



RESIDENTIAL CONDOMINIUM CONVERSIONS PROCEDURAL GUIDE & REQUIREMENTS

A. INTRODUCTION

The City of Chula Vista regulates the conversion of apartments to condominiums through a combination of applications, including a subdivision application to divide interest in the development (see Attachment 1, Chapter 15.56 of the Chula Vista Municipal Code (CVMC). This procedural guide summarizes the procedures and guidelines for filing a Tentative Subdivision Map, Tentative Parcel Map application, and a Design Review application, if applicable for processing by the Planning Division (see Attachment 2, Chart 1, Condominium Conversion Planning Division Process) and Engineering Department. Also provided is a list of the typical conversion requirements from various City departments, including the Planning Division, Building Division, Engineering Department, General Services Department, Fire Department, Community Development Department, and the Police Department. Where appropriate, the applicable section number of the Chula Vista Municipal Code dealing with a requirement is included for reference.

B. SUBMITTAL PROCESS

STEP 1: PRE-SUBMITTAL CONFERENCE

It is recommended to schedule a Pre-Submittal Conference with the Planning Division staff to review the residential condominium conversion process, identify any potential issues and major requirements for the specific project, etc. prior to the officially submitting the application(s). Please call the Planning Division at (619) 691-5101 to schedule the conference.

STEP 2: OFFICIAL SUBMITTAL

To officially submit an application(s) and plans, please call the Planning Division Zoning Hotline at (619) 585-5621 to schedule a Rapid Review meeting, with the Planning staff, who will review the application(s) and plans against the Residential Condominium Conversion Application Checklist for completeness. Any items that are not included in the application(s) and plans will need to be added before the application(s) and plans can be officially submitted.

1. SUBDIVISION PROCESS

For projects with four (4) or less units, a Tentative Parcel Map application must be filed with the Engineering Department. Please refer to the Tentative Parcel Map Flow Chart (see Attachment 3, Subdivision Manual Section 2: Subdivision Maps, page 11) for the review process sequence. Please contact the Engineering Department at (619) 691-5021 for their submittal requirements.

For projects with five (5) or more units, a Tentative Subdivision Map application must be filed with the Planning Division. Please refer to the Tentative Subdivision Map Flow Chart (see Attachment 4, Subdivision Manual Section 2: Subdivision Maps, page 13) for the review process sequence.

After the Tentative Parcel/Subdivision Map has been approved, the Final Map is processed through the Engineering Department. Please refer to the Final Parcel Map Flow Chart (see Attachment 5, Subdivision Manual Section 2: Subdivision Maps, page 26) or the Final Subdivision Map Flow Chart (see Attachment 6, Subdivision Manual Section 2: Subdivision Maps, page 29) for the review process sequence.

For additional information, the City of Chula Vista's Subdivision Manual and the California Subdivision Map Act outlines the regulations of the subdivision process. Copies of the Subdivision Manual are available at the Engineering Department counter; or on the City's website at www.chulavistaca.gov; or by calling (619) 691-5021.

2. DESIGN REVIEW PROCESS

Each application for a condominium conversion involves an evaluation of existing conditions and proposed changes to the site layout, landscaping and building architecture. Therefore, a Design Review application may be required as part of the condominium conversion request

Exceptions

1-to 10-Year-Old Apartments: For projects approved and constructed under a previous Design Review application within ten (10) years of the condominium conversion request and does not involve significant modifications to the site or buildings, as determined by the Zoning Administrator, a new Design Review application will not be required.

More than 10-Year Old Apartments: For projects more than ten (10) years old, or projects that involve minor exterior modifications or additions to the building (i.e. replacement of windows, doors, new roof covering, replacement of railings and other building components, and/or minor site design alterations etc), as determined by the Zoning Administrator, a Design Review application can be approved without a public hearing.

Major Additions/Remodel: For projects involving substantial additions or alterations to the building or site (i.e. substantial additions or alterations to the building exteriors, or changes to the site to satisfy parking and open space requirements), as determined by the Zoning Administrator, a Design Review application involving a public hearing before the Design Review Committee or Chula Vista Redevelopment Corporation, if in a redevelopment areas, would be required

The principles and guidelines for design review are set forth in the City of Chula Vista Design Manual (CVDM), and requirement for condominium conversions are set forth in the CVMC. Copies of the both of these documents can be purchased from the Planning Division counter and can be viewed on the City website at www.chulavistaca.gov.

3. SPECIFIC PLAN, PRECISE PLAN AND/OR REDEVELOPMENT PLANS

If a property is located within an area regulated by a specific or precise plan, or by a redevelopment plan with specific design guidelines and/or development standards, those guidelines and standards supercede the CVMC or CVDM. Applicable plans would be discussed at a Pre-Submittal Conference with the Planning Division staff prior to such a conference, however, you may contact the Planning Division to determine if any of these other plans, standards and guidelines apply to a particular property.

4. SUBMITTAL REQUIREMENTS

Please refer to the Residential Condominium Conversion Application Checklist (Section 15.56.060 of the CVMC)

5. APPLICATIONS REQUIRING DEPOSIT ACCOUNTS

The fee required when an application is submitted is a deposit only. The amount of the deposit is an estimate based on an average processing time for the type of application. An application may cost less or more than the deposit amount depending on various circumstances and complexity of the project. If the cost of processing an application is less than the deposit amount, the balance will be reimbursed. However, if the cost of processing is more than the deposit amount, the difference must be paid for processing the application to continue. If at any time, the amount of the deposit is depleted to a minimal level inadequate to continue processing, or if a deficit situation exists, the Planning and Building Department will request that additional funds be deposited.

IMPORTANT: If the additional processing fee is not received by the date specified, the project may be delayed or postponed. In no case will a project be scheduled for a public hearing or final consideration if an outstanding balance exists.

