



CONDOMINIUM CONVERSION SUBDIVISION APPLICATION

Title 16, Chapter 16.32
GLENDALE MUNICIPAL CODE

MSB 101

633 E. Broadway

(818) 548-3200

Tentative Tract No. _____ Existing Zoning _____ Date _____

Address _____ Zip Code _____

Legal Description _____

Total Area _____ Square Feet _____ Acres _____

Number of Lots _____ Number of Buildings _____

Unit Type	Number of Units	Per Unit Floor Area in Square Feet	Per Unit Balcony/Patio Area in Square Feet
Efficiency	_____	_____	_____
One-Bedroom	_____	_____	_____
Two-Bedroom	_____	_____	_____
Three-Bedroom	_____	_____	_____
More than 3-Bedroom	_____	_____	_____

Date of final construction _____ Date property was acquired by current owner _____

Are there deed restrictions now in effect that regulate the use of the property? _____ Yes _____ No (If "Yes", attach copy of said restrictions.)

Abutting Street Improvements: Roadway width _____ ft.; Right-of-way width _____ ft.

On-street Parking: None permitted _____; One side only _____; Both sides _____

PROPERTY OWNER(S)

I am (We are) the owner(s) of the land shown on the accompanying map entitled Tentative Tract No. _____ and hereby consent to the subdivision of this land.

Signature of Record Owner(s) of Site

Name (Print) _____

Address _____

City _____ Zip Code _____

Telephone _____

LEGALLY AUTHORIZED REPRESENTATIVE

Pursuant to Section 66452.1 of the Government Code, I hereby verify that I am the legally authorized representative of the subdivider and am empowered to act on behalf of the subdivider and property owner.

Signature of Legal Representative

Name (Print) _____

Address _____

City _____ Zip Code _____

Telephone _____

SUBDIVIDER

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____

At _____

Signature of Subdivider

Name (Print) _____

Address _____

City _____ Zip Code _____

Telephone _____

REGISTERED ENGINEER OR LICENSED SURVEYOR

Name (Print) _____

Address _____

City _____ Zip Code _____

Telephone _____

Registration No. _____

Attach additional sheets as necessary for property owners' signatures, names and addresses, and verification that the legal representative is empowered to act on behalf of the property owner.

NOTICE TO SUBDIVIDER: The Building Division, Fire Department and Zoning Division are all required to inspect the premises to be converted. You, the applicant, are responsible to make arrangements with those offices for access to the premises and payment of the inspection fees to the Permit Center on the date of subdivision application filing. Failure to pay said fee and solicit site inspections at that time shall cause the application to be rejected.

ATTENTION TO SUBDIVIDER: You and/or your representative are expected to attend all public hearings on your subdivision application

TIME WAIVER: Pursuant to Section 66452.1 of the California Government Code, I hereby waive the provision relating to time limitations for action on Tentative Tract applications.

