



- Mobile home park conversion impact report.** If a mobile home park is being converted to another use, the application shall also include the report required by Government Code Section 66427.4.
- Verification of vote.** If a stock cooperative or community apartment project is being converted to condominiums, the application shall also include verification of the vote required by Government Code Section 66452.10.
- Existing tenant information.** Information on the existing tenants in the apartment units to be converted, including:
  - The names and the mailing and physical addresses of each tenant – units/spaces that are vacant shall be listed;
  - The size and rental rate of each unit (see attached page); and
  - The number and description of any units occupies under any federal or state assistance program.
- Tenant notification.** Copies of all written notices required by the Subdivision Map Act, a complete list of all tenants served with the notice, and the dates and methods by which the notice was served.
- Public notice materials.** Stamped envelopes addresses to each tenant of the property being converted consistent with the Town’s requirements for public notice packets.
- Relocation plan.** A relocation plan for existing tenants as required by Government Code Section 66427.5.
- Other information.** Any other information the Director determines to be necessary to assist in determining whether the proposed project will be consistent with the purposes of this chapter.

PHYSICAL STANDARDS FOR CONVERSION: See Municipal Code Section 17.52.110.G for more information.

AFFORDABLE AND WORKFORCE HOUSING SUPPLY: All requirements of Article VI (Affordable and Workforce Housing) shall apply to conversions.

PUBLIC NOTICE: The following notice shall be provided in addition to the public noticing required by Chapter 17.124 (Public Hearings).

- Tenant notice.** The applicant shall give notice as required by the Subdivision Map Act. The applicant shall provide the Town with copies of all required notices, a complete list of all tenants served with the notice, and the dates and methods by which the notice was served.
- Public hearing notice.** Notice of the public hearing(s) on the application for a condominium conversion shall be provided by the Town to all tenants of the subject property consistent with Government Code Section 66451.3.

FEE: See Community and Economic Development Fee Schedule

PROPERTY AND EXISTING TENANT INFORMATION

Project Description:

Size of Lot: \_\_\_\_\_ sq. ft./acres: \_\_\_\_\_
Units per acre: \_\_\_\_\_
Lot coverage: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of lot
Buildings: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of lot
Uncovered parking and access: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of lot
Recreational facilities: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of lot
Open Space area: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of lot
Useable Snow Storage<sup>1</sup>: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of uncovered parking and access
Parking Spaces
Regular parking: \_\_\_\_\_ Guest parking: \_\_\_\_\_

Existing Tenant and Unit Information (Use additional sheets if necessary)

a. Type of unit (apartment, etc.): \_\_\_\_\_
Size: \_\_\_\_\_ Rental Rate: \_\_\_\_\_
Number of bedrooms/lofts & baths: \_\_\_\_\_
Number of buildings: \_\_\_\_\_
Number of floors: \_\_\_\_\_
b. Type of unit (apartment, etc.): \_\_\_\_\_
Size: \_\_\_\_\_ Rental Rate: \_\_\_\_\_
Number of bedrooms/lofts & baths: \_\_\_\_\_
Number of buildings: \_\_\_\_\_
Number of floors: \_\_\_\_\_
c. Type of unit (apartment, etc.): \_\_\_\_\_
Size: \_\_\_\_\_ Rental Rate: \_\_\_\_\_
Number of bedrooms/lofts & baths: \_\_\_\_\_
Number of buildings: \_\_\_\_\_
Number of floors: \_\_\_\_\_
d. Type of unit (apartment, etc.): \_\_\_\_\_
Size: \_\_\_\_\_ Rental Rate: \_\_\_\_\_
Number of bedrooms/lofts & baths: \_\_\_\_\_
Number of buildings: \_\_\_\_\_
Number of floors: \_\_\_\_\_
e. Type of unit (apartment, etc.): \_\_\_\_\_
Size: \_\_\_\_\_ Rental Rate: \_\_\_\_\_
Number of bedrooms/lofts & baths: \_\_\_\_\_
Number of buildings: \_\_\_\_\_
Number of floors: \_\_\_\_\_
f. Type of unit (apartment, etc.): \_\_\_\_\_
Size: \_\_\_\_\_ Rental Rate: \_\_\_\_\_
Number of bedrooms/lofts & baths: \_\_\_\_\_
Number of buildings: \_\_\_\_\_
Number of floors: \_\_\_\_\_

<sup>1</sup> Snow Storage:

Residential Zones: An area equal to 75% of all uncovered parking and driveways on the site.

Commercial Zones: An area equal to 60% of all uncovered parking and driveways on the site.

**AFFIDAVIT**

I declare, under penalty of perjury, that I am the owner of the subject property, and the foregoing is true and correct.

Executed at \_\_\_\_\_, California, this day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner

NOTE: If applicant is a Corporation, Company, or Partnership, the names, addresses, and titles of all officers of the Corporation, Company, or of all partners shall accompany this application, unless said information is on file in the office of the Community and Economic Development Department.

Obtain instructions as to the preparation of maps, plans, sketches, or other data or information pertinent to this particular request from the office of the Planning Division before filing.