6. PROJECT REVIEW

Approximately 3-4 weeks after a Design Review and Tentative Subdivision application has been submitted to the Planning Division, the applicant will be notified of Planning staff comments on the proposal. If deemed necessary, staff will arrange for a project review meeting with the applicant and representatives from other City departments to discuss staff's comments in detail.

Following a project review meeting, revised plans and exhibits may need to be submitted before final action is taken by the final decision making body (e.g. Zoning Administrator, Design Review Committee, Planning Commission, or City Council). For public hearings, Planning staff will review the final plans and prepare a staff report and recommendation to the appropriate decision making body. The project planner will discuss the contents of the draft staff report with the applicant prior to it being finalized and issued. The project is then taken to the appropriate decision making body for final approval.

C. TENANT NOTIFICATIONS

Both the State of California and the City of Chula Vista require, as part of the subdivision process, that all tenants of an existing apartment complex be given ample warnings of the owner's intent to convert the units to condominiums, and be offered an opportunity to purchase their units. The following table lists the required notices and timelines, specified in calendar days, which must be given to the tenants. Also included are the forms that the City of Chula Vista requires to be used for each notification. These forms are intended to be given to tenants periodically throughout the process and sequentially in the order specified in the table below, and as illustrated in Attachment 7, Chart 2, Condominium Conversion Tenant Noticing. California State guidelines for notification shall be used, since they supersede the City's requirements (Article 66427.1 (a),(c),(d), 66452.8, and 66452.9 of the Subdivision Map Act).

NOTICE REQUIREMENT	HOW LONG & WHEN
Form A, 60-Day Notice to all <u>existing</u> tenants of Intent to Convert (see Attachment 8)	60 days <u>prior</u> to filing a Design Review, Tentative Map with the City.
Form B, Notice to all <u>prospective</u> tenants of Intent to Convert (see Attachment 9)	Prior to acceptance of any rent or deposit from the prospective tenant and <u>before</u> Tentative Map Approval.
Form C, Notice to all <u>prospective</u> tenants of Intent to Convert (see Attachment 10)	Prior to acceptance of any rent or deposit from the prospective tenant and <u>after</u> Tentative Map Approval.
Form D, 10-day Notice to all <u>existing</u> tenants of an Application of a Public Report* (see Attachment 11)	Either 10 days before or 10 days after the submittal of the Public Report to the Department of Real Estate.
Form E, 10-day Notice to all <u>existing</u> tenants of Final Map Approval (see Attachment 12)	Within 10 days of approval of the Final Map by the City Council.
Form F, 90-Day Notice all to all <u>existing</u> tenants of Option to Purchase/Offering to Sell to Public (see Attachment 13)	For a period of 90 days after issuance of the Public Report from the Department of Real Estate.
Form G, Notice to all <u>prospective</u> tenants of Option to Purchase/Termination of Tenancy (see Attachment 14)	Prior to acceptance of any rent or deposit from the prospective tenant and <u>after</u> Final Map Approval.
Form H, 180-Day Notice to all <u>existing</u> tenants of Intent to Convert/Termination of Tenancy (see Attachment 15)	180 days prior to termination of tenancy (see note C-5 below).

* The California Department of Real Estate oversees the licensing and regulation of real estate licensing statewide and makes certain that the subdivider complies with real estate and subdivided land laws when offering new homes or lots for sale, and delivers to buyers what was

agreed to at the time of purchase. A Public Report is a disclosure document, which must be provided by the subdivider or the selling agent to the prospective purchasers before a sale contract is signed. Public Reports contain information of vital importance to prospective buyers, including covenants, conditions and restrictions (CC&R's), which govern the use of property, costs and assessments for maintaining homeowners' associations and common areas, and other material disclosures (<http://www.dre.ca.gov/publicrpt.htm>)

1. Forms A, D, E, F and H shall be sent by both certified mail (return receipt required) and regular mail (by way of Certificate of Mailing receipt, which is a form filled out and date stamped by the Postmaster verifying that the notices were sent out by regular mail to each tenant for those who do not pick up the certified mail). As proof of sending each notice, the applicant will be required to submit the original certified mail return receipt green cards and the original Certificate of Mailing receipt from the Postmaster at the appropriate time (refer to table above and Attachment 7, Chart 2.) The applicant shall retain a copy for his/her file. The notice shall be addressed to all tenants on the lease agreement. The tenants' names and addresses on the certified mail return receipt cards and Certificate of Mailing receipt shall match the names and addresses shown on the lease agreement and the Tenant Notifications/Relocation Assistance Chart (see Attachment 16) submitted to the City. In addition, the signature of the tenant shall match the name listed on the Tenant Notifications/Relocation Assistance Chart (see Attachment 16) submitted to the City. Only one notice and one signature per household is required if there is more than one person on the lease agreement. However, when possible obtaining all signatures from each tenant on the lease agreement for each unit is suggested.

Exception: The "Door to Door" noticing process may be substituted for the Certificate of Mailing receipt process, but does not exclude the certified mail process. When conducting the "Door to Door" noticing process, the applicant must obtain at least one signature per household (as mentioned above). The original copy of the notice with the tenant signature shall be submitted to the City. The applicant shall retain a copy for his/her file. A letter from the applicant stating that notices were left on the tenant's doors or that the applicant spoke to the tenants in person on such a date will not be excepted as proof of this notice.