DO NOT WRITE BELOW THIS LINE

Signature of Legal Representative

Filing Fee _____ Receipt No. _____ Received By _____ Date Received _____

Inspection Fee Paid _____

INSTRUCTIONS ON REVERSE SIDE OF APPLICATION

TENTATIVE TRACT MAP REQUIREMENTS

- A. Each tentative map shall have a minimum dimension of not less than eighteen inches by twenty-six inches. The scale of the map shall be large enough to show clearly all details thereof, but in no case is to be smaller than one inch equals one hundred feet.
- B. The tentative map shall show the following matters:
 1. The tract number as secured from the county engineer;
 2. The approximate boundaries of the property subdivided and its relation to other recorded subdivisions or recognized property lines;
 3. Names and addresses of record owner and owners of property immediately abutting;
 4. Name and address of the subdivider;
 5. Name and address and registration number, certificate, or other acceptable evidence of professional certification;
 6. Location, size and character of all existing public utility facilities in the proposed subdivision or adjacent thereto;
 7. The locations, existing or recommended names, and widths of all existing or proposed streets and freeways in or adjacent to the subdivision and their approximate grades;
 8. The approximate width and location of all existing and proposed easements, whether public or private, for streets, drainage, sewerage and public utilities;
 9. Approximate radius of each curve;
 10. Approximate lot layout and lot numbering, and approximate dimensions for each lot;
 11. Area of each lot in the tract and total area of the subdivision;
 12. Approximate boundaries of areas subject to inundation, stormwater overflow, and the location, width, and direction of flow of all water sources;
 13. Existing use or uses of property and to scale, outline of any existing buildings not to be moved in the development of the subdivision and their relation to existing or proposed streets and lot lines;
 14. Statement of present use zone and proposed use or uses of property;
 15. Proposed public areas to be dedicated;
 16. Location of all trees or stands or trees over eight inches in diameter in the area proposed for subdivision;
 17. Reserve strips, walls or other devices for controlling access to adjacent property;
 18. Date, north arrow and scale;
 19. The location of any areas designated for parks, schools or other public use. (Ord. 5009 § 33 (part), 1993; prior code § 28-96)

MATERIALS TO BE SUBMITTED AT THE TIME OF APPLICATION FILING:

1. A statement that the applicant is the owner or is legally empowered to act for the owner of the property for which the application is filed, and showing the names of all persons, firms, or corporations whose consent is necessary to pass title to all street and other easements shown on said map.
2. Twenty (20) condominium conversion subdivision applications (Page 1 only).
3. Twenty (20) tentative tract maps. (with one colored copy: **Brown = Buildings** **Green = Landscape** **Gray = Hardscape**).
4. One (1) transparency of the tentative tract map.
5. Forty (40) 8-1/2 inch by 11-inch location maps at a scale of 1" = 200' with the subdivision site cross-hatched, the tract number indicated, and a 300-foot radius drawn from the project site's perimeter. Municipal section sheets available in Room 204 of the Municipal Services Building are to be utilized for this purpose.
6. Two (2) typed or printed lists giving the name and address and unit of each present tenant of the project, the identification of each vacant unit, and the current monthly rental charge for each unit.
7. Two (2) typed or printed lists (one on gummed labels; one copy) giving the names and addresses of recorded owners of property within three hundred (300) feet of the project site's periphery. Provide affidavit signed by person preparing this information.
8. Five (5) plot plans of appropriate size and scale identifying the location and sizes of all structures, the parking layout, and access areas. One (1) copy of said plot plan shall be colored as follows: **Brown = Buildings** **Green = Landscape** **Gray = Parking spaces and access ways**
The tract number shall be displayed in numerals being a minimum height of 3/4-inch.
9. A minimum of two (2) photographs of the site (4" by 6" 35mm color prints or color digital photographs mounted on 8-1/2" by 11" paper.)
10. Five (5) plans showing how the following minimum parking standards are met by the project, or if they are presently not met, plans showing how they will be met:
 - a. Parking shall comply with Codes applicable at time of construction provided that at least one (1) covered, accessible parking space is provided for each dwelling unit in any building in the R4 zone subject to construction plan check prior to December 14, 1973, or any building in an R2, R3, R4L or a C zone subject to plan check prior to October 25, 1974. For any building in the R3R zone subject to construction plan check prior to December 14, 1973, covered resident parking and covered or open guest parking shall comply with Codes applicable at the time of construction provided that at least one (1) covered, accessible parking space is provided for each dwelling unit.
 - b. For any building in R4 zone subject to construction plan check on or after December 14, 1973, and prior to January 19, 1979, and for any building in the R2, R3, R4L or a C zone subject to plan check on or after October 25, 1974, and prior to January 19, 1979, covered and accessible parking shall be provided as follows: 1.5 spaces for an efficiency or one-bedroom unit; 1.75 spaces for a two-bedroom unit, and 2.0 spaces for units with three or more bedrooms. For any building in the R3R zone subject to construction plan check on or after December 14, 1973, and prior to January 19, 1979, covered resident parking and covered or open guest parking shall comply with Codes applicable at the time of construction provided that the minimum covered and accessible parking ratios specified herein above for the other zoning districts is observed.
 - c. For any building in any zone subject to construction plan check on or after January 19, 1979, a covered and accessible parking ratio of 2.0 spaces per dwelling unit shall be provided. In addition, any building in the R3R zone shall have covered or open, accessible guest parking pursuant to Codes applicable at the time of construction.
11. Five (5) plans showing how the following minimum sound attenuation standards are met by the project, or if they are not presently met, plans showing how they will be met: existing floor-to-ceiling assemblies between separate units shall meet a Sound Transmission Class of 50 and shall be certified by the Superintendent of Building in the building inspection report; or wall-to-wall carpeting shall be provided in all rooms of dwelling units with the exception of bathroom, kitchen, and private open space areas.
12. Five (5) plans showing how the following minimum private storage space standards are met by the project, or if they are not presently met, plans showing how they will be met: each dwelling unit shall be provided with a minimum of sixty (60) cubic feet of enclosed storage space outside the dwelling unit.

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13. Five (5) plans showing how the following minimum fire detection standards are met by the project, or if they are not presently met, plans showing how they will be met: early warning smoke detection systems in the living quarters and fire protection appurtenances as required by current State and local law shall be required for all condominium conversion subdivisions.

14. Five (5) schedules of proposed improvements which shall be made to the project. Said schedule shall include compliance with the minimum standards for conversion (Nos. 9 through 13 above) if said standards are not already met.

15. At least sixty (60) days prior to submittal of the tentative tract maps, applications, and other attachments specified herein, the property owner or subdivider shall send a letter to each and every tenant in the building to be converted which letter shall advise the following and shall be signed by the owner or subdivider:

"The owner(s) of this building at _____, plans to file a tentative map with the City of Glendale to convert the premises from rental occupancy to condominium owner occupancy. Pursuant to the requirements of the Government Code of the State of California, the City of Glendale will give you written notification of the dates and times of public hearings to be held on this application and you have the right to appear and be heard at any such hearings.

If the City authorizes the conversion, I (we) will provide to you the following rights in a timely fashion in accordance with Municipal and State laws:

- a. Each tenant will be given a minimum of one hundred and eighty (180) days written notice of the intention to convert prior to termination of tenancy due to the conversion to condominium.
- b. Each tenant will be given an exclusive right to contract for the purchase of his/her respective dwelling unit upon the same terms and conditions that such unit will be initially offered to the general public or terms more favorable to the tenant, and said exclusive right shall run for a period of not less than ninety (90) days from the date of issuance of the subdivision public report by the Department of Real Estate, unless the tenant gives prior written notice of his/her intention not to exercise the right.
- c. Each tenant will be given written notice within ten (10) days of filing an application for a subdivision public report with the Department of Real Estate and upon issuance of such report, it will be made available to any tenant upon request.
- d. Each tenant will be given written notification within ten (10) days of approval of the final tract map for the conversion to condominium.
- e. Unless tenants were given written notice of the intention to convert to condominium by the owner or owner's agent at the time the tenants signed rental or lease agreements, the tenants shall be compensated for relocation expenses as follows: actual cost of relocation not to exceed five hundred dollars (\$500) per residential unit to be paid at the time the notice of termination (eviction) is presented (if prior to the submittal of the final tract map); if termination of residency has not been noticed, and the relocation fee not paid prior to filing of the final map, the owner shall enter into a written agreement with each tenant to provide actual cost of relocation not to exceed five hundred dollars (\$500) to said tenant at the time the notice of termination (eviction) is served.

No units may be sold in this building unless the conversion is approved by the City of Glendale and until after the final tract map is recorded and a subdivision public report has been issued by the Department of Real Estate."

