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City of Los Angeles



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LOS ANGELES HOUSING DEPARTMENT

1200 West 7th Street, 9th Floor

Los Angeles, CA 90017

Tel: 213.928.9071

housing.lacity.org

AB 2556 CHECKLIST

Submit application and required documents to:

Email (Preferred): LAHD-LandUse@LACity.org

Mail: Los Angeles Housing Department (LAHD); Planning and Land Use Unit;
1200 W. 7th St., 8th Fl.; Los Angeles, CA 90017

Owner: _____

Date: _____

Property _____

Project _____

Address: _____

Name: _____

AB 2556 submissions will NOT be accepted unless all items highlighted below in **BOLD** are provided as applicable.

1. **AB 2556 Determination fees (\$1,027 per unit)**

2. **Completed AB 2556 Application Form**

a. **Applicant's Affidavit + Owner's Acknowledgment (with attached letter signed by owner of record and notarized)**

3. Letter of Application (signed by Owner and must include addresses, description of existing units, bedroom types, APNs, scope of work [e.g. if units are being demolished, renovated, or not demolished], and description of the proposed project)

4. **Grant Deed for the property (must be recorded)**

5. Ellis Documents/Tenant Relocation Documents (RSO units), if available

6. Referral Form, Determination Letter, or Tentative Tract Letter — from Department of City Planning [as applicable]

Please note: Once the AB 2556 determination has been issued, the next step is to apply for a Land Use Covenant. The completion of a Covenant is a requirement for issuance of the building permit.

The fee for the preparation and filing of a Land Use Covenant is \$5,813 per project. Additionally, there is an annual monitoring fee of \$173 per restricted unit upon receipt of the CofO (all fees are subject to change).

It takes approximately 8 - 12 weeks upon receipt of all the required documents to prepare and execute a Covenant, although a complex project may take longer.