

# Acceptance Affidavit

## ACCEPTANCE AFFIDAVIT

### INSTRUCTIONS:

Your project approval, whether for a development project or conditional use permit, requires that you sign and record an Acceptance Affidavit with the Los Angeles County Recorder's Office. The Acceptance Affidavit ensures that the conditions of approval listed in your resolution are recorded against the title of the property so interested persons are given notice of these conditions in the future. The project approval shall not be effective for any purpose until the recording process has been completed. Upon your receipt of a copy of your "signed" resolution(s) and an Acceptance Affidavit, please:

1. Fill out the Acceptance Affidavit. If a corporation is the legal property owner, print the corporation's name in the space provided, sign the form with your name, and add the words "signing for the (name of corporation) Corporation".
2. Have the document notarized.
3. Go to the Registrar-Recorder/County Clerk's Office:  
12400 E. Imperial Highway  
1st Floor, Room 1007  
Norwalk, CA 90650  
Hours: Monday-Friday, 8 AM to 5 PM  
Recorder's Office: (562) 462-2133
4. Have the Recorder record the Resolution(s) and Acceptance Affidavit.  
Please contact the County for their current recording fees. To ensure that your document has been properly completed and that you are informed of the correct recording fees, it is recommended that your document be reviewed in person, in Norwalk, by a Property Conveyance Examiner.

An alternative Property Conveyance Examiner is available at:

14340 W. Sylvan Street  
Van Nuys, CA 91401  
Hours: Monday - Friday at 8:30 AM to 11 AM and 12 PM to 3 PM  
Office: (818) 374-7191

The examiner at this office can also review your document for proper completion, collect the appropriate fees, and immediately record your document.

If you choose to mail your document, please use the following address:

Document Analysis and Recording  
PO Box 115  
Los Angeles, CA 90053-0015

**YOU MUST STILL HAVE THE DOCUMENT NOTARIZED BEFORE RECORDING THIS DOCUMENT.**

5. When the Registrar-Recorder's Office stamps the document with its reference number, request a copy of it and forward the copy to our office. The Registrar-Recorder will return the original recorded document to our office at a later date.
6. When we receive a copy of the stamped document, the planner can begin finalizing your case. If you have any questions about this procedure, be sure to contact your case planner before you go to the Registrar-Recorder.

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### RECORDED AT THE REQUEST OF AND MAIL TO:

City of West Hollywood  
Planning and Development Services  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

**PERMIT NUMBER(S):** \_\_\_\_\_

### PROPERTY INFORMATION:

STREET ADDRESS

ASSESSOR'S PARCEL NUMBER

State of California, County of Los Angeles

I, (We), \_\_\_\_\_

hereby declare under the penalty or perjury that I (we) am (are) the owner(s) of the property. I (we) am (are) aware of, and accept, all conditions of approval in Resolution(s) # \_\_\_\_\_

attached hereto as Exhibit A and incorporated herein by reference.

### PROPERTY OWNER:

NAME

SIGNATURE

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

### CAPACITY CLAIMED BY SIGNER:

INDIVIDUAL(S)       CORPORATE OFFICER(S)

PARTNER(S)       ATTORNEY IN-FACT

TRUSTEE(S)       OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

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## CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

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 Los Angeles

On \_\_\_\_\_ before me, \_\_\_\_\_, 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 of 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: