

# COVENANT AND AGREEMENT INSTRUCTIONS

City of Vernon

The City of Vernon may request that a Covenant and Agreement be obtained prior to the issuance of a building permit for parking requirements and or truck and automobile access, side yards, drainage or any other reason requiring a neighboring property to be encumbered in order to obtain compliance with city codes or regulations.

A Covenant & Agreement will require that two or more properties or portion of properties be held as one parcel. The agreement will run with the land and may not be released without approval by the city and evidence is provided that it is no longer required by law.

## **The following documents are required in order to process a Covenant & Agreement:**

1. Complete application (Attachment 1) and \$375 review fee.
2. Provide a completed covenant & agreement form. Refer to Attachment 2 for a covenant & agreement sample. Covenant & agreement form must be in a recordable format and signed and notarized by the appropriate officers of the entity. Refer to Attachment 3 "Signature Requirements for City Agreements" for the required signatures.
3. When only one signature is provided, proof of the person's authorization in his sole capacity to bind the corporation or partnership shall be supplied to the City. Provide City with "Articles of Organization" or "Statement of Partnership Authority".
4. Provide the property deed(s) showing current ownership of all properties involved.
5. Provide title report(s) showing current ownership of all properties involved.
6. Submit a legal description prepared and wet stamped by a Land Surveyor, registered in the state of California, of the area to be deeded. Document shall be labeled "Exhibit A", "Page 1 of 2".
7. Provide recorded documents referenced in legal description.
8. Provide Closure Calculations to support metes and bounds description.
9. Submit a drawing attached to the legal description, with bearings and distances to scale and marked "Exhibit B" and "Page 2 of 2". The drawing shall be prepared and wet stamped by a Land Surveyor, registered in the State of California.

# COVENANT AND AGREEMENT INSTRUCTIONS

City of Vernon

The City of Vernon may request that a Covenant and Agreement be obtained prior to the issuance of a building permit for parking requirements and or truck and automobile access, side yards, drainage or any other reason requiring a neighboring property to be encumbered in order to obtain compliance with city codes or regulations.

A Covenant & Agreement will require that two or more properties or portion of properties be held as one parcel. The agreement will run with the land and may not be released without approval by the city and evidence is provided that it is no longer required by law.

## **Documents required in order to process a Covenant & Agreement**

1. Complete application. (Attachment 1)
2. Provide a completed covenant & agreement form. Refer to Attachment 2 for a covenant & agreement sample. Covenant & agreement form must be in a recordable format and signed and notarized by the appropriate officers of the entity. Refer to Attachment 3 "Signature Requirements for City Agreements" for the required signatures.
3. When only one signature is provided, proof of the person's authorization in his sole capacity to bind the corporation or partnership shall be supplied to the City. Provide City with "Articles of Organization" or "Statement of Partnership Authority".
4. Provide the property deed(s) showing current ownership of all properties involved.
5. Provide title report(s) showing current ownership of all properties involved.
6. Submit a legal description prepared and wet stamped by a Land Surveyor, registered in the state of California, of the area to be deeded. Document shall be labeled "Exhibit A", "Page 1 of 2".
7. Provide recorded documents referenced in legal description.
8. Provide Closure Calculations to support metes and bounds description.
9. Submit a drawing attached to the legal description, with bearings and distances to scale and marked "Exhibit B" and "Page 2 of 2". The drawing shall be prepared and wet stamped by a Land Surveyor, registered in the State of California.

**APPLICATION FOR COVENANT & AGREEMENT**

**Owner of Parcel** \_\_\_\_\_

**Address of Owner** \_\_\_\_\_

**Assessors Parcel Number (APN)** \_\_\_\_\_

**Address of Parcels** \_\_\_\_\_

**THIS REQUEST FORM SHALL BE ACCOMPANIED BY THE FOLLOWING:**

- Covenant & agreement form**
- “Article of Organization” or “Statement of Partnership Authority”**
- Property grant deed for all properties involved**
- Title report for all properties involved**
- Legal description of each parcel (“Exhibit A”)**
- Recorded documents referenced in legal description**
- Closure calculations (for metes and bounds description)**
- Legal drawing of each parcel (“Exhibit B”)**

**Applicants full name (printed or typed)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone Number (\_\_\_\_)** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Surveyors Name** \_\_\_\_\_ **Business Name** \_\_\_\_\_

**Phone Number (\_\_\_\_)** \_\_\_\_\_ **Fax Number** \_\_\_\_\_