE OF DRAINAGE BY ADJACENT PROPERTY OWNER

DRAINAGE ACCEPTANCE COVENANT

TR/PM _____

_____, as owner of
(name of owner of affected property)

_____, hereby agrees to accept the
 (description of property) (as shown on attached map)
surface waters emanating from _____ as provided by the drainage
(property description of development)

plans dated _____ and filed with the Office of the Director of Public Works, County of Los Angeles, and examined by the undersigned, with full knowledge of any alteration in drainage patterns from the natural condition provided by said plans, and hereby agrees for himself, his heirs, successors, and assigns to indemnify, defend and save harmless the County, its agents, officers and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damage of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with said alterations.

(Name if other than an individual)

/s/ _____
(Name if an individual)
(Title if other than an individual)

/s/ _____
(Title if other than an individual)

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 _____, 20____
before me, _____ personally appeared _____, who proved
(Name and Title of the Officer) (Name of Signer)

to me 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 signatures(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)

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APPROVED BY: _____
(Print Name)

(Signature)

Date _____ Page 1 of 1

10/03

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- Land Development – Drainage and Grading Section
- Land Development – Road/Sewer & Water Section

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4. DECLARATION OF COVENANT BY OWNER OF DEVELOPMENT

OFFSITE COVENANT BY OWNER OF DEVELOPMENT TR/PM _____

In consideration for the granting of permission to enter and construct

- Grading
- Road _____, in accordance with
- (description of work)

plans dated _____ and filed with the Office of Director of Public Works,
County of Los Angeles, in, upon and across _____

(location of improvements by _____ for the
property description) (as shown on the attached map)

- Offsite grading
- Slope banks
- Pavement transition from Sta _____ to Sta _____
- Other

_____, as owner of _____
(name of owner/developer) (property description of
_____, has examined said plans and hereby covenants and agrees
development)

for himself, his heirs, successors, and assigns to indemnify, defend and save harmless
the County, its agents, officers and employees from and against any and all liability,
expense, including defense costs and legal fees, and claims for damages of any nature

whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the construction or maintenance of said work.

The undersigned also covenants and agrees for himself, his heirs, successors, and assigns to indemnify, defend, and save harmless the owners of

_____ from and
 (description of offsite property) (as shown on attached map)

against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the construction of said work.

(Name if other than an individual)

/s/ _____
(Name if an individual)
(Title if other than an individual)

/s/ _____
(Title if other than an individual)

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 _____, 20____
before me, _____ personally appeared _____, who proved
to me the

(Name and Title of the Officer)

(Name of Signer)

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 signatures(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)

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APPROVED BY: _____
(Print Name)

(Signature)

Date _____
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5. DECLARATION OF COVENANT BY OFFSITE PROPERTY OWNER

OFFSITE COVENANT BY OFFSITE PROPERTY OWNER TR/PM _____

_____, as owner of _____
(name of owner of affected offsite property) (description of property)

_____ hereby gives permission to
_____ (as shown on attached map)

_____, hereinafter referred to as "DEVELOPER", to
(name of owner of development)

enter and construct _____, in accordance with
(description of work)

plans dated _____ and filed with the Office of Director of Public Works,
County of Los Angeles, and examined by the undersigned, in, upon and across

_____ (location of improvements by property description)

_____ for the
 (as shown on the attached map)

- Offsite grading
- Slope banks
- Pavement transition from Sta _____ to Sta _____
- Other

The undersigned also covenants and agrees for himself, his heirs, successors, and assigns, to indemnify, defend, and save harmless the County, its agents, officers and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the construction of said work.

The undersigned also covenants and agrees on behalf of himself, his heirs, successors, and assigns to

- maintain said work in good condition unless discharged of this obligation by the County of Los Angeles
- irrigate planted slopes and to maintain slopes and drainage devices located on his property
- permit the County to enter upon the premises to do such maintenance work as may be required;

(Name if other than an individual)

/s/ _____
(Name if an individual)
(Title if other than an individual)

/s/ _____
(Title if other than an individual)

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 _____, 20____
before me, _____ personally appeared _____, who proved
to me the

(Name and Title of the Officer)

(Name of Signer)

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 signatures(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.

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(Signature of Notary Public)

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(Print Name)

(Signature)

Date _____
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