



BOYLE HEIGHTS INTERIM CONTROL ORDINANCE Owner's Declaration

Notice to Property Owner

If you are applying for a demolition permit to facilitate the construction or development of the project site, you may be referred to the City Planning Department for further assistance.

Pursuant to California Government Code Section 65858 and Interim Control Ordinance (ICO) No. 188333, effective on August 16, 2024, the issuance of demolition permits is prohibited on Rent Stabilized Multi-Family Housing Structures ("RSO Units") and Covenanted Affordable Housing Units ("Covenanted Units") within the Boyle Heights Community Plan area. This prohibition is effective until the Boyle Heights Community Plan Update goes into effect (anticipated to be in late 2025) or until the ICO expires (anticipated to be August 2026).

The ICO defines a Rent Stabilized Multi-Family Housing Structure as "[a]ny structure that is subject to the City's Rent Stabilization Ordinance." The City's Rent Stabilization Ordinance is found at Los Angeles Municipal Code Chapter XV, Article 1. Covenanted Affordable Housing Unit is defined as "[a]ny structure containing multi-family dwelling units that are restricted, by valid covenant, for lower income households, as defined by Health and Safety Code Section 50079.5."

The City Council found the ICO was necessary to protect RSO Units and Covenanted Units and because demolition of such structures and units without the additional tenant protections would potentially be in conflict with the zoning proposals currently being studied as part of the Boyle Heights Community Plan update.

In determining whether a proposed project is subject to the ICO, the Project applicant is required to perform their due diligence to confirm there are no RSO Units or Covenanted Units on the site and applicants may consult with the Los Angeles Housing Department to determine this. Applicants could also pull a Title Report with a licensed title company to determine if there are any RSO Units or Covenanted Units recorded on the property. Failure by a project applicant to disclose that there are RSO Units or Covenanted Units may result in a violation of the ICO. If the City determines that an application or approval includes RSO or Covenanted Units after a project application is submitted, the City may revoke any approvals and deny the application from proceeding. Such a violation may also be subject to other enforcement actions for violation of a City ordinance.

Without relieving the owner from their responsibilities to comply with the ICO, the City provides the following information: an owner may [consult with the Los Angeles Housing Department](#) to determine if their property has units subject to the City's Rent Stabilization Ordinance. A best practice to determine if a covenant is recorded against a property is to obtain a title report from a licensed title company.

Contacts And Resources

Contact the City Planning Department if you have additional questions after reviewing this notice:
<https://planning.lacity.gov/contact/locations-hours>

Project Information

Based upon the above-stated rule, does the proposed scope of work on the demolition permit at the demolition site include Rent Stabilized Multi-Family Housing Structures or Covenanted Affordable Housing Units? (Select "Yes" or "No," and follow the related instructions)

☐ **Yes** - The application for a demolition permit shall not be further processed.

☐ **No** - Sign and notarize the signature at the bottom of the form and return the notarized form to a Department of Building and Safety Plan Check Engineer at the time of plan check after submitting this form to the Department of City Planning. Owners submitting this declaration for Projects that do not have an associated Department of City Planning case must pay the Building Permit Clearance – Minor fee pursuant to LAMC Section 19.04 of Chapter 1 or LAMC Section 15.3.2. of Chapter 1A, as applicable.

Permit Application No. (if applicable): _____

Department of City Planning Case No.: _____

Street Address (incl. Unit #): _____

Legal Description (Lot, Block, Tract): _____

Assessor's Parcel Number: _____

Site Zoning: _____

Project Description:

PROPERTY OWNER DECLARATION

The owner of each property seeking to submit this declaration must provide a notarized signature. Staff will confirm ownership based on the records of the City Engineer and/or County Assessor. In the case of partnerships, corporations, LLCs, or trusts, an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC, or trust, a disclosure identifying an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
 - **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC, or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-7 below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
 - **Grant Deed.** Provide a Copy of the Grant Deed if the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
 - **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.
1. I own the property located at _____. I have read the above “Notice to Owner”. I understand the definitions of “Rent Stabilized Multi-Family Housing Structures”, and “Covenanted Affordable Housing Units.” I further understand that it is my responsibility to determine if any housing units I seek to demolish meet the above definitions. I acknowledge and understand that should the Department of Building and Safety determine that the proposed demolition includes removal of Rent Stabilized Housing Structures or Covenanted Affordable Housing Units, as defined in Interim Control Ordinance No. 188,333, the Department of Building and Safety may revoke and/or reject any applications and/or approvals and I may be subject to other enforcement actions for violation of a City ordinance.
 2. I certify that (i) the information I provide in this affidavit is true and correct, and (ii) that I have used all reasonable efforts to confirm the information provided in this affidavit.

Property Owner's signature must be signed/notarized in the presence of a Notary Public. The City requires an original signature from the property owner with the "wet" notary stamp. A Notary Acknowledgment is available for your convenience on the following page.

Signature _____

Date _____

Print Name _____

Signature _____

Date _____

Print Name _____

Space Below for Notary's Use

California All-Purpose Acknowledgement

Civil Code ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(Insert Name of Notary Public and Title)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature (Seal)