

**CITY OF EL CAJON**  
**Department of Community Development**  
**Planning Division**  
**(619) 441-1741**

**APPLICATION FOR AGREEMENT NOT TO CONVEY**

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Project Applicant's Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Total no. of Structures: \_\_\_\_\_ Total no. of Dwelling Units: \_\_\_\_\_

TSM #: \_\_\_\_\_ P.C. Reso. No.: \_\_\_\_\_ C.C. Reso No.: \_\_\_\_\_

PUD #: \_\_\_\_\_ P.C. Reso. No.: \_\_\_\_\_ C.C. Reso No.: \_\_\_\_\_

**CONTACT PERSON INFORMATION**

**(All City correspondence regarding this application will be directed to the person named here):**

Name of person responsible for the preparation and processing of this application:

Relationship to Project Applicant (check all that apply):

Current Property Owner     Project Applicant     Partner / Agent     Agent     Buyer in Escrow

Other (Specify: \_\_\_\_\_)

Mailing Address: \_\_\_\_\_

Office: (\_\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**DEVELOPER / OWNER INFORMATION** (At time Agreement is to be recorded)

Name: \_\_\_\_\_

Type of Entity (check **one** only):

Sole Proprietor / Current Property Owner     LLC     Partnership (Specify type: \_\_\_\_\_)

Corporation (State of incorporation: \_\_\_\_\_)     Other (Specify: \_\_\_\_\_)

Mailing Address: \_\_\_\_\_

Office: (\_\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name & Title of person authorized by Developer / Owner to execute Lien Contract & Agreement Not To Convey:

**NOTE: ADDITIONAL REQUIREMENTS ON BACK**

**CITY USE ONLY**

Date Filed: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

Received by: \_\_\_\_\_ Project Planner: \_\_\_\_\_

## **ADDITIONAL REQUIREMENTS**

1. Filing fee of \$1575.
2. Provide a list of all items you are requesting be deferred. (The following format is acceptable: Attach one copy of each resolution from the Planning Commission and City Council which approved the project (PUD & TSM). Also, attach one copy of each City department comment / requirement letter referenced in the resolutions. Circle each item that you are requesting be deferred.)
3. Provide one copy of a Title Report (including legal description for subject property) dated within 60 days of final map recordation.
4. Provide one copy of a Subdivision Guarantee dated within 60 days of final map recordation.
5. Provide a detailed written estimate of the reasonable cost to complete all improvements on private property supported by the physical elements report for the project.
6. Provide a detailed written estimate of the reasonable cost to complete all improvements in the public right of way. (Use the estimate approved by the Public Works Dept.)

## **PROCEDURES**

The City will accept an Application For Lien Contract and Agreement Not To Convey only after a conversion project has been approved by the City Council. Upon submission of a completed application, together with all additional requirements listed above, to the Planning Division, the application will be forwarded to the Project Planner for review. The Project Planner will determine if all information has been provided by the applicant, then forward the request to the City Attorney.

The City Attorney will prepare a draft version of the Lien Contract and Agreement Not To Convey using the information provided on this application. The draft document will be transmitted electronically to the Contact Person (named on this application) for review, and correction if needed. The City will consider the Contact Person to be the **single responsible party** for purposes of processing this application.

If the Lien Contract is to be subordinated to construction or “take out” financing, the following information will be required by the City Attorney in order to finalize the Agreement:

1. Name of lending institution
2. Principal balance of loan
3. Interest rate (x% plus prime rate, identifying the bank or publication whose prime rate will control)

Once the final document has been signed by all parties, it will be scheduled on the next available City Council agenda for Council approval. It may be accompanied by the applicable final subdivision map. The City will record the document, and provide a copy of the recorded document to the Contact Person.

If a Developer / Owner other than the party named on this application is going to assume the responsibilities assigned in the document, the City may charge an additional fee to draft a new document prior to City Council approval.

Questions about the processing of your request should be directed to the Project Planner at (619) 441-1741.

Questions about the document content should be directed via email to the City Attorney at: [mfoley@ci.el-cajon.ca.us](mailto:mfoley@ci.el-cajon.ca.us)