



## Condominium Conversion Use Permit Application Checklist

**Submittal Requirements.** The following information is required for a complete application. Please review this checklist with the City of Concord Planning and Engineering Divisions to confirm specific requirements and to determine if other applications are required.

- APPLICATION FORM.** Include signature and contact information for the legal property owner, applicant or authorized agent and contact information for the Civil Engineer, Architect, Landscape Architect, and all other consultants involved with the application.
- FILING FEES\*.** (See Fees and Charges Resolution for current year)
- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
- ENVIRONMENTAL FACT SHEET.** Including supplemental studies as required.
- TITLE REPORT.** Prepared within the past three months. (3 copies)
- USE PERMIT APPLICATION.** (See separate checklist)
- MAJOR SUBDIVISION APPLICATION.** (See separate checklist)
- DESIGN REVIEW APPLICATION.** (Required if changes to the building elevations are proposed; or if the existing buildings and structures are in need of renovation and/or rehabilitation; or if new landscaping is proposed or if the existing landscaping needs to be upgraded.)

**REQUIREMENTS FOR ALL DEVELOPMENT PLANS.** If the application is filed in conjunction with other applications, submittal requirements from all applicable checklists shall be incorporated into one set of plans. All plans shall:

- \_\_\_ Be prepared, signed and stamped by licensed professionals.
- \_\_\_ Include the date of preparation and dates of each revision.
- \_\_\_ Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets.
- \_\_\_ Be submitted in collated sets and folded to 8-1/2" x 11".
- \_\_\_ Be numbered in proper sequence.

The following physical (hard copy) plan sets are required:

- \_\_\_ 1 set full size 24" x 36"
- \_\_\_ 2 sets reduced to 11" x 17"

\* **The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.**

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- SITE PLAN/TENTATIVE MAP.** (See Use Permit and Major Subdivision Application Checklists for specific requirements.)
- BUILDING ELEVATIONS, LANDSCAPE PLANS.** (See Design Review Application Checklist for requirements.)
- PHYSICAL ELEMENTS REPORT.** Include the following information for every structure and facility within the development:
  - A description of the structural condition of each element of the property, including foundation, braced walls, roofing and roofing structure, electrical, plumbing, utilities, ceiling, windows, recreational facilities, mechanical equipment, parking facilities, and appliances.
  - Information when each element was constructed or installed, and/or last replaced, the approximate date when each element will require replacement, and the cost of replacing each element.
  - Identification of each known defective or unsafe element as well as proposed corrective measures to be employed.
  - A report from a licensed structural pest control operator, approved by the City, on each structure and each unit within the structure.
  - A description of the condition of common area improvements, including landscaping, lighting, utilities and streets.
  - Information regarding any known soil and geologic conditions, including soil deposits, rock formations, faults, groundwater and landslides in the vicinity of the project, a statement regarding any known evidence of soils problems relating to each element, and reference to any previous soils report for the site with copy of same.
  - A qualified engineer's report on the condition of, and any repairs required to all paved areas and all drainage systems within the project.
  - A statement of repairs and improvements to be made by the applicant necessary to refurbish and restore the project to achieve a high degree of appearance, quality and safety.
- SOUND TRANSMISSION.**
  - Submit construction details of the types of wall, floor, and ceiling construction to be used in both common and interior partition walls.
  - Submit published data from a recognized and approved testing laboratory or a statement from a licensed acoustical engineer as to the STC (sound transmission class) and ISI (impact sound insulation) of the proposed type of construction.
  - Submit a compliance statement signed by a certified sound engineer.

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- RENTAL RATE HISTORY.** Submit a rental rate history report with the following information:
  - A rental rate history for each type of unit for the previous five years.
  - The monthly vacancy rate for each month during the preceding two years.
  - The turnover rate for all tenants during the preceding two years.
  - The percentage annual increase in maintenance and taxes occurring over the preceding five years.
  - Estimated sales prices.
- TENANT NOTICE.** Evidence of service by mail that the written Notice of Intention to Convert, pursuant to Government Code Section 66452.9, was provided to each tenant 60 days prior to filing a formal application.
  - Evidence of additional notification of the Use Permit application to all tenants who occupy the property following application filing shall be provided to the City. Such evidence shall demonstrate the developer has attached a clearly worded statement to the proposed deposit/rental agreement as well as a sign prominently displayed in the business office. This notice shall conform to the form and requirements contained in Government Code Section 66452.8.
- TENANT RELOCATION AND ASSISTANCE PLAN.** The Plan shall describe how tenants will be notified of its contents, how and when the tenants can comply with Plan provisions, how tenants will receive permitted monies, and a procedure for resolving developer/tenant disputes regarding Plan implementation. Further, the developer shall offer to those parties who are residents as of the date of notification of intent to convert the project, and who are still residents as of the date sales commence, all of the following concessions, including but not limited to:
  - Discounts on Unit Purchase.** Discounts in an amount equal to at least 7% of the price at which the market-rate unit will be offered to the public. An additional discount shall be given if the tenant chooses to buy the unit in existing condition, which amount shall be based on costs of improvements which would otherwise be made in order to offer the unit on the open market.
  - Rent Freeze.** Upon notification of intent to convert, the then-current rents shall remain in effect for up to 12 months or until the conversion process has been completed or terminated. If approval of the Tentative or Parcel Map is still pending at the end of 12 months, the freeze shall apply for another 12 months, allowing for an increase based on the rental component of the Consumer Price Index. During such period as any rent freeze is in effect, 30-day eviction notices shall be issued only where a clear breach of the rental agreement exists.
  - Moving Allowance.** Persons who are tenants at the time of the initial notice to convert the project shall be offered a minimum moving allowance of two times the monthly rent in effect at the time the tenant elects to move. Such allowance shall be payable only after City approval of the Tentative or Parcel Map. Payment to the tenant shall be within 14 days after the tenant vacates the premises.

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- Extended Leases.** Tenants who have been displaced from previous conversions of apartments to condominiums in Concord during the last five years shall be offered a three-year lease from the date of the initial offering of units for sale to the public.
  
- Other Tenant Situations.** Any non-purchasing tenant who is handicapped or has minor children in school or is age 60 or older and does not accept a lifetime lease, living in any unit prior to the time a completed tentative map application has been accepted as complete by the Planning Division shall be given at least six months in which to find suitable replacement housing.
  
- BUDGET.** A proposed budget reviewed or prepared by a professional management firm or other qualified professional familiar with the costs of similar properties for the maintenance and operation of common facilities, plus minimum reserves as specified in section 94-179 (7) (a), including:
  - The estimated costs to the owner of each unit, projected over a five year period.
  - A statement of recommendations on the budget.
  - A statement of the firm’s professional qualifications.

**FOR STAFF USE ONLY**

FILE NUMBER \_\_\_\_\_ ASSOCIATED FILES \_\_\_\_\_  
PLANNER \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_  
GENERAL PLAN \_\_\_\_\_ ZONING \_\_\_\_\_