



COVENANT AND AGREEMENT FOR JUNIOR ACCESSORY DWELLING UNIT

When an accessory dwelling unit is legally created on or after January 1, 2017, a covenant shall be required as outlined in Section 17.50.275.B.6 (Accessory Dwelling Units, Location and operational standards) 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 dwelling unit, 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 JUNIOR ACCESSORY DWELLING UNIT":** The form "Covenant Agreement for Junior Accessory Dwelling Unit" 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), all accessory structures, and the junior accessory dwelling unit on site. An interior floor plan of the junior accessory dwelling unit 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 JUNIOR ACCESSORY DWELLING UNIT

**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

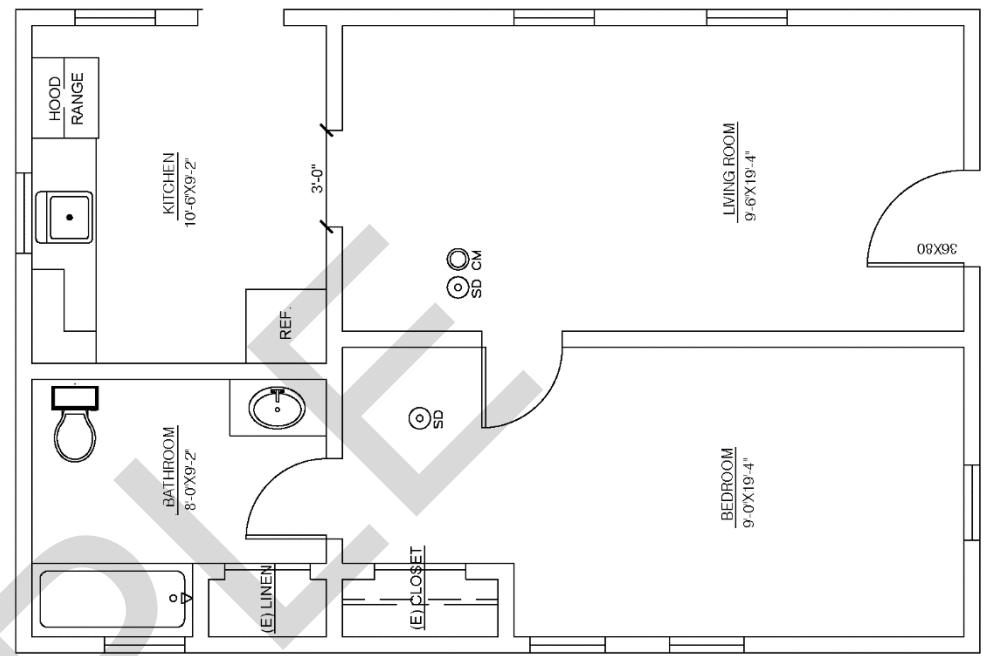
EXHIBIT A

Lot Size: 7,400 sq. ft.