2. A copy of Forms B, C, and G shall be submitted to the City with the prospective tenant signature after all parties have signed the lease agreement. An updated Tenant Notifications/Relocation Assistance Chart (see Attachment 16) shall be submitted simultaneously.
3. Conversions of Mobile Home Parks require different notices per Section 66427.4-66428.1 of the Subdivision Map Act.
4. If the subdivider or his or her agent fails to give Form A, 60-Day notice pursuant to Section 66452.8 of the Subdivision Map Act, he or she shall pay to each prospective tenant who becomes a tenant and who was entitled to such notice, and who does not purchase his or her unit pursuant to subdivision (d) of Section 66427.1 of the Subdivision Map Act, an amount equal to the sum of the following:
 - (1) Actual moving expenses incurred when moving from the subject property, but not to exceed five hundred dollars (\$500).
 - (2) 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).
5. If the owner wishes to expedite the process, Form A, 60-Day Notice and Form H, 180-Day Notice (see Attachment 8 and 15) may be given to the tenants simultaneously. If doing this, the language on the template letters of Form A and Form H will need to be revised with staff's approval.
6. If you wish to add additional language to any of the public notices (Forms A -H), you must first obtain approval from the Planning Division staff. At minimum, you will be required to use the language from the Subdivision Map Act as shown in the notices (Forms A -H).

If the required notices are not done correctly per the State Guidelines and City of Chula Vista standards, the applicant will be required to re-send the notices to each tenant and/or pay the fee to each tenant, per Section 66452.8 of the Subdivision Map Act, which will cause a delay in the process. To help monitor this, the Tenant Notifications/Relocation Assistance Chart (see Attachment 16) shall be submitted with the application(s) and plans, and periodically updated throughout the process, as changes occur. Refer to Section D below for further information regarding the Tenant Notifications/Relocation Assistance Chart

D. RELOCATION & PURCHASING ASSISTANCE

Applicants are encouraged to work with the Housing Division of the Community Development Department, (619) 585-5722, who can assist in providing resources and information to the tenants regarding relocation and purchasing assistance. Relocation and purchasing assistance to the existing tenants is not required, but is suggested. Please submit the Tenant Notifications/Relocation Assistance Chart (see Attachment 16), with your application to the Planning Division. This chart lists the tenant(s) name, unit number, dates the tenant notices and relocation assistance was sent, and the dollar amount of the relocation assistance. If you are not providing any relocation assistance to the tenants, please mark "N/A" in the appropriate box on the chart. This chart shall be periodically updated and provided to staff during the review process as each notice is sent out, tenant list changes, etc.

E. CONVERSION REQUIREMENTS BY DEPARTMENTS

Upon submittal of the appropriate applications, copies of submitted plans will be routed to City departments for comments and conditions of approval. The following are the typical requirements of a condominium conversion request:

PLANNING DIVISION

Storage: Each unit shall provide an enclosed storage space where the owners can store various items (e.g., BBQs, lawn chairs, boxes, etc.). This storage space is subject to the following standards:

- The total cubic feet of storage shall be as follows: (Section 15.56.020 C1 of the CVMC)

Number or bedrooms in unit	Cu. ft. of storage space
Studio and one	150
Two	200
Three	250
Four or more	300

- The storage unit shall have a minimum dimension of 2ft (Section 15.56.020 C2 of the CVMC).
- There should be no more than two storage spaces per unit (Section 15.56.020 C2 of the CVMC)
- A total of 70% of the storage unit shall be contiguous to the unit served. (Section 15.56.020 C3 of the CVMC). Examples could include:
 - An exterior storage area located on a patio or balcony
 - Shelves provided above a washer/dryer located in a closet area either inside or outside the unit.
 - Storage provided in an attic subject to Uniform Building Code (UBC) regulations.
 - Storage provided in hanging cabinets located in an attached garage/carport that does not interfere with the parking of a vehicle.
 - Storage units accessible from the outside of the building, but connected by a common wall.
 - Attached storage provided underneath stairways that would not block any existing views from a window or a doorway.
- For the remaining 30%, storage can be placed in the following locations (Section 15.58.020 C7 of the CVMC):
 - Storage provided in hanging cabinets located in a detached carport, as to not interfere with the parking of the vehicle.

- Detached storage units can be provided if located no more than 20ft from the unit and is architecturally compatible with the existing buildings. Landscaping may also be required.
- Detached storage provided underneath stairways that would not block the existing views from a window and doorway.
- Coat or water heater closets will not be counted towards the required storage space (Section 15.56.020 C1 of the CVMC).

Exception to storage requirements: The Planning Commission may recommend to the City Council that a waiver be granted for a portion of the required storage space based upon overall project acceptability (Section 15.56.070 of the CVMC). The applicant shall note in the application if they want the Planning Commission to waive a portion of the storage requirement.

Parking: The site shall comply with the current parking standards as follows (Section 15.56.020 F of the CVMC):

Number of bedrooms in unit	Spaces per unit
Studio and one	1.5
Two or more	2

Interior Noise Elements/Fire Rating: Please see Attachment 17, Physical Elements Report for information on the interior noise element and fire rating requirements per the most recent Gypsum Systems Fire Resistance Design Manual and Sound Control.

Structural Changes: The owner shall not be required to make major structural or spatial changes to the existing buildings unless deemed necessary per the Uniform Building Code. If the exterior of the building does not comply with the Chula Vista Design Manual, then only minor structural changes will be required. The following are examples of major and minor changes.

Major Structural Changes: The roof pitch and design shall not be required to be altered. However, if the existing roof material or structure is deemed unsafe and needs repairs per the Physical Elements Report (see Attachment 17), then it will be required to meet the currently adopted California Building Code.

Minor Structural Changes: Repainting of the exterior walls of the buildings, or adding architectural enhancements, such as window trim, molding, pop-outs or wood shutters.

Utilities: Each unit shall have separate service for water, gas, and electricity, unless services will be included in the responsibilities of a Homeowners Association (HOA). If the utilities are to be controlled through a HOA, then the applicant must submit a copy of the proposed CC& R's, which must address the individual fees, maintenance, repairs, etc. of on-site utilities (Section 15.56.020 H of the CVMC). All on-site utilities shall be placed underground (Section 15.56.020 J of the CVMC).

