



Eric Garcetti, Mayor
Ann Sewill, General Manager

AB 2556 CHECKLIST

Submit application and required documents to:

Email (Preferred): HCIDLA.LandUse@LACity.org

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

Owner: _____
Property Address: _____

Date: _____
Project 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.