

## **"Off-Street Parking Report"**

The Lawndale City Council has adopted an ordinance requiring sellers of residential properties to provide a report to buyers regarding the availability of required off-street parking. The purposes of this amendment are to identify and remove illegal garage conversions, and improve parking conditions throughout the City.

The ordinance requires that prior to the sale of a residential property, the property owner or their authorized agent submit an application (see attached) for an inspection report from the City of Lawndale. Once submitted, City staff will review the permit records of the property and an inspection of the required parking (typically a garage or carport) will be made. City staff will not inspect the residence or other structures.

Staff will then prepare an inspection report that states whether the required off-street parking spaces are available or, if a violation of the parking requirements has been found. The seller or their authorized agent is then responsible for 1) providing the report to the potential buyer, 2) obtaining the buyer's signature on the document; and, 3) returning the document to the City of Lawndale.

If a violation is found to exist, this will be noted on the inspection report and a code enforcement action will be initiated. Failure to comply with this requirement constitutes a misdemeanor on the part of the seller of the property.

This ordinance affects residential properties sold on or after February 7, 2002. Applications can be filed at City Hall or through the mail. The fee for the report is \$80.00 and must be paid at the time the application is filed. The expected turn-around time for the report is 5-7 working days although staff will attempt to accommodate the time needs of your real estate transaction when possible.

If you have any comments, questions or suggestions, or if you would like a copy of the ordinance, please contact our Planning Division at (310) 973-3230.

LOG NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

**FEE: \$80**

(Must be submitted with application)

**ACCEPTED FORM OF PAYMENT:**

Escrow Check, Cash, Money Order Or Cashier Check.

**NO PERSONAL CHECKS NO EXCEPTIONS**

**APPLICATION FOR INSPECTION  
OF REQUIRED OFF-STREET PARKING/CITY REPORT**

Prior to the sale of residential property, Lawndale Municipal Code Chapter 8.80 requires sellers of residential properties to obtain a report from the City confirming the availability of required off-street parking. After making an inspection of the property, the City shall provide a report indicating whether the required parking spaces are available for normal parking of an automobile or if the parking has been eliminated through illegal conversion or removal. Any unlawful condition found to exist will result in the initiation of an enforcement action by the City. If the garage has been illegally converted, it will be necessary to restore the building to its original use as a garage unless other remedies are available.

The owner or their authorized representative shall deliver the report on the availability of legally required off-street parking to the buyer prior to the consummation of the sale.

ADDRESS(S) OF INSPECTION: \_\_\_\_\_

NAME OF OWNER(S): \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_

OWNER'S PHONE NO.: \_\_\_\_\_ NO. OF UNITS: \_\_\_\_\_

*(Please leave a number where you can be reached)*

NAME OF APPLICANT (if different from owner): \_\_\_\_\_

APPLICANT'S PHONE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT PAID \$ \_\_\_\_\_

**PLEASE INDICATE THE DATE AND TIME YOU WILL BE AVAILABLE FOR INSPECTION: DATE \_\_\_\_\_ TIME \_\_\_\_\_**

*(Inspections are available Monday thru Thursday 10 am – 12 pm NO other time will be scheduled for this inspection)*

I certify that under penalty of perjury I have read this application and state that the above information is correct. I agree to comply with the above requirements and hereby authorize a representative of this city to enter upon the above-mentioned property for inspection purposes.

\_\_\_\_\_  
**Property Owner's Signature**

The report should be available in 7-10 working days. When complete, the report should be (check one of the following):

☑ Picked up at Lawndale City Hall – please call \_\_\_\_\_

☑ Mailed to: \_\_\_\_\_

☑ Faxed to: \_\_\_\_\_

**For use by City Personnel**

**Permit Research – Type and Number of Buildings Permitted on the Property/Year constructed:**

---

---

---

---

**Number/type of Parking indicated by permits:** \_\_\_\_\_

**Research by:** \_\_\_\_\_

---

**Inspection Results – Number/Type of parking spaces available**

---

---

**Property in compliance**

**Violation present, enforcement action will be initiated**

**Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_