



CONDOMINIUM CONVERSION APPLICATION

I. INTRODUCTION: A Condominium Conversion is the process by which an apartment building is converted from rental units to ownership units. This is also known as an air-space subdivision. As in the case of land subdivisions, air-space subdivisions require approval of a tentative map. Conditions are typically placed on the map relating to the conversion of the site, displacement of tenants, and the provision of services. Condominium conversions must be reviewed and approved by the Planning Commission through the public hearing process. This guide and the attached forms identify the requirements for requesting a Condominium Conversion. You are also encouraged to contact the Planning Department at 790-8881, if you have any questions about your project or the review process.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the Planning Department when applying for a Condominium Conversion:

A. Application Form (See Section V.)

B. Development Plan: Thirty-six (36) copies - at a scale of 1" = 20' (or as otherwise approved by the Director) and folded to approximately 8½" x 11". Rolled plans will not be accepted. All information listed must be shown.

1. The location, height, gross floor area and proposed uses for each existing structure to remain and for each proposed new structure,
2. The location, use and type of surfacing for all open storage areas,
3. The location and type of surfacing for driveways, pedestrian ways, vehicle parking areas and curb cuts,
4. The location, height and type of materials for walls or fences,
5. The location of all landscaped areas, the type of landscaping, and a statement specifying the method by which the landscaped areas shall be maintained,
6. The location and description of all recreational facilities and a statement specifying the method of the maintenance thereof,
7. The location and size of the parking facilities to be used in conjunction with each condominium unit,
8. The location, type and size of all drainage pipes and structures depicted or described to the nearest public drain or water course,
9. The location and type and fire flow of the nearest fire hydrants,
10. The location, type and size of all onsite and adjacent street overhead utility lines,
11. A lighting plan of the project,
12. Existing and proposed exterior elevations,
13. The location of and provisions for any unique natural or vegetative site features;



CONDOMINIUM CONVERSION APPLICATION

- C. Physical Elements Report: The report shall include the following:
1. A report detailing the condition and estimating the remaining useful life of each element of the project proposed for conversion: roofs, foundations, exterior paint, paved surfaces, mechanical systems, electrical systems, plumbing systems, including sewage systems, swimming pools, sprinkler systems for landscaping, utility delivery systems, central or community heating and air-conditioning systems, fire protection systems including automatic sprinkler systems and structural elements. Such report shall be prepared by an appropriately licensed contractor or architect or by a registered civil or structural engineer other than the owner. For any element whose useful life is less than five years, a replacement cost estimate shall be provided.

Included in this physical elements report shall be a discussion of the type and capacity of private sewage disposal system and a history of the maintenance of such system including the number of times and dates that the system has been pumped,
 2. A structural pest control report. Such report shall be prepared by a licensed structural pest control operator pursuant to Section 8516 of the California Business and Professions Code,
 3. A building history report including the following:
 - a. The date of construction of all elements of the project which required building, plumbing, electrical or other permits prior to construction,
 - b. The date and description of each major repair or renovation of any structure or structural element since the date of construction. For purposes of this subsection a "major repair" shall mean any repair for which an expenditure of more than one thousand dollars (\$1,000.00) was made,
 - c. Statement regarding current ownership of all improvements and underlying land and encumbrances thereon,
 - d. Failure to provide information required by subsections (B)(3)(a) through (c), inclusive, shall be accompanied by an affidavit, given under penalty of perjury, setting forth reasonable efforts undertaken to discover such information and reasons why said information cannot be obtained;
- D. Proposed covenants, conditions and restrictions, bylaws and other documents providing for the establishment, operation and maintenance of the condominium project: These documents shall provide that the city is a party and shall give the city the right to enforce any provision in those documents which is required pursuant to this chapter;
- E. Specific information concerning the characteristics of the project, including but not limited to the following:
1. Square footage in the unit and number of rooms in each unit,



CONDOMINIUM CONVERSION APPLICATION

2. Proposed sale price of unit,
3. Proposed homeowners' association fee; permanent mortgage financing available,
4. Names and addresses of all tenants.

When the applicant can demonstrate that such information is not available, this requirement may be modified by the planning director;

- F. Any other information which, in the opinion of the Planning Director, will assist in determining whether the proposed project will be consistent with the purposes of this chapter. The Planning Director may waive any requirement of this section which is not applicable to a particular condominium conversion project.
- G. Information Reports: The applicant shall file a report of the impact of the condominium conversion upon the displaced residents of the property to be converted. This report shall include the following:
1. Rental rate history for each type of unit for previous three years;
 2. Monthly vacancy rate for each month during preceding two years;
 3. Makeup of existing tenant households, including family size, length of residence, age of tenants and whether receiving federal or state rent subsidies;
 4. The availability in the La Cañada Flintridge area of adequate replacement space in apartment units.

The information required by this section shall be utilized only to assist the Planning Commission in determining whether additional city regulation of condominium conversions should be recommended to the City Council.

The final form of the physical elements report, information report and other documents shall be as approved by the Planning Director. The reports in their acceptable form shall remain on file with the Planning Department for review by any interested persons. The report shall be referenced in the subdivision report to the Planning Commission.

- H. Notice of Intent.
1. *A written notice of intent* to convert shall be delivered by the owner of the property proposed for conversion to each tenant's dwelling unit at least sixty (60) days prior to the filing of a tentative subdivision map. In addition, beginning at least sixty (60) days prior to the filing of a tentative subdivision map, the owner of the property proposed for conversion shall give to each prospective tenant immediately prior to the acceptance of the initial rent or deposit a written notice of intent to convert. Evidence of delivery of these notices shall be submitted with the application for conversion. The form of the notice shall be as approved by the planning director and shall contain not less than the following:
 - a) Name and address of current owner;
 - b) Name and address of proposed subdivider;



CONDOMINIUM CONVERSION APPLICATION

- c) Approximate date on which the tentative subdivision map is proposed to be filed;
 - d) Approximate date on which the final subdivision map is proposed to be filed;
 - e) Approximate date on which the unit is to be vacated by non-purchasing tenants;
 - f) Tenant's right to purchase;
 - g) Tenant's right of notification to vacate;
 - h) Tenant's right of termination of lease;
 - i) Statement of limitations on rent increase;
 - j) Provision for special cases;
 - k) Provision of moving expenses; and
 - l) Such other related information as may be deemed necessary by the planning director.
2. *Notice of Filing of Tentative Map.* Applicant shall give to each tenant, and to each prospective tenant prior to acceptance of the initial rent or a deposit, notice of the filing of a tentative subdivision map in the form required by the planning director.
 3. *Tenant's Right to Purchase.* As provided in Government Code Section 66427.1(d), each tenant shall be given notice of a nontransferable right of first refusal to purchase the unit occupied by the tenant upon the same terms and conditions that the unit will be initially offered to the general public, or upon terms more favorable to tenant. The right of first refusal shall extend for at least ninety (90) days from the date of issuance of the Public Report by the California Department of Real Estate, unless the tenant gives prior written notice of his or her intention not to exercise the right to purchase.
 4. *Notice of Final Approval.* Within ten days following approval by the city of the final subdivision map for the proposed condominium conversion, the city shall mail to each tenant notice that the final subdivision map has been approved.
 5. *Notice of Application for Public Report.* Within ten days of the application by the subdivider to the California Department of Real Estate for a Public Report, the subdivider shall give notice of such application to all existing tenants and shall at the same time provide notice that the Report will be available for inspection upon request.
 6. *Report of Impact of Conversion upon Displaced Persons.* At least fifteen (15) days prior to a public hearing on the proposed condominium conversion project by the planning commission, the subdivider shall give notice to each tenant that the report of the impact of the condominium conversion upon displaced residents, which the subdivider is required under Section 11.64.080, is available for inspection by each tenant upon request.



CONDOMINIUM CONVERSION APPLICATION

7. *Vacation of Units.* Each non-purchasing tenant, not in default under the obligations of the rental agreement or lease under which he occupies his unit, shall have not less than one hundred eighty (180) days from the date of approval of the tentative subdivision map before the tenancy may be terminated.
8. *Increase in Rents.* From the date of approval of the tentative subdivision map until the date of issuance of the condominium conversion permit under Section 11.64.030, no tenant's rent shall be increased: (1) more frequently than once every six months; and (2) at a rate greater than the rate of increase in the Consumer Price Index (all items, Los Angeles-Long Beach), on an annualized basis for the same period. This limitation shall not apply if rent increases are provided for in leases or contracts in existence prior to the filing date of the tentative subdivision map.
9. *Moving Expenses.* The subdivider shall provide moving expenses of one and one-half times the monthly rent to any tenant who relocates from the building to be converted after approval of the condominium conversion tentative map by the city, except when the tenant has given notice of his intent to move prior to receipt of notification from the subdivider of his intent to convert. Such payment shall be paid only after the tenant has moved from the building proposed to be converted. This requirement shall not apply to any new tenant who received the notices to prospective tenants set forth in subsections A and B of this section.

I. Other Materials:

1. **Preliminary Title Report.**
2. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
3. **Photographs** - One (1) set of photographs depicting the site from adjacent street and/or surrounding views. A map identifying the view directions of all photographs is also required. Please mount photographs on backgrounds no larger than 11 x 17".
4. **Application Fee** - The amount is established by the current fee schedule adopted by the City Council (see below.). Checks should be made payable to the City of La Cañada Flintridge.