Environmental Review: Any proposed changes that will significantly alter or change sensitive environmental areas and resources, such as historic properties, may require environmental review involving the preparation of an Initial Study and environmental document pursuant to CEQA, which will extend the processing time frames. Environmental review can be processed concurrently with design review, however, action on the design review application may not take place until the environmental review process is complete. It should be possible for staff to determine whether or not environmental review will be required at the preliminary review. If determined necessary, the submittal of a Preliminary Environmental Review application and accompanying deposit will be required.

Open Space: Please refer to the underlying zone section within the Zoning Ordinance, Chapter 19 of the CVMC.

Temporary Sales Office: Prior to the approval of a Building Permit or Final Map (if a Building Permit is not required), a Conditional Use Permit application shall be submitted and approved by the Planning Division for a temporary sales office. If the location of the sales office is known at the time the Tentative Subdivision Map or Tentative Parcel Map, and possibly a Design Review application are submitted, it is recommended that the Conditional Use Permit application be submitted concurrently for processing. The Conditional Use Permit application will allow the temporary use of a sales office to be located on the site that will be vacated after all units have been sold and the display of temporary banners and signs on the property.

BUILDING DIVISION

Housing Inspection: Prior to filing the condominium conversion applications, the owner of the property (not the owners agent) shall request a housing inspection from the Code Enforcement Section of the Building Division. A Code Enforcement Officer will be inspecting the site for various things such as damaged or hazardous electrical, plumbing, mechanical, structural systems, fire hazards, inadequate sanitation, proper installation of water heaters, etc. Upon request, the Code Enforcement Officer can provide the owner with a complete list of items to be inspection on the site. All health and safety code violations found as a result of the inspection shall be fixed immediately, while other repairs may be deferred as conditions of approval of the Condominium Conversion and shall be repaired prior to the final map approval. If the Condominium Conversion application is denied or withdrawn by the applicant after the Housing Inspection has already been conducted, the owner will still be responsible to repair all health and safety code violations on the property. Projects that have had an inspection done by the Code Enforcement Section in the previous two years or were built less then two years ago may not be required to have another housing inspection done. Please call (619) 691-5280 ext 3086 to schedule an inspection.

Physical Elements Report: Please see Attachment 17, Physical Elements Report for information on the requirements and content of the report. All items required to be repaired or replaced as a result of the Housing Inspection shall be mentioned in the Physical Elements Report.

COMMUNITY DEVELOPMENT DEPARTMENT

Redevelopment Areas: Conversions within redevelopment areas shall comply with the corresponding Redevelopment Plan for that area.

Housing Division: See Section D, Relocation and Purchasing Assistance

ENGINEERING DEPARTMENT

Tentative/Final Maps: Please refer to Section B. 1, Subdivision Process, on page one of this guideline for the Engineering Department involvement regarding the Tentative Parcel Map, Final Parcel Map, and Final Subdivision Map approval (Section 15.56.030 A of the CVMC).

Utilities: The public or private sewers will be reviewed and approved by the Public Works Operations Division.

Bonds: A performance bond shall be submitted for any work or public improvements to be completed on or off site. The bonded work must be completed prior to the occupancy of the units (Section 15.56.030 B of the CVMC).

GENERAL SERVICES DEPARTMENT

Trash & Recycling: You are required to submit a Solid Waste and Recycling Plan with your application to the Planning Division per the Condominium Conversion Application Checklist. The Plan shall include information on how the project will comply with the City's waste and recycling requirements, (Sections 8.24, 8.25, and 19.58.340 of the Chula Vista Municipal Code) and meet the recycling goals, such as the type of trash service (residential, commercial, or industrial), service provider name (if using a recycler other than the City's contracted waste/recycling hauler, service day, frequency of trash pick up, waste reduction and recycling activities, storage location of the automated carts during the week and location for collection on service day, or size and location of each trash enclosure including an description of the recycling and trash

service requirement that is anticipated, etc. For additional information on the content of the plan, please obtain a copy of the "Recycling and Solid Waste Planning Manual" from the Planning Division or the Conservation and Environmental Services Department web pages at <http://www.chulavistaca.gov> or conservation@ci.chula-vista.ca.us

Energy Conservation: Please see Attachment 17, Physical Elements Report for information on energy conservation and rebate programs.

FIRE DEPARTMENT

Fire Protection Standards: All condominium conversions shall meet the Fire Protection Standards and maintain all existing fire protection facilities (Section 15 56.200 of the CVMC). Also see Attachment 17, Physical Elements Report on Fire Prevention.

POLICE DEPARTMENT

Security: The Police Department will review applications and may suggest several methods for providing security to the property such as providing adequate locks on doors, windows, screens, adequate lighting on the site, properly maintained shrubbery for adequate visibility to street, and peep holes installed in all doors.

F. PUBLICATIONS

The following is a list of publications used from all departments when conducting the review of the Condominium Conversion.

Publication	Available From
Subdivision Map Act	California Council of Civil Engineers and Land Surveyors
UHC, CBC, CMC, CPC, and CEC	Planning & Building Department
Chula Vista General Plan	Planning & Building Department
Chula Vista Municipal Code Sections:	
Subdivision Ordinance	Engineering Department
Zoning Ordinance	Planning & Building Department
California Fire Code	Fire Department
Chula Vista Plans and Manuals:	
Subdivision Manual	Engineering Department
Landscape Manual	Planning & Building Department
Design Manual	Planning & Building Department
Redevelopment Area Plans	Community Development Department
Montgomery Specific Plan	Planning & Building Department

G. PUBLIC HEARING PROCESS

DESIGN REVIEW COMMITTEE MEETINGS

The Design Review Committee (DRC) meetings are held the first and third Monday of each month beginning at 4:30 p.m. in the Council Chambers in the Civic Center at 276 Fourth Avenue. The meetings are noticed and open to the general public.

