



## Acceptance Affidavit

### INSTRUCTIONS

Your project approval, whether for a development project or conditional use permit, requires that you sign and record an Acceptance Affidavit with the Los Angeles County Recorder's Office. The Acceptance Affidavit ensures that the conditions of approval listed in your resolution are recorded against the title of the property so interested persons are given notice of these conditions in the future. The project approval shall not be effective for any purpose until the recordation process has been completed. Upon your receipt of a copy of your "signed" resolution(s) and an Acceptance Affidavit, please:

- Fill out the Acceptance Affidavit. If a corporation is the legal property owner, print the corporation's name in the space provided, sign the form with your name, and add the words "signing for the (name of corporation) Corporation".
- Have the document notarized.
- Go to the Registrar-Recorder/County Clerk's Office, located at 12400 E. Imperial Highway, 1st Floor, Room 1007, in Norwalk. This office is open Monday-Friday, 8 AM to 5 PM. The Recorder's telephone number is (562) 462-2133. Have the Recorder record the Resolution(s) and Acceptance Affidavit. The following information will assist you in presenting a property document for recording in person or by mail. The basic recording fee is \$10 for the first page and \$3 for each additional page. To ensure that your document has been properly completed and that you are informed of the correct recording fees, it is recommended that your document be reviewed in person, in Norwalk, by a Property Conveyance Examiner. As an alternative, an examiner is available Monday - Friday at 14340 W. Sylvan Street, Van Nuys, 8:30 AM to 11 AM and 12 PM to 3 PM. The telephone number there is (818) 374-7191. The examiner at this office can also review your document for proper completion, collect the appropriate fees, and immediately record your document. If you choose to mail your document, please use the following address: Document Analysis and Recording, PO Box 115, Los Angeles CA 90053-0015. **YOU MUST STILL HAVE THE DOCUMENT NOTARIZED BEFORE RECORDING THIS DOCUMENT.**
- When the Registrar-Recorder's Office stamps the document with its reference number, request a copy of it and forward the copy to our office. The Registrar-Recorder will return the original recorded document to our office at a later date.
- When we receive a copy of the stamped document, the planner can begin finalizing your case. If you have any questions about this procedure, be sure to contact your case planner before you go to the Registrar-Recorder.



# Acceptance Affidavit

Recorded at the Request of and Mail to:  
 CITY OF WEST HOLLYWOOD  
 Community Development Department  
 8300 Santa Monica Boulevard  
 West Hollywood CA 90069

**PERMIT NUMBER(S):**

PROPERTY ADDRESS

ASSESSOR'S PARCEL NUMBER

State of California, County of Los Angeles

I, (We), \_\_\_\_\_  
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property. I (we) am (are) aware of, and accept, all conditions of approval in Resolution(s) # \_\_\_\_\_ attached hereto as Exhibit A and incorporated herein by reference.

**PROPERTY OWNER'S INFORMATION**

OWNER(S) NAME(S)

SIGNATURE

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE

**CAPACITY CLAIMED BY SIGNER**

- INDIVIDUAL(S)
- PARTNER(S)
- TRUSTEE(S)
- CORPORATE OFFICER(S)
- ATTORNEY-IN-FACT
- OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

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 OF NOTARY

SEAL:



Complete, sign, notarize, and return to your project planner:  
 CITY OF WEST HOLLYWOOD  
 Community Development Department  
 8300 Santa Monica Boulevard  
 West Hollywood CA 90069

**CASE NUMBER(S):**

PROPERTY ADDRESS ("Site")

Per Section 19.74 (Public Hearings and Notice) of the City's Zoning Ordinance, the Site was posted on \_\_\_\_\_ (date)  
 regarding the above-mentioned case number(s) for the public hearing to be held on \_\_\_\_\_ (date of hearing)  
 before the Planning Commission/Director of Community Development/City Council (circle appropriate hearing).

**PROPERTY OWNER'S INFORMATION**

OWNER(S) NAME(S) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP CODE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

**CAPACITY CLAIMED BY SIGNER**

INDIVIDUAL(S)       CORPORATE OFFICER(S)  
 PARTNER(S)       ATTORNEY-IN-FACT  
 TRUSTEE(S)       OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) \_\_\_\_\_

**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 OF NOTARY \_\_\_\_\_ SEAL: \_\_\_\_\_



# Planning Division Permit Application

## LETTER OF AGENCY

This letter empowers the Sheriff's Department to remove any unauthorized persons from your property without first contacting the owner for a formal trespassing complaint. Without this letter, the Sheriff's Department can only warn people that they should leave, but cannot force them to do so. This Letter of Agency should be filled out and signed by the property owner, then submitted to the Department of Community Development or West Hollywood Sheriff's Station. The Letter of Agency will only be valid if you have closed your property to public access and posted "No Trespassing" signs. The letter needs to be renewed every six months if necessary.

DATE \_\_\_\_\_

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

**TO:** Captain Lynda Castro  
 West Hollywood Sheriff's Station

I AM THE OWNER OF THE PROPERTY AT \_\_\_\_\_  
 THE PROPERTY IS AN:  APARTMENT HOUSE  PRIVATE RESIDENCE  BUSINESS  VACANT LOT

I AM AUTHORIZING THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TO ARREST FOR TRESPASSING ANY PERSONS FOUND ON THE PROPERTY WITHOUT MY CONSENT OR WITHOUT LAWFUL PURPOSE.

