

Ann Sewill, General Manager  
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## City of Los Angeles



LOS ANGELES HOUSING DEPARTMENT  
1200 West 7th Street, 9th Floor  
Los Angeles, CA 90017  
Tel: 213.808.8808  
[housing.lacity.org](http://housing.lacity.org)

**Karen Bass, Mayor**

### 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 Department (LAHD)  
Planning and Land Use Unit  
1200 West 7<sup>th</sup> Street, 8<sup>th</sup> Floor  
Los Angeles, CA 90017

Subject: Land Use Covenant Application

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

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 # [INSERT PLAN CASE NUMBER HERE].

Our target date for the LAHD's Land Use clearance is [INSERT HERE]. Our construction timeline is: [LIST PROJECTED COMPLETION DATES FOR 25%, 50%, 75%, and 100% COMPLETION]]

*[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 (e.g. WHAT WAS THE UNIT USED FOR PRIOR TO BEING LEGALIZED), IF PROJECT RECEIVING HCIDLA FUNDING, ETC.]*

Thank you and please advise if you need additional information.

Sincerely,

SIGNATURE OF AUTHORIZED INDIVIDUAL  
NAME/TITLE