Supplemental Application for a

CONDOMINIUM CONVERSION (OWNERSHIP)

Project Address: _____ **Case #:** _____

SUBMITTAL REQUIREMENTS: The following filing requirements for a Condominium Conversion are in addition to those required on the *Submittal Checklist for Tentative Tract, Parcel, or Vesting Map*. It is important to review the submittal requirements with a Planner to establish the correct and specific materials necessary to submit with your application. The applicant must provide the information below in order to complete the review of the application for a Tentative Map.

Provide one (1) copy of the following submittals.

- ❑ **DIGITAL COPIES (PDF)** of all application material. Submitted via USB flash drive.
- ❑ **DECLARATION OF 60-DAY NOTICE TO ALL TENANTS OF INTENT TO CONVERT** Not less than sixty days prior to filing a tentative map the applicant shall provide each tenant with written notification on intent to convert. Submit a copy of the proposed notice and an affidavit stating that each tenant has been notified. *See PMC Section 16.46.070 and Government Section 66452.8 (b) for a complete list of requirements.*
- ❑ **DECLARATION OF 60-DAY NOTICE TO PROSPECTIVE TENANTS** After submittal of the application, the applicant shall provide each prospective tenant with a notification stating that the property is proposed for conversion to condominiums. With the application, the applicant must submit a copy of the proposed notice and an affidavit stating that all prospective tenants shall be notified, or if no vacancies exist, provide an affidavit to that effect. *See PMC Section 16.46.080 and Government Section 66452.8.for a complete list of requirements.*
- ❑ **DECLARATION OF 180-DAY WRITTEN NOTIFICATION TERMINATION OF TENANCY** Provide an affidavit stating that each tenant of the proposed conversion project has received written notification of intention to convert not less than 180 days prior to termination of tenancy due to the conversion or proposed conversion pursuant to *Government Code 66427.1 and PMC Section 16.46.070.D.*
- ❑ **SUPPLEMENTAL NOTIFICATION PACKET** In addition to the requirements contained in the Notification Packet, the applicant shall submit a list of the dwelling units by unit number with the tenant name and address, and list of vacant dwelling units. The applicant must also provide two sets of adhesive mailing labels with the tenants name and address. The list and labels are required to be submitted 15-25 days prior to the hearing date. The labels must be in the same format as outlined in the Notification Packet. *See PMC Section 16.46.070 and Government Section 66452.8.for a complete list of requirements.*
- ❑ **RELOCATION COUNSELING PLAN** The applicant shall submit a counseling assistance plan to provide relocation counseling and assistance to qualified tenants, to aid such tenants in finding and relocating to equivalent housing. The applicant may contact the Pasadena Housing Division at (626) 744-8300 for additional information. If there are no tenants residing on the premises the applicant shall provide an affidavit certifying that no eligible tenant resides on the property. See *PMC Section 16.46.060 for a complete list of requirements.*

- ❑ **WARRANTY AGAINST STRUCTURAL DEFECTS** The applicant is required to provide a warranty against common area defects per *PMC Section 16.46.040.* The applicant must provide a form of the proposed warranty for review and approval with the application.

- ❑ **OCCUPANCY INSPECTION REPORT** The applicant shall submit a copy of the City's Occupancy Inspection Report. Contact the City of Pasadena Code Compliance Section (626) 744-4633 for requirements.

- ❑ **PARKING PLAN** The applicant shall submit a parking plan showing all covered parking stalls, the number of dwelling units, the aisle widths, parking dimensions, and all other information necessary to review the plans for conformance with *PMC Title 17 and PMC Section 16.46.020*.

- ❑ **UTILITY METER COMPLIANCE** The applicant shall submit documentation that separate gas and electrical utility meters will be provided for each unit in conformance with *PMC Section 16.46.030.*

Submittals Prior to Approval of a Final Map for

CONDOMINIUM CONVERSION (OWNERSHIP)

In addition to the submittal items listed on the *Supplemental Application for a Condominium Conversion*, the applicant shall be responsible for submitting the following requirements prior to approval of a **final** map. The final map is processed by the Public Works Department. For questions related to the Final Map process and to confirm any additional submittal requirements, please contact the Public Works Department at (626) 744-4068.