Commencing at a date not less than sixty (60) days prior to submittal of the tentative tract maps, applications and other attachments specified herein, the property owner or subdivider shall give the same notification outlined above, excepting therefrom paragraph "e", to each person applying after such date for rental of a unit in the subject property immediately prior to the acceptance of any rent or deposit from the prospective tenant and prior to said prospective tenant's affirmation of a rental or lease agreement. Failure to give the required notice to each prospective tenant who becomes a tenant and who was entitled to such notice and who does not purchase his/her dwelling unit, shall obligate the owner to subdivider to compensate the tenants for relocation expenses as outlined in paragraph "e" herein and for the first month's rent on the tenant's new rental unit, if any, immediately after moving from the subject property, but not to exceed five hundred dollars (\$500).

The letter to the tenants may include other text, however, the language specified herein shall not be altered. As it relates to said letter, the following materials shall be submitted at the time of tentative tract filing:

- a. A duly signed and notarized written statement by the owner to subdivider that the required letter has been sent to all tenants and also certifying that the same notification will be given to all future tenants.
- b. A true copy of the letter sent to all tenants.
- c. A true copy of Postal Service Form No. 3877 "Acceptance of Registered, Insured, C.O.D. and Certified Mail," giving the name and address of each and every tenant to whom said letter was sent.

In the case of any unit that is vacant commencing at a date not less than sixty (60) days prior to tentative tract filing or that subsequently vacated, if the unit is rented at any time prior to City Council consideration of the final tract map, the tenant shall be given the required notification as herein set forth and the materials required in items "a" through "c" above shall be immediately filed with the planning Division.

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17. Concurrently with the tenant letter required in No. 16 herein, the property owner or subdivider shall send a building condition questionnaire to each and every tenant in the building to be converted, which questionnaire shall specifically state the following:

Tract No. _____ Address _____ Unit No. _____
Condominium Conversion Unit Condition Survey

The City of Glendale requests your aid in a survey of the condition of the interior of the dwelling unit you occupy for any violation of the Building Code under which the building was constructed, or for any violation of the Glendale Housing Code. The following questions are a general outline of areas to be checked:

1. Are there any malfunctions of the plumbing system? (If yes, please explain.)

2. Are there any malfunctions of the electrical system? (If yes, please explain.)

3. Are there any malfunctions of the heating or cooling systems? (If yes, please explain.)

4. Are interior walls damaged? (If yes, please explain.)

5. Is your dwelling unit carpeted? Yes _____ No _____

6. Does your dwelling unit have a smoke detector? Yes _____ No _____

7. Does your dwelling unit have any missing window screens? Yes _____ No _____

8. Are there any deficiencies to the apartment building or apartment complex as a whole? (Please explain)

9. Other comments regarding building condition:

Thank you for your cooperation.

Please mail this questionnaire in the attached, addressed and stamped envelope to the Building Section

Along with the above questionnaire each and every tenant shall be given a stamped and addressed envelope for return mail purposes. The envelope shall be addressed to: Building Section, 633 East Broadway, Room 100, Glendale, CA 91206.

As it relates to the said questionnaire and stamped, addressed envelope, the following materials shall be submitted at the time of tentative tract filing:

- a. A duly signed and notarized written statement by the owner or subdivider certifying that the required questionnaire and return envelope have been sent to all tenants.
- b. A true copy of the questionnaire and return envelope sent to all tenants.
- c. A true copy of Postal Service Form No. 3877 "Acceptance of Registered, Insured, C.O.D. and Certified Mail", giving the name and address of each and every tenant to whom said questionnaire and return envelope was sent.

18. One (1) copy of a complete title report encompassing all property within the subdivision and including map exhibits identifying the property described therein. The title report shall be dated so as not to be more than 30 days old from the date of the submittal of the Tentative map. Note: all easements of record enumerated in the title report shall be shown on the tentative tract map.