CHULA VISTA REDEVELOPMENT CORPORATION MEETINGS

The Chula Vista Redevelopment Corporation (CVRC) meetings are held the second and fourth Thursday of each month beginning at 6:00 p.m. in the Council Chambers in the Civic Center at 276 Fourth Avenue. The meetings are noticed and open to the general public. All projects that require a public hearing and are located within a redevelopment area will go to the CVRC instead of the DRC.

PLANNING COMMISSION MEETINGS

The Planning Commission (PC) meetings are held the second and fourth Wednesday of each month beginning at 6:00 p.m. in the Council Chambers in the Civic Center at 276 Fourth Avenue. The meetings are noticed and open to the general public.

CITY COUNCIL MEETINGS

The City Council (CC) meetings are held the first four Tuesdays of each month in the Council Chambers in the Civic Center at 276 Fourth Avenue. Meetings start at 6:00 p.m, except for the first Tuesday of the month, which begins at 4:00 p.m. The meetings are noticed and open to the general public.

A copy of the meeting agenda and the city's staff report to the DRC, PC and CC will be mailed to the applicant at least three days prior to the meeting. The project architect/designer and the applicant or a designated representative should, in all cases, attend the meeting. The project could be continued to a subsequent meeting if there is no one representing the project in attendance.

PROJECT APPROVALS

Upon arriving at a decision (approval, conditional approval or denial), the Zoning Administrator (ZA) shall issue a letter of determination. A copy of such letter will be sent to the applicant and any other interested party. The decision of the ZA is final unless appealed within 10 days. The DRC will adopt a Notice of Decision, and PC and CC will adopt resolutions containing the conditions of approval. A copy of these decisions will be sent to the applicant and any other interested party. The decisions of the DRC on design review are final unless appealed within 10 days. Design review approvals expire after one year unless a written request for an extension is submitted.

City Council approval of the Tentative Subdivision Map is valid for a period of thirty-six (36) months after City Council action. The final subdivision map must be submitted and approved within this period or else the tentative subdivision map could expire. The subdivider may submit a written request to the Planning Commission requesting an extension of the expiration date of the approved or conditionally approved tentative subdivision map per Section 66452.6 of the Subdivision Map Act. If the Planning Commission denies the request for an extension, the subdivider may appeal to the City Council within fifteen (15) days of the decision of the Planning Commission.

APPEALS

The applicant, or any interested party, may appeal decisions of the Zoning Administrator (ZA), Design Review Committee (DRC) or Planning Commission (PC) within 10 days after a decision is rendered. Appeals from the ZA are directed to the DRC, and the appeals from the DRC are directed to the PC. A decision of the PC may be further appealed to the City Council.

Appeals will be scheduled for the earliest available hearing date, which will normally be within 3-4 weeks from the date the appeal is filed. Contact Planning staff regarding procedures for filing an appeal.

J:\Planning\Counterforms\Application Forms & Handouts\ResidentialCondo Conversion Procedural Guide & Requirements.doc

or major thoroughfare fund. Such a fund shall be established for each bridge or major thoroughfare. Money deposited in such a fund shall be expended solely for the construction or reimbursement for acquisition or construction of the improvement serving the applicable area of benefit and from which fees comprising such fund were collected. If such fees are to be utilized in whole or in part to reimburse the costs of acquisition or construction of an improvement financed from the proceeds of bonds issued for an assessment district or community facilities district, the city council may, in the resolution order a specified portion of the proceeds of the fees collected be utilized to prepay assessment installments or special taxes or to redeem such bonds prior to redemption. (Ord. 2511 § 1, 1992).

Chapter 15 56

CONVERSION OF DWELLING UNITS TO INDEPENDENT OWNERSHIP

Sections:

- 15 56 005 Conversion of multiple dwelling units to independent ownerships.
- 15.56.010 Certificate of occupancy required.
- 15.56.020 Condominium projects, condominium conversions and occupancy thereof.
- 15.56.030 Satisfaction of said conditions required prior to final approval of subdivision or parcel map.
- 15.56.040 Notice of intent to convert – 60-day right of first refusal to purchase.
- 15.56.050 Notice of condominium conversion and previous occupancy by rental tenants to prospective purchasers.
- 15.56.060 Submittals required.
- 15.56.070 Discretion in approving storage space.

15.56.005 Conversion of multiple dwelling units to independent ownerships.

It is the intent of the city council to establish in this chapter regulations and requirements for the conversion or development of condominiums, stock cooperatives, community apartment projects or any other form of ownership which would allow independent ownership of units otherwise held under a common and unified ownership.

For the purpose of this section, the following ownerships shall be subject to the full regulations of this chapter although not exclusively and subject to the following definitions:

A. "Community apartment project" is a project in which an undivided interest in the land is coupled with the right of exclusive occupancy of any apartment located thereon.

B. "Condominium" is an estate in real property consisting of an undivided interest in common in a portion of a parcel of real property together with a separate interest in space in a residential, industrial or commercial building on such real property, such as an apartment, office or store. A "condominium" may include, in addition, a separate interest in other portions of such real property.

C. "Stock cooperative" is a corporation which is formed or availed of primarily for the purpose of holding title to, either in fee simple or for a term of years, improved real property, if all or substantially all of the shareholders of such corporation receive a right of exclusive occupancy in a portion of the real property, title to which is held by the corpora-

tion, which right of occupancy is transferable only concurrently with the transfer of the share or shares of stock in the corporation held by the person having such right of occupancy

It is the purpose of the council in adopting the ordinance codified in this chapter to apply all regulations referring to "condominium projects" to all stock cooperatives, community housing projects and any similar ownership forms in the same manner as if said terms were substituted for "condominium projects" as conditioned in this chapter. (Ord. 1903 § 1, 1980).