III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal.** Submit your completed application forms, plans and required fees to the Planning Department. You will receive a case number for your project and a receipt for your fee payment.
- C. **Staff Review of Application for Completeness.** The Planning Staff will advise you if your application is incomplete. When the packet is complete, a date is set for deciding your request.



CONDOMINIUM CONVERSION APPLICATION

- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Staff Review of the Tentative Map.** Staff will examine the application materials, including your plans, reports, statements, and information. We will make one or more site visits, and may contact surrounding property owners.
- F. **Land Development Committee.** The subdivision proposal will be reviewed by the Land Development Committee prior to scheduling the request for hearing by the Planning Commission. The LDC meeting provides an opportunity for you to discuss the proposal with representatives of the Planning, Public Works and Engineering Departments.
- G. **Decision on Request.** A decision on your request will be made by the Planning Commission following a public hearing. The applicant or other affected person may appeal the Commission's decision to the City Council. **THE PLANNING COMMISSIONERS (AND CITY COUNCIL MEMBERS, IF APPLICABLE) WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**

IV. FEES: The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the "City of La Cañada Flintridge" at the time of application. The County Posting Fee and any Department of Fish & Wildlife fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Wildlife directly.

	<u>Tract or Parcel Maps</u>
Application Fee	\$6,195.00
Deposit - City Engineer	\$1,500.00
EIR/ND Deposit:	See Notes below.
Hearing Notice Fee	\$150.00
<u>Environmental Review Fee</u>	<u>\$1,000.00</u>
TOTAL FEE	\$8,845.00

Separate checks will be required later:

County Posting Fee:	\$75.00 (payable to L.A. County Clerk)
Environmental Impact Report:	\$3,078.00 (payable to L.A. County Clerk)
Negative Declaration:	\$2,216.25 (payable to L.A. County Clerk)

Notes:

- (1) An Environmental Impact Report or (*Mitigated*) Negative Declaration is required – a separate contract cost and administrative fee equal to 20% of the contract cost will be required.
- (2) Additional separate applications and fees will be required for Final Map recordation.
- (3) An additional County Posting Fee may be required if a second posting is required.
- (4) An additional Hearing Notice Fee may be required if a Council hearing is required.



CONDOMINIUM CONVERSION APPLICATION

City Date Stamp

CC#

V. APPLICATION

1. Location of Property: _____
Street Address

 Assessor's Parcel No. Lot No. Block No. Tract No.

 Nearest Street intersection

2. Zoning: _____

3. Project Description (Example: Divide 3.4 acre property into 6 lots):

4. Applicant: _____
Name Telephone No.

Street City Zip

5. Property Owner (if other than applicant)

Name Telephone No.

Street City Zip

6. Other Interested Parties (Optional)

Name Telephone No.

Street City Zip

7. Size Of Property To Be Divided: _____ Acres _____ Sq. Ft.



CONDOMINIUM CONVERSION APPLICATION

8. For Condominium Projects, Indicate Number Of Units And Size Of Common Area, If Any:

Number of Units: _____ Size of Common Area: _____ Sq. Ft.

9. Name of Water Company Serving Site: _____

10. Method of Sewage Disposal:



CONDOMINIUM CONVERSION APPLICATION

VI. DISCLOSURE AFFIDAVIT

This is to affirm that the undersigned is/are the record owner(s) and/ or subdivider(s) of the site subject to Tentative Tract Map No. _____, and that, except as indicated below, I/we have not subdivided any contiguous properties, and do not have any family, corporate or business relationships (including stock or share ownership) or agreements with owners or subdividers of contiguous properties.

(Insert exceptions here)

I/we understand that the purpose of this disclosure is to reveal any circumstances which could result in a violation of the State of California Subdivision Map Act and/or the City of La Cañada Flintridge Subdivision Ordinance.

I/we declare under penalty of perjury that I/we have reviewed this Affidavit and that the information furnished is true and correct.

Signatures (To be signed by all record owners and subdividers.)

STATE OF CALIFORNIA \ss
COUNTY OF LOS ANGELES/

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ known to me to be the person(s) whose name(s) _____ subscribed to the within instrument and acknowledges that _____ executed the same.

WITNESS my hand and official seal.

Signature

Notary Name (Typed or Printed) *(Official Seal)*



CONDOMINIUM CONVERSION APPLICATION

VII. CERTIFICATION OF EASEMENTS AFFIDAVIT

I, _____ (applicant), declare under penalty of perjury that all easements of record, (as shown on Preliminary Title Report No. _____, dated _____, and furnished to this office by the following company: _____, are shown on the Tentative Map No. _____, and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements area also stated.