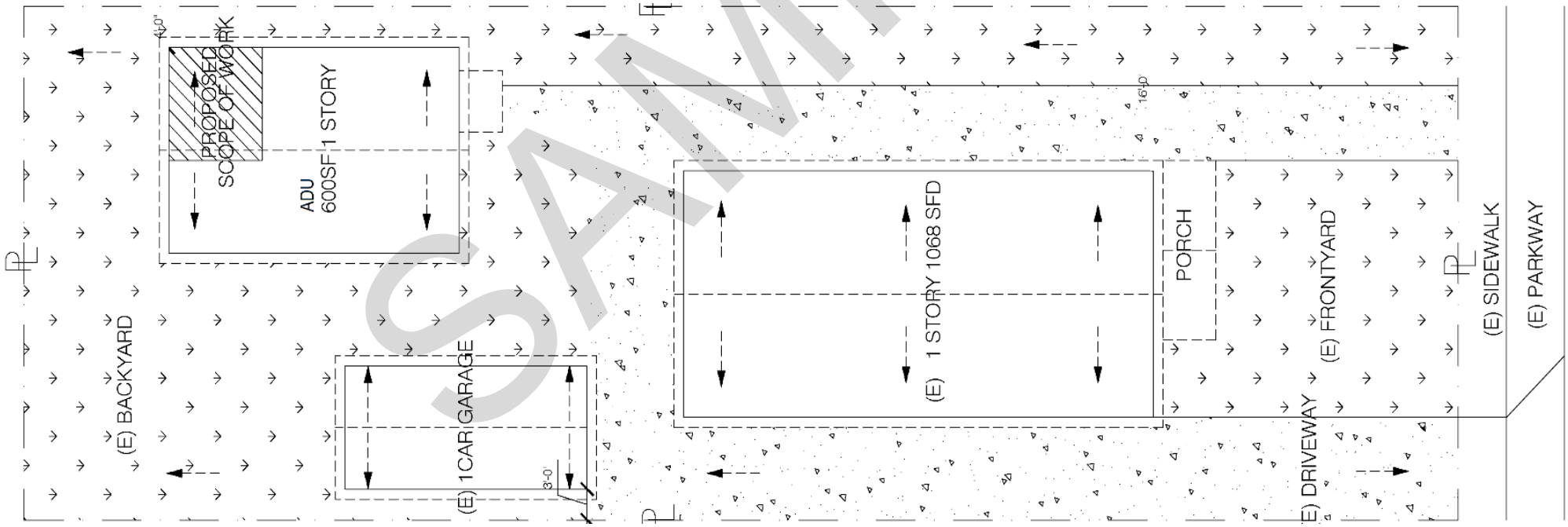
Existing and proposed square footage (all structures): 1,968 sq. ft.

Proposed lot coverage: 26%

Proposed accessory dwelling unit square footage: 600 sq. ft.



FLOOR PLAN - ADU



SITE PLAN

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 JUNIOR ACCESSORY DWELLING UNIT

The undersigned hereby certify(ies) that he/she/they is/are the owner(s) of that certain real property commonly known as: INSERT PROPERTY ADDRESS HERE in the City of Pasadena, County of Los Angeles, State of California, and more particularly described as follows:

LEGAL DESCRIPTION INSERT LEGAL DESCRIPTION OF PROPERTY HERE

(Herein referred to as the "Property").

The Property contains a junior accessory dwelling unit located as set forth on the site plan attached hereto as Exhibit A. The undersigned hereby agree(s) and covenant(s) with the City of Pasadena that said junior accessory dwelling unit is in fact a "junior accessory dwelling unit", as defined in Section 17.50.275 of the Pasadena Municipal Code, and shall be maintained as required therein and in this Covenant and Agreement for Junior Accessory Dwelling Unit (the "Covenant").

The undersigned hereby covenant(s) and agree(s) to subject the Property described to the following restrictive covenants:

1. The accessory dwelling unit shall not be sold separately from the primary residential dwelling unit.
2. Short term rental less than thirty (30) days are prohibited for the accessory dwelling unit.
3. The property owner shall occupy one of the units on the site as a primary residence, unless the owner is a governmental agency, land trust, or housing organization.

This Covenant shall run with the land comprising the Property and shall be binding upon the undersigned, and all future owners, encumbrances, their successors, heirs or assigns and shall continue in effect until released by an instrument in writing duly executed by the

City of Pasadena and recorded in the Official Records of the County of Los Angeles, State of California.

PRINT NAME OF OWNER #1

Print Name of Property Owner

PRINT NAME OF OWNER #2

Print Name of Property Owner

PROPERTY OWNER #1 SIGNATURE HERE

Signature of Property Owner

PROPERTY OWNER #2 SIGNATURE HERE

Signature of Property Owner

INSERT DATE

Dated

INSERT DATE

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.