15.56.010 Certificate of occupancy required.

In accordance with the Uniform Building Code, adopted by reference by the city council, no building or structure in an apartment building or project which is a part of a new condominium project, or which has been converted to independent ownership of the units by means of a statutory condominium or subdivision of the lands, shall be occupied until the building official has issued a certificate of occupancy therefor as provided in said building code, which certificate shall not be issued until all requirements of this chapter and the conditions of the subdivision map have been fully completed except for those conditions and requirements which have been deferred or bonded. The director of building and housing shall require local utility companies to remove meters from all units which are unoccupied at the time the final subdivision map is recorded and utility service to such units shall not be provided until authorized by the director of building and housing after the fulfillment of all requirements and conditions. (Ord. 1936 § 1, 1981; Ord. 1841 § 1, 1979)

15.56.020 Condominium projects, condominium conversions and occupancy thereof.

No condominium unit, whether a component of a condominium project which was originally planned for condominium ownership, or created by the conversion of a multiple-family dwelling or dwelling group into a condominium project, shall be occupied prior to the property owner's compliance with the following requirements:

A. Condominium developments shall meet the fire protection standards which govern multifamily residences, dwelling groups, and other types of rental projects. All existing fire protection facilities shall be maintained.

B. Walls which meet the standards of the Uniform Building Code shall be installed between the airspaces of condominium units.

C. Unless otherwise authorized by the planning commission and city council pursuant to CVMC 15.56 070, each condominium unit shall be provided with enclosed storage space in accordance with the following standards:

1. Each condominium unit shall be provided with an enclosed storage space for the personal and private use of each owner in accordance with the following table:

Number of bedrooms in condominium unit	Cu. ft. of enclosed storage space
Studio and one	150
Two	200
Three	250
Four or more	300

2. Enclosed storage spaces may contain no dimension smaller than two feet and may not be divided into more than two locations

3. At least 70 percent of the required space must be contiguous with the unit it serves.

4. Storage spaces shall be as secure as possible. All storage spaces which are accessible from outside the living area must utilize one-inch dead-bolt single cylinder locks, security-type hinges with nonremovable pins, and solid core doors. Such spaces must be constructed in a secure workman-like manner and of materials so as to resist forced entries.

5. The configuration of the storage space shall allow for all portions of it to be easily reached.

6. One-half of the required space may be provided within the attic if it is accessible by a pull-down or stationary stairway.

7. Storage located within the carport area shall not constitute more than 30 percent of the required space, if not adjacent to the unit.

8. Storage space must be designed so as to be architecturally compatible with the character of the condominium development.

9. Storage spaces shall not be located where they would increase the danger of fire or block important access routes to fire or police personnel. Where attic storage is provided, it shall be enclosed with one-hour fire-resistive construction

D. Condominium projects shall conform to the Uniform Housing Code which exists at the time of their establishment by subdivision map. The hous-

ing code requirements are those which govern multiple-family dwellings and dwelling groups.

E. All condominium projects shall meet the protective-lighting standards of the Uniform Housing Code.

F. Condominium projects shall conform to the off-street parking requirements which exist at the time of their establishment by subdivision map or parcel map. The off-street parking requirements are those which govern multiple-family dwellings and dwelling groups.

G. Condominium projects shall comply with the guidelines of the design manual of the city, and shall be reviewed by the design review committee, except where condominium projects are located with the Chula Vista Town Centre No. 1 redevelopment project area, in which case the guidelines of the Town Centre design manual shall govern, and the reviewing body shall be the Town Centre design review board. Notwithstanding the provisions of this subsection, the property owner shall not be required to make major structural or spatial changes to existing buildings.

H. Each condominium unit shall be served by a separate water heater, and by separate water, gas and electric meters, unless the homeowners' association, required to be established pursuant to the laws of the state, assumes the responsibility for centralized utility services, and the billing and payment of utility costs.

I. The owner of a residential condominium project shall, prior to project occupancy, apply to the building and housing department for a compliance survey. Upon receipt of this application, the director of building and housing shall cause the inspection of the involved premises for the purpose of determining the state of the condominium project's compliance with the provisions of this section, and those of the Uniform Housing Code; and shall cause the subsequent preparation of a list of deficiencies, if such exist. These deficiencies must be corrected prior to the department's issuance of a certificate of occupancy, required under CVMC 15.56.010. If the owner does not concur with the list of deficiencies prepared under the supervision of the director of building and housing, he may file an appeal therefrom to the board of appeals and advisors, pursuant to the provisions of Chapter 12 of the Uniform Housing Code.

J. All condominium projects shall meet the requirements of Chapter 15.32 CVMC, which pertains to the undergrounding of utilities, and Chapter 18.44 CVMC, which pertains to the filing of declarations of covenants, conditions and restric-

tions in conjunction with the subdivision process. (Ord 1937 § 1, 1981; Ord 1873 § 1, 1979; Ord 1841 § 1, 1979)

15.56.030 Satisfaction of said conditions required prior to final approval of subdivision or parcel map.

A. Compliance with the requirements for occupancy, enumerated in CVMC 15.56.020, shall be a condition precedent to the approval of a final subdivision map or parcel map which is required for the conversion of a multiple-family dwelling or dwelling group into a condominium project.

B. The subdivider may enter into an agreement and submit a bond guaranteeing the work and improvements required under CVMC 15.56.020, and if such is accepted by the city council, the map may be recorded. Completion of the required improvements is required prior to occupancy in the condominium units. (Ord. 1841 § 1, 1979).

