



Eric Garcetti, Mayor
Ann Sewill, General Manager

SB 330 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: _____

SB 330 submissions will NOT be accepted unless all items highlighted below in BOLD are provided as applicable.

1. **SB 330 Determination fees (\$1,027 per unit)**
2. **Completed SB 330 Application Form**
 - a. **Applicant's Affidavit + Owner's Acknowledgment (with attached letter signed by owner of record and notarized)**
 - b. Tenant Information Table (must be signed by owner of record and completed regardless of number of tenants)
 - c. Information to prove vacancy or occupancy status (e.g. utility bills, property tax bills, and IRS forms)
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 [if under Rent Stabilization Ordinance (RSO)]
6. Referral Form, Determination Letter, or Tentative Tract Letter — from Department of City Planning [as applicable]

Please note: Once the SB 330 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.