

**CITY OF REDONDO BEACH
PLANNING DEPARTMENT
415 DIAMOND STREET
REDONDO BEACH, CA 90277
(310) 318-0637**

COVENANT INSTRUCTIONS

Your project approval, whether for a development project or conditional use permit, requires that you record a covenant against the property. The project shall not be effective for any purpose until the following process has been completed. Upon your receipt of the covenant form from our office, please:

- **SIGN AND NOTARIZE THE COVENANT FORM.**
- Go to the **Registrar-Recorder/County Clerk's Office, located at** (see reverse side for locations). Have them record the covenant. The following information will assist you in presenting a property document for recording in person or by mail:
- The basic recording fee is \$9 for the first page and \$3 for each additional page for all documents except Deeds and UCC Financing Statements.
- The basic recording fee for **Deeds** is \$7 for the first page and \$3 for each additional page.
- The fee for recording a **UCC** Financing Statement is \$20 for a form prescribed by the California Secretary of State, and \$30 for forms from outside California. The documentary transfer tax is .55 per \$500 based on the consideration or value of the property less existing liens and encumbrances.
- To ensure that your document has been properly completed and that you are informed of the correct recording fees and taxes, it is recommended that your document be reviewed in person, in the Registrar Recorders Office, by a Property Conveyance Examiner.
- If you do not require immediate recording, an examiner is available each Monday at 14437 Erwin Street Mall, Van Nuys between the hours of 8 a.m. to 11:45 a.m., NS 1:15 p.m. to 3 p.m. This examiner will review your document for proper completion, collect the appropriate fees and taxes and guarantee recording within 1-3 days. If you choose to mail your document, please use the following address: Document Analysis and Recording, PO Box 115, Los Angeles, CA 90053-0115. **YOU MUST STILL HAVE THE DOCUMENT NOTARIZED BEFORE RECORDING.**
- When the Registrar-Recorder's Office stamps the document with their reference number, request a certified 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 finalize your case. If you have any questions about this procedure, be sure to contact your case planner before you go to the Registrar-Recorder.

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK
(BIRTH, DEATH, MARRIAGE, REAL ESTATE, FICTITIOUS NAME RECORDS ARE AVAILABLE AT THE
FOLLOWING LOCATIONS)

MAIN OFFICE

12400 IMPERIAL HIGHWAY
NORWALK, CA 90650

(Near the intersection of the 5 and 605 freeways)
(800) 201-8999 Hours: Mon.–Fri.: 8:30 a.m. to 4:30 p.m.

LAX

11701 SOUTH LA CIENAGA, 6TH FLOOR
LOS ANGELES, CA 90045

(310) 727-6142 Hours: Mon.–Fri.: 8:30 a.m. to 4:30 p.m.

EAST LOS ANGELES

4716 E. BROOKLYN AVENUE (a.k.a. E. Cesar Chavez Avenue)
LOS ANGELES, CA 90022

(323) 260-2991 Hours: Mon.–Fri.: 8:30 a.m. to 4:30 p.m.

LANCASTER

335 A EAST AVENUE K-6
LANCASTER, CA 93535

(661) 723-4494 Hours: Mon.–Fri.: 8:00 a.m. to 4:30 p.m.