- ❑ **DECLARATION OF 10-DAY APPROVAL OF FINAL MAP** Provide an affidavit stating that each tenant of the proposed conversion project has received written notification within ten (10) days of approval of a final map as required by *Government Code 66427.1 and PMC Section 16.46.070.C*.

- ❑ **DECLARATION OF 10-DAY WRITTEN NOTIFICATION** Provide an affidavit stating that each tenant has received ten (10) days written notification that an application has been or will be filed with the Department of Real Estate Board, and that such report shall be available upon request pursuant to *PMC Section 16.46.070.B.*

- ❑ **DECLARATION OF 90-DAY NOTICE OF EXCLUSIVE RIGHT** Provide an affidavit stating that each tenant of the proposed conversion project has been or will be given notice of an exclusive right to contract for the purchase of his or her respective unit upon the same terms and favorable conditions that such unit will be initially offered to the general public or terms more favorable to the tenant. The right shall run for a period of not less than 90 days from the date of issuance of the subdivision public report pursuant to *Government Code 11018.2 of the Business and Professions Code*, unless the tenant gives prior written notice of his or her intention not to exercise the right.

- ❑ **DECLARATION OF RECEIPT OF RELOCATION ALLOWANCE** Provide an affidavit stating that the applicant has entered into an agreement with the tenant of each dwelling unit for payment of a relocation fee pursuant *to PMC Section 16.46.050*.

- ❑ **CERTIFICATE OF COMPLIANCE** The applicant shall apply for and receive a Certificate of Compliance from the Code Compliance Section prior to final map approval. The conversion project shall comply with the City's electrical and plumbing code in effect on the date the subdivision is approved. Contact Code Compliance at 626-744-4633 to schedule an inspection. *See PMC Section 17.46.010 for additional information.*

Outline of actions for a

CONDOMINIUM CONVERSION (OWNERSHIP)

This outline of actions required to be performed by the applicant for condominium purposes specific to an *Application for a Condominium Conversion* are provided to aid the applicant and are not inclusive of the requirements for the tentative map application nor do they presume to address all requirements of the Subdivision Map Act. This information is provided as a basic overview of the Condominium Conversion process:

A. PRIOR TO SUBMITTING TENTATIVE MAP APPLICATION:

1. Complete the City's *Master Application*, *Submittal Checklist for Tentative Tract, Parcel or Vesting Map*, *Supplemental Application for a Condominium Conversion*, and *Notification Packet.*
2. Apply for and receive from the City a *Certificate of Compliance*.
3. 180 days prior to the termination of tenancy, prepare and provide tenants with notice.
4. At least 60 days before applying for a tentative map application, provide prospective tenants and existing tenants with a notice to convert.
5. Prepare a *Relocation Counseling Plan (Consult with the Housing Division)*.
6. Prepare a *Warranty Against Structural Defects*.
7. Apply for and receive from the City an *Occupancy Inspection Report*.
8. Prepare a parking plan.

B. PRIOR TO TENTATIVE MAP PUBLIC HEARING:

1. 15-25 days prior to the Subdivision Committee Hearing, submit to the City a list of the dwelling units by unit number with the tenant name and address, and list of vacant dwelling units, and provide two sets adhesive mailing labels with each tenant's name and address.

C. PRIOR TO FINAL MAP APPROVAL BY CITY COUNCIL:

1. After approval of the tentative map by the Subdivision Committee, provide tenants with the proscribed relocation allowance.
2. 10 days prior to filing an application with the Department of Real Estate Board, provide tenants notice of such filing and include in the notice that the report shall be available upon request.
3. Provide an affidavit stating that each tenant of the proposed conversion project has received written notification within ten (10) days of approval of a final map.
4. Not less than 90 days before the date of issuance of the subdivision public report, offer the tenants the right to purchase the unit.

D. AFTER FINAL MAP APPROVAL

1. Within 10 days of approval of the final map, notify tenants of such approval.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
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PASADENA, CA 91101