Executed at _____, California, this _____ day of _____, 20____.

Signature of Owner/Subdivider/Subdivider's Agent



CONDOMINIUM CONVERSION APPLICATION

VIII. CEQA INITIAL STUDY QUESTIONNAIRE CASE TYPE AND NO. _____

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.

A. Location of property for this application:

Street City Zip

Nearest Intersecting Street

B. Applicant: _____
Name Telephone No.

Street City Zip

C. Present use of site:

D. Gross area of site (Include any easements located within property lines)

_____ Acres _____ Square Feet

E. Project description (Examples: Subdivide 20 Acre to create 30 homesites; Add 650 square foot second story to existing home.)

F. If the project is for residential development, identify the number and type of residential units. (Examples: 30 Condominiums; 1 Single Family)



CONDOMINIUM CONVERSION APPLICATION

G. If the project is for non-residential development, answer the following:

1. Total Floor Area of All Buildings _____

2. Number of Buildings and Number of Floors per Each Building

3. Total Projected Number of Employees _____

4. Operating Hours _____

5. Maximum Number of Employees per Shift:
Day _____ Swing _____ Graveyard _____

H. Area devoted to structures (Footprint of All buildings)
_____ Acres _____ Square Feet _____ % of Lot Area

I. Area devoted to open space (Lot Area Minus Footprint)
_____ Acres _____ Square Feet _____ % of Lot Area

J. List and describe all related permits or other public approvals that you will obtain for this project. Include the name of the permitting agency. (Examples: Section 404 Permit from U.S. Army Corps of Engineers for Grading in Stream; Health Department Permit for Restaurant Kitchen Facilities; County Flood Control Department for Easement Encroachment.)

K. Phasing. Will this project be built in phases or is this project part of a larger project, plan or program? Discuss the timing of the project, including projected start and finish dates. Attach a time schedule, if appropriate. If the project is part of a larger project or previously granted permit for which an Environmental Impact Report (EIR) or Negative Declaration (ND) has been prepared, attached a copy of the appropriate documentation or identify the relevant city of La Cañada Flintridge case no. Attach additional sheets, if necessary.



CONDOMINIUM CONVERSION APPLICATION

-
-
- L. Project site. Describe the project site as it is before the project. Discuss topography and slope characteristics, plants and animals, crops, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of these structures on the site and the use of these structures. Attach additional sheets, if necessary.

-
-
-
- M. Environmental setting. Describe the surrounding properties. Discuss topography and slope characteristics, plants and animals and any cultural, historical or scenic aspects. Indicate the types of surrounding land uses (residential, commercial, open space) and the intensity and the scale of development (one and two-story single family homes, high-rise hospital, strip commercial). Attach additional sheets, if necessary.

-
-
- N. Will the project require any grading? _____ Yes _____ No

If yes, how many cubic yards of materials will be moved? Cut: _____ Fill: _____

Will the earth movement be balanced on the site? _____ Yes _____ No

If grading will require the addition or removal of material, where will the material be obtained from or deposited?

-
-
-
- O. Are there any identifiable landslides or other major geologic hazards on the property? Include areas of compacted fill.



CONDOMINIUM CONVERSION APPLICATION

P. Are there any natural drainage courses, springs, ponds, etc., on the property?

Q. Will any natural water courses, surface flow paths, etc., be changed through implementation of the project?

R. Identify any hazardous substances, such as oil, pesticides, chemicals or radioactive materials that will be handled or stored on or off the site, as a result of this project or its operations.

S. What are the existing principal sources of noise at the project site?

T. Describe the facilities and/or equipment within your project which are expected to induce noise?

U. What types of odors will the project generate?

V. Identify the source of any dust which the project may generate.



CONDOMINIUM CONVERSION APPLICATION

W. What provision will be included for security within the project?

X. Identify, in general terms, the plants and animals of the project area.

Y. Explain any displacement of people which will result from the project.

Z. Identify any historical sites located on the property.

AA. What school district serves the property? _____

If the project is a residential development of five (5) or more units, attach verification from the appropriate school district stating that existing school facilities are adequate to meet the anticipated increase in attendance resulting from the project. Verification attached: _____

AB. Is sewer presently available to the site? _____ yes _____ no

If sewer service is available, attach verification from the appropriate sewer district stating that existing sewers are capable of meeting the anticipated increase resulting from the project.

Verification attached _____

AC. If sewers are not available, what type of disposal system will be used?

AD. Is an existing water supply available for adequate fire protection? _____ yes _____ no



CONDOMINIUM CONVERSION APPLICATION

If an adequate supply is available, attach verification from the L.A. County Fire Department supporting this claim. Verification attached _____.

IX. CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____ Signature _____

Name: _____

For (if agent): _____