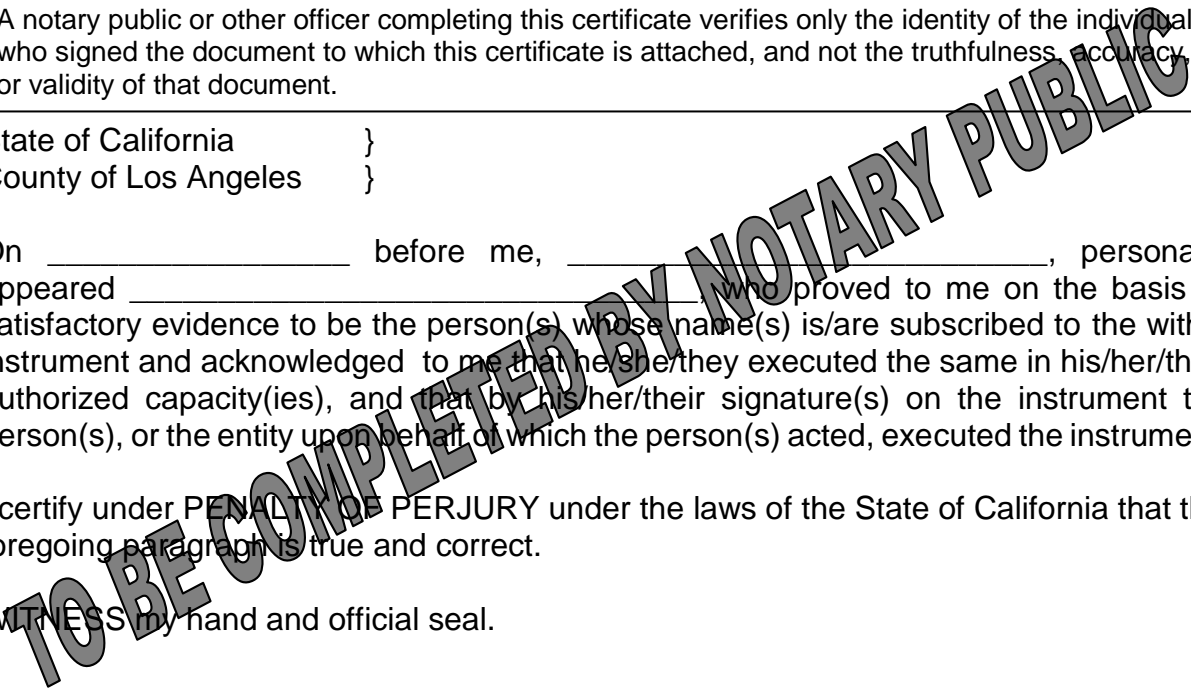
State of California }
County of Los Angeles }

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 THIS PAGE HAS BEEN COMPLETED BY THE CITY]

FOR CITY OF PASADENA USE ONLY

Dated: _____ By: _____

| | | |
|--|--------------------------------------|---------------------------------------|
| | Signature of Zoning Administrator | Print Name of Zoning Administrator |
|--|--------------------------------------|---------------------------------------|