15.56.040 Notice of intent to convert – 60-day right of first refusal to purchase.

The owners of multiple-family dwelling or dwelling group developments shall provide their tenants 120 days' notice of their intent to terminate tenancies for the purpose of converting their developments to condominium ownership, and shall grant the tenants a 60-day right of first refusal to purchase their dwelling units as condominium estates. Neither the 120 days' notice nor the 60-day right of first refusal shall commence to run prior to the owner's establishment of a firm price for the involved condominium units (Ord. 1841 § 1, 1979).

15.56.050 Notice of condominium conversion and previous occupancy by rental tenants to prospective purchasers.

The owners of residential condominium projects, which were created through the conversion of previously rented multiple-family dwelling or dwelling group developments, shall provide prospective purchasers of condominium units with notice that the involved projects are condominium conversions, and were originally occupied by tenants on a rental basis (Ord 1841 § 1, 1979)

15.56.060 Submittals required.

Together with the filing of any tentative map to create condominium units, the applicant shall file such information as is required to determine whether the proposed or existing development complies with the provisions of CVMC 15.56.020

(A) through (J) Such information may include, but shall not be limited to, the following:

A. Landscape plans which show existing as well as proposed plant materials;

B. Building elevations showing proposed or existing colors, materials and design features;

C. Statements with regard to the provision of water, gas and electric service, and meters;

D. Floor plans and plot plans showing building locations, off-street parking layout, landscaped areas, property lines, easements, etc (Ord. 1841 § 1, 1979)

15.56.070 Discretion in approving storage space.

In considering tentative maps for condominium development and evaluating the manner in which storage space is provided as required by CVMC 15.56.020(C), the planning commission may recommend and the city council may approve departures from the stated standards after review of each proposal. Departures shall be based on the merits of the individual project when good cause can be shown. (Ord 1873 § 1, 1979).

Chapter 15.58

SAFETY ASSESSMENT PLACARDS

Sections:

- 15.58.010 Intent.
- 15.58.020 Application of provisions
- 15.58.030 Definitions.
- 15.58.040 Placards to be used.
- 15.58.050 Violation – Penalty.

15.58.010 Intent.

This chapter establishes standard placards to be used to indicate the condition of a structure for continued occupancy or use after the occurrence of a disaster. This chapter further authorizes the building official and his or her authorized representatives to post the appropriate placard at each entry point to a building or structure upon completion of a safety assessment. (Ord 2982 § 1, 2004).

15.58.020 Application of provisions.

The provisions of this chapter are applicable to all buildings and structures of all occupancies or use regulated by the city of Chula Vista. (Ord. 2982 § 1, 2004).

15.58.030 Definitions.

“Disaster” shall mean any natural or human-created occurrence which results in a disaster declaration by a governmental entity or person authorized to issue such a declaration, including, but not limited to, the city manager, city council, the Governor of the State of California and the President of the United States “Disaster” shall include wind storms, earthquakes and aftershocks, fires, floods, terrorist attacks, hazardous materials incidents and other occurrences resulting in a disaster declaration.

“Safety assessment” shall mean a visual, non-destructive examination of a building or structure for the purpose of determining the condition for continued occupancy. (Ord 2982 § 1, 2004).

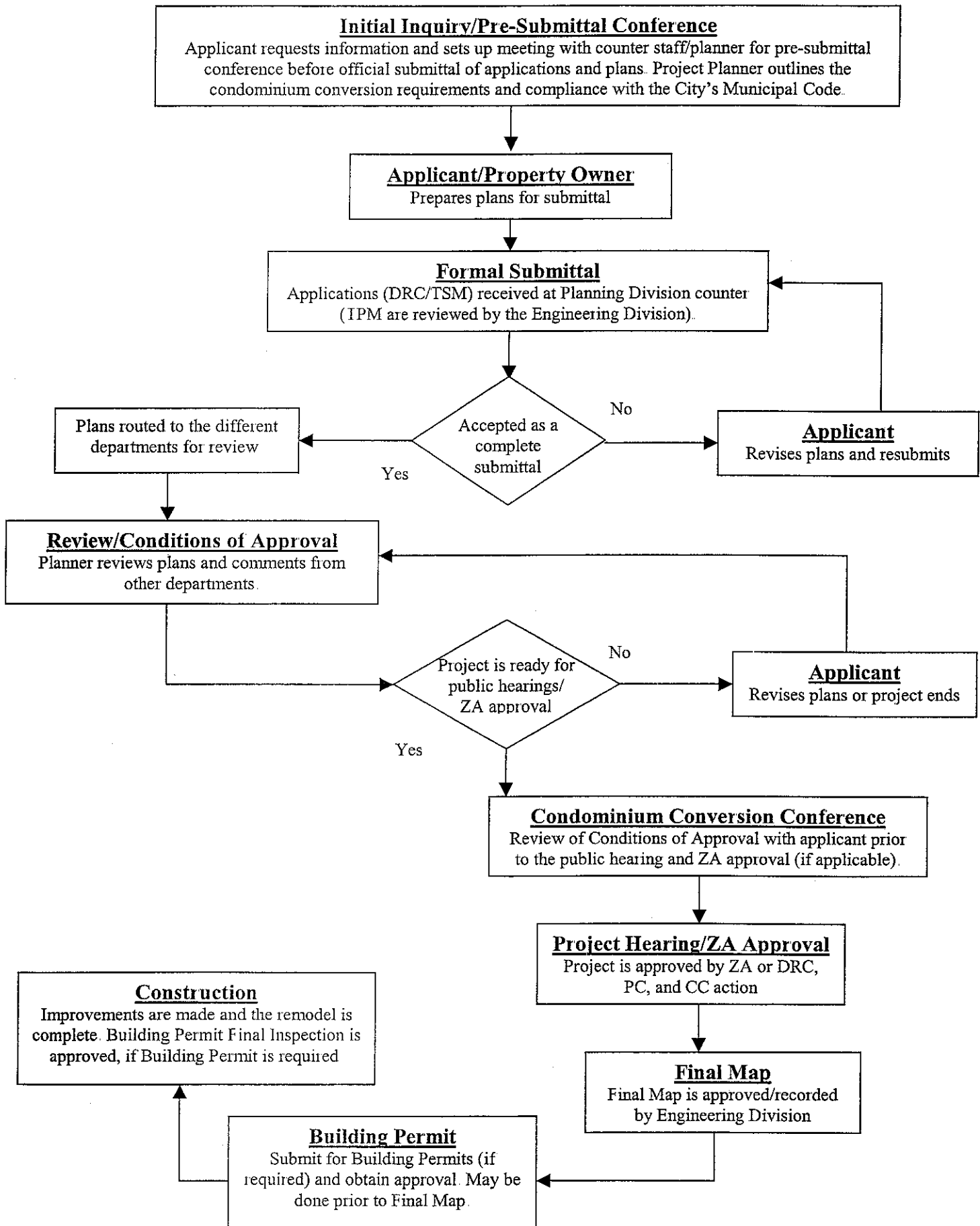
15.58.040 Placards to be used.