I CERTIFY THAT THE PROPERTY LISTED ABOVE IS CLOSED TO THE PUBLIC AND IS POSTED AS BEING CLOSED IN ACCORDANCE WITH 602 n.P.C.\*

I UNDERSTAND THAT THIS LETTER IS VALID FOR A MAXIMUM PERIOD OF SIX MONTHS AND IT IS MY RESPONSIBILITY TO RENEW THE LETTER AT THAT ITEM IF THE NEED STILL EXISTS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\* Please be advised: This letter is only enforceable if "No Trespassing" signs are correctly posted.

SHERIFF'S DEPARTMENT USE ONLY	
BRIEFED:	_____
PLACED W/DEP BOARD:	PROCESSED BY: _____
EXPIRES ON:	DATE: _____



# Planning Division Permit Application

## OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), \_\_\_\_\_  
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize \_\_\_\_\_ (list applicant's name)  
 to apply for \_\_\_\_\_ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)  
 for \_\_\_\_\_ (list type of activity).

### PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) \_\_\_\_\_  
 OWNER(S) SIGNATURE(S) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP CODE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

### CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S)       CORPORATE OFFICER(S)  
 PARTNER(S)       ATTORNEY-IN-FACT  
 TRUSTEE(S)       OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) \_\_\_\_\_

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.

NOTARY'S SIGNATURE \_\_\_\_\_

SEAL:

### TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# Performance Bond

PERMIT NUMBERS:

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS, the Director of Community Development of the City of West Hollywood, State of California, (hereinafter called "City"), and \_\_\_\_\_  
 \_\_\_\_\_

(NAME AND ADDRESS OF PRINCIPAL)

(hereinafter designated as "Principal") have entered into an agreement whereby Principal agrees to faithful performance in accordance with the approved plans, specifications and conditions of approval of \_\_\_\_\_  
 (Permit Numbers), as approved by the City on \_\_\_\_\_, 20\_\_.

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we, the Principal, and \_\_\_\_\_  
 \_\_\_\_\_

(NAME AND ADDRESS OF PRINCIPAL)

as Surety, are held and firmly bound unto City in the penal sum of \_\_\_\_\_  
 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the above bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on the Principal's part to be kept and performed at the time and in the manner therein provided, on the Principal's part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless City, its officers, agents and employees as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgement rendered.

FURTHER, the Surety hereby stipulates and agrees that no change, extension of time, alteration, addition or modification to the terms of the agreement, or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the agreement or to the work or to the specifications thereunder.

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety, on the date set forth below.

DATED: \_\_\_\_\_

"PRINCIPAL"  
 \_\_\_\_\_  
 \_\_\_\_\_

"SURETY"  
 \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_  
 Its

By: \_\_\_\_\_  
 Its

By: \_\_\_\_\_  
 Its

By: \_\_\_\_\_  
 Its



## STANDARDS FOR REHABILITATION

### STANDARDS FOR REHABILITATION

- 1 A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- 2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- 3 Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- 4 Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- 5 Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- 6 Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- 7 Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- 8 Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- 9 New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- 10 New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



# Planning Division Permit Application

## RENT STABILIZATION NOTICE

**PERMIT NUMBERS:**

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

**PROPERTY OWNER**

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ASSESSORS PARCEL NUMBER \_\_\_\_\_

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood?  YES  NO  
If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

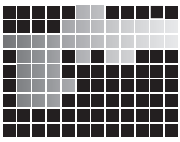
**BELOW FOR STAFF USE ONLY**

Are all rent registration fees current?  YES  NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ \_\_\_\_\_ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
  - Record properly completed document of intent to remove property with the LA County Recorder;
  - Give 120-day notices with all required contents to all tenants of the property;
  - Give relocation fees to all lower-income tenants;
  - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
  - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: \_\_\_\_\_

\_\_\_\_\_  
RECORDS MANAGER DATE



## Planning Division Permit Application

### SITE PLAN INSTRUCTIONS

**Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.**

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
  - Existing building footprint(s), square footage(s), number of stories, and land use;
  - Dimensions from all structures to front, side and rear property lines;
  - Existing parking areas, parking stalls, driveways, and turning areas;
  - Dimensions for existing buildings, driveways, and parking spaces;
  - Fences and walls;
  - Labeled landscaped and paved areas;
  - Location and species of trees on property and the diameter of tree trunks;
  - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
  - Proposed building footprints, square footage(s), number of stories and land use;
  - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
  - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
  - Dimension all structures to front, side, and rear property lines;
  - Labeled all landscaped and paved areas, including stoops and paths;
  - Location, height and materials for all proposed fences and walls;
  - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
  - Sidewalks, streets, and curb cuts adjacent to the property;
  - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
  - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
  - Proposed construction and/or alterations;
  - Illustration of building height envelope, and dimensions of proposed height of building;
  - Fences and/or walls and their dimensions,
  - Details of windows, doors, railing and fencing;
  - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
  - Location of proposed utility meters, transformers, and utility boxes;
  - Location of exterior lighting;
  - Existing and proposed materials and colors.

[continued]



## SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
  - Property lines;
  - Square footage of each room;
  - Interior layout of each floor with rooms labeled for proposed use;
  - Existing and proposed windows and doors;
  - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
  - Location of all trees, shrubs, groundcover and turf to be planted;
  - Planting list with species and common names of all materials;
  - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
  - Location and sizes of all existing trees on the subject property and whether they are to be removed;
  - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



**FOR NEW CONSTRUCTION:**

1. Attach survey of site by licensed surveyor.

**FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:**

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.