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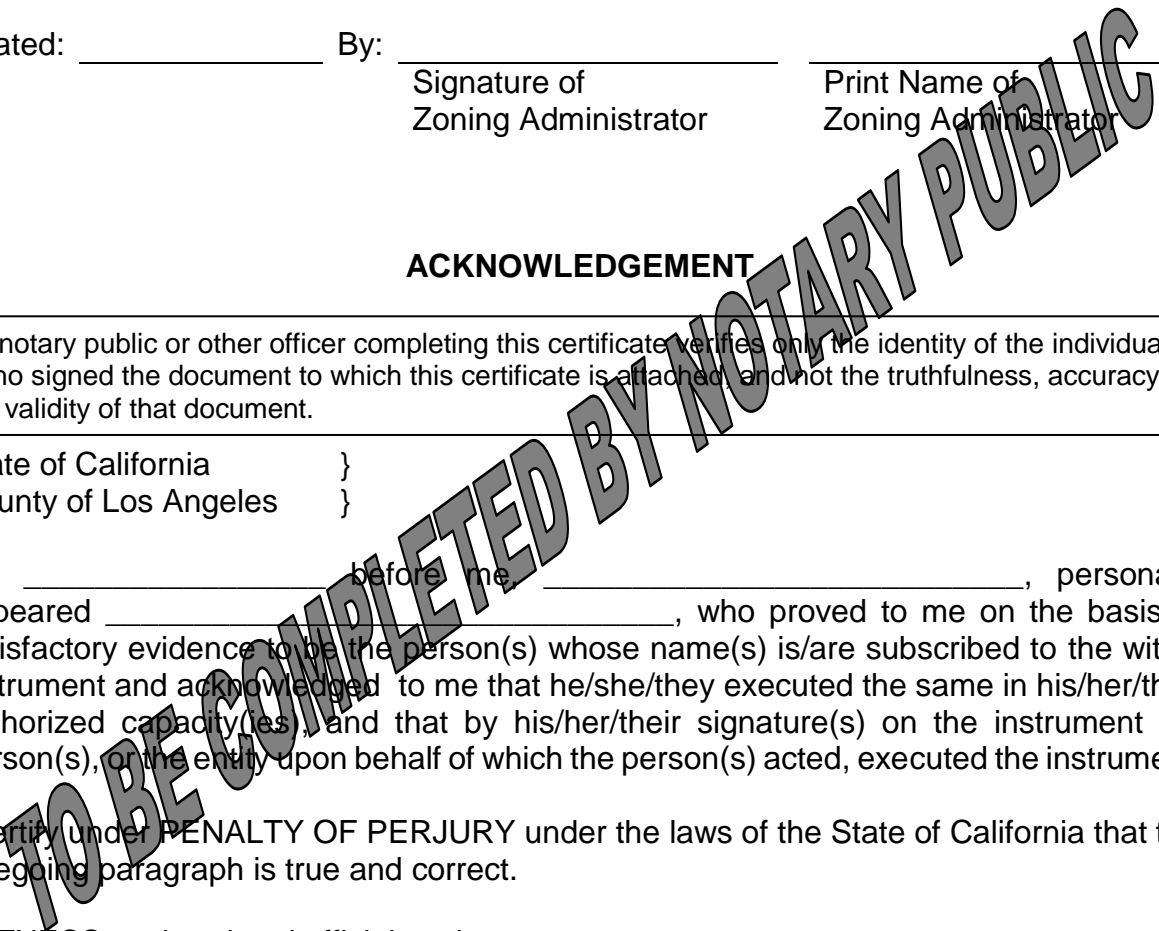
State of California }
 County of Los Angeles }

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WITNESS my hand and official seal.

Signature _____ (seal)
 Signature of Notary Public



RECORDING REQUESTED BY:)
)
)
)
_____)

AND WHEN RECORDED MAIL TO:)
)
)
)
_____)

SPACE FOR RECORDERS USE ONLY

COVENANT AND AGREEMENT FOR JUNIOR ACCESSORY DWELLING UNIT

The undersigned hereby certify(ies) that he/she/they is/are the owner(s) of that certain real property commonly known as _____ in the City of Pasadena, County of Los Angeles, State of California, and more particularly described as follows:

LEGAL DESCRIPTION _____

(Herein referred to as the "Property").

The Property contains a junior accessory dwelling unit located as set forth on the site plan attached hereto as Exhibit A. The undersigned hereby agree(s) and covenant(s) with the City of Pasadena that said junior accessory dwelling unit is in fact a "junior accessory dwelling unit", as defined in Section 17.50.275 of the Pasadena Municipal Code, and shall be maintained as required therein and in this Covenant and Agreement for Junior Accessory Dwelling Unit (the "Covenant").

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City of Pasadena and recorded in the Official Records of the County of Los Angeles, State of California.

Print Name of Property Owner

Print Name of Property Owner

Signature of Property Owner

Signature of Property Owner

Dated

Dated

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State of California }
County of Los Angeles }

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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

(seal)

[DO NOT RECORD UNTIL THIS PAGE HAS BEEN COMPLETED BY THE CITY]

FOR CITY OF PASADENA USE ONLY

Dated: _____ By: _____
Signature of Zoning Administrator Print Name of Zoning Administrator

ACKNOWLEDGEMENT

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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