A. Placard Descriptions. The following are descriptions of the official city of Chula Vista placards to be used to designate the condition for continued occupancy of buildings or structures:

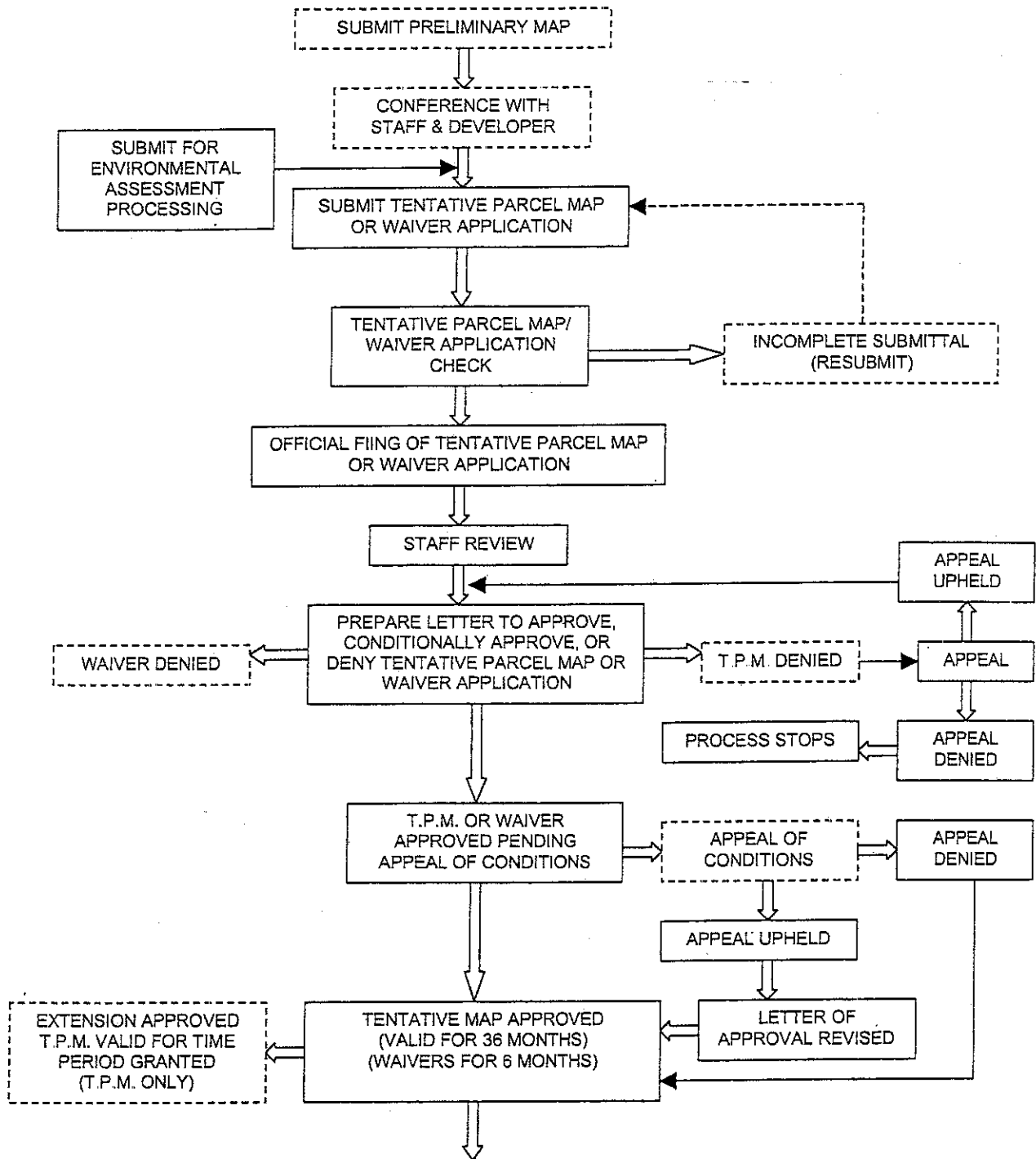
1. “INSPECTED – Lawful Occupancy Permitted” is to be posted on any building or structure wherein no apparent structural hazard has been found. This placard is not intended to mean that there is no damage to the building or structure

Chart 1

Condominium Conversion Planning Division Process