19. A land use map at a scale of 1" = 100' which identifies the specific land uses within 300 feet of the proposed project site. Municipal section sheets available in Room 204 of the Municipal Services Building are to be utilized for this purpose. The tract number shall be displayed in numerals being a minimum height of 3/4-inch. Each lot shall be colored to indicate the usage of the parcel (see next page for color list).

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COLOR LIST

Use	Prismacolor No.	Color
One house on one lot	915	Yellow
Two houses or a duplex on one lot	918	Orange
Three houses, a house and a duplex, or a triplex on one lot	943	Light Brown
Four or more dwelling units on a lot	946	Dark Brown
Commercial retail or services	929	Pink
Wholesaling	924	Red
Light industry	934	Lavender
Heavy industry	932	Purple
Public property	902	Royal Blue
Quasi-public property	919	Light Blue
Parks and recreation	913	Light Green-Yellow
Conservation	910	Light Green-Blue
Parking	967	Gray

Within each lot, each structure shall be identified with the following symbols and designations in black ink:

Structure Type	Symbol	Additional Notations
Single family dwelling	●	
Duplex	⊖	
Triplex	⊗	
Multi-family housing	⊕	Indicate number of units adjacent to symbol
Commercial or wholesale	▲	Indicate use adjacent to symbol
Industry	■	Indicate use adjacent to symbol
School	▣	
Church	⊞	
Building under construction	UC	Also indicate structural symbol

20. A zoning map at a scale of 1" = 100' which identifies the specific zone boundary lines and zone designations within 500' of the proposed project site. The tract number shall be displayed in numerals being a minimum height of 3/4 inch.

21. The subdivider shall submit two (2) copies of those portions of the Declaration of restrictions proposed to be recorded as required by state law, together with any and all documents required and relating to the items regulated by Title 16 of the Glendale Municipal Code. Once the Declaration is accepted in final form by the Planning Director, none of the portions of the Declaration shall be amended, modified, or changed without first obtaining the written consent of the Planning Director and all of which shall contain, at the end of each such provision, a statement to that effect. The covenants, conditions and restrictions shall also include:

Declaration of project elements and covenants- Conditions and restrictions

A. General: To achieve the purpose of this chapter, the subdivider shall include a copy of those portions of the declarations of restrictions proposed to be recorded as required by state law, together with any and all documents required and relating to the items regulated by this section and all proposals for condominium subdivision made pursuant to the provisions of this section. Once the declaration is accepted in final form by the director of planning, none of the portions of the declaration shall be amended, modified or changed without first obtaining the written consent of the director of planning and all of which shall contain, at the end of each such provision, a statement to that effect.

B. Maintenance of Impact Insulation Class. The Impact Insulation Class (IIC) rating of all separating floor/ceiling assemblies, as required by Section 16.32.060B, shall be described in the declaration. Where the minimum IIC rating is obtained through the use of floor covering(s), the declaration shall provide that such covering shall not be removed for any purpose except cleaning or replacement and further provide that any replacement covering(s) shall furnish the same or a greater degree of impact insulation as that originally installed. (Prior code § 28-1106)

Assignment or conveyance of private storage areas and parking

A. Assignment or Conveyance of Private Storage Areas. Air space of private storage areas including but not limited to the private storage space required by Section 16.32.060C shall be described and conveyed with each unit as either exclusive easements appurtenant thereto or as component elements of units thereof.

B. Assignment or Conveyance of Off-Street Parking Spaces. Required off-street parking spaces shall be conveyed with each unit as either exclusive easements appurtenant thereto or as component elements of units thereof. All parking spaces shall be used solely by unit owners, members of their families, their guests or lessees of the owner's unit. A unit occupant within the condominium project may rent one space to another unit occupant or to the condominium association, provided that a minimum of one space is retained for use in conjunction with the residential unit. (Ord. 5046 § 17, 1993; prior code § 1107)

22. Owner Affidavit

23. Conflict of interest statement

24. Filing Fee: _____

25. Inspection Fee: _____