



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Sample Letter of Application for a Land Use Covenant

- Must be on applicant's letterhead
- If applicant has no letterhead, letter must include applicant's name, address, phone, email
- Letter must clearly explain what you are requesting, what the project is receiving in exchange for the affordable unit(s), the project's unique situation, etc.
- ***Please customize to fit your project's individual circumstances***

DATE

Los Angeles Housing + Community Investment Department
Planning and Land Use Unit
1200 W. 7th St., 8th Fl
Los Angeles, CA 90017

Subject: Land Use Covenant Application

RE: PROJECT NAME (IF ANY)
ALL BUILDING PERMIT APPLICATION #'S
PROJECT ADDRESS and APN

We are submitting the attached Land Use Covenant Application and documents for the project referenced above.

This project is a 9-unit multi-residential building, 4 stories over a subterranean garage with a Zone Variance allowing 9 units in lieu of the normally permitted 5, and a height increase per PLANNING CASE # XXXXXXXX.

Our target date for the Los Angeles Housing + Community Investment Department's (HCIDLA) Land Use clearance is MONTH/DAY/YEAR. Our construction timeline is: [LIST]

[INCLUDE ALL OTHER INFORMATION APPLICABLE, SUCH AS DENSITY BONUS, PARKING REDUCTON, PLANNING CASE #'S, TENTATIVE TRACT # (FOR RENTAL-PURCHASE COVENANTS OR PURCHASE ONLY COVENANTS), EXPLANATION OF ZONE VARIANCE, EXPLANATION OF LEGALIZATION OF UNPERMITTED UNIT, IF PROJECT RECEIVING HCIDLA FUNDING, ETC.]

Thank you and please advise if you need additional information.

Sincerely,

SIGNATURE OF AUTHORIZED INDIVIDUAL(S)
NAME
TITLE

7/19/2016

An Equal Opportunity / Affirmative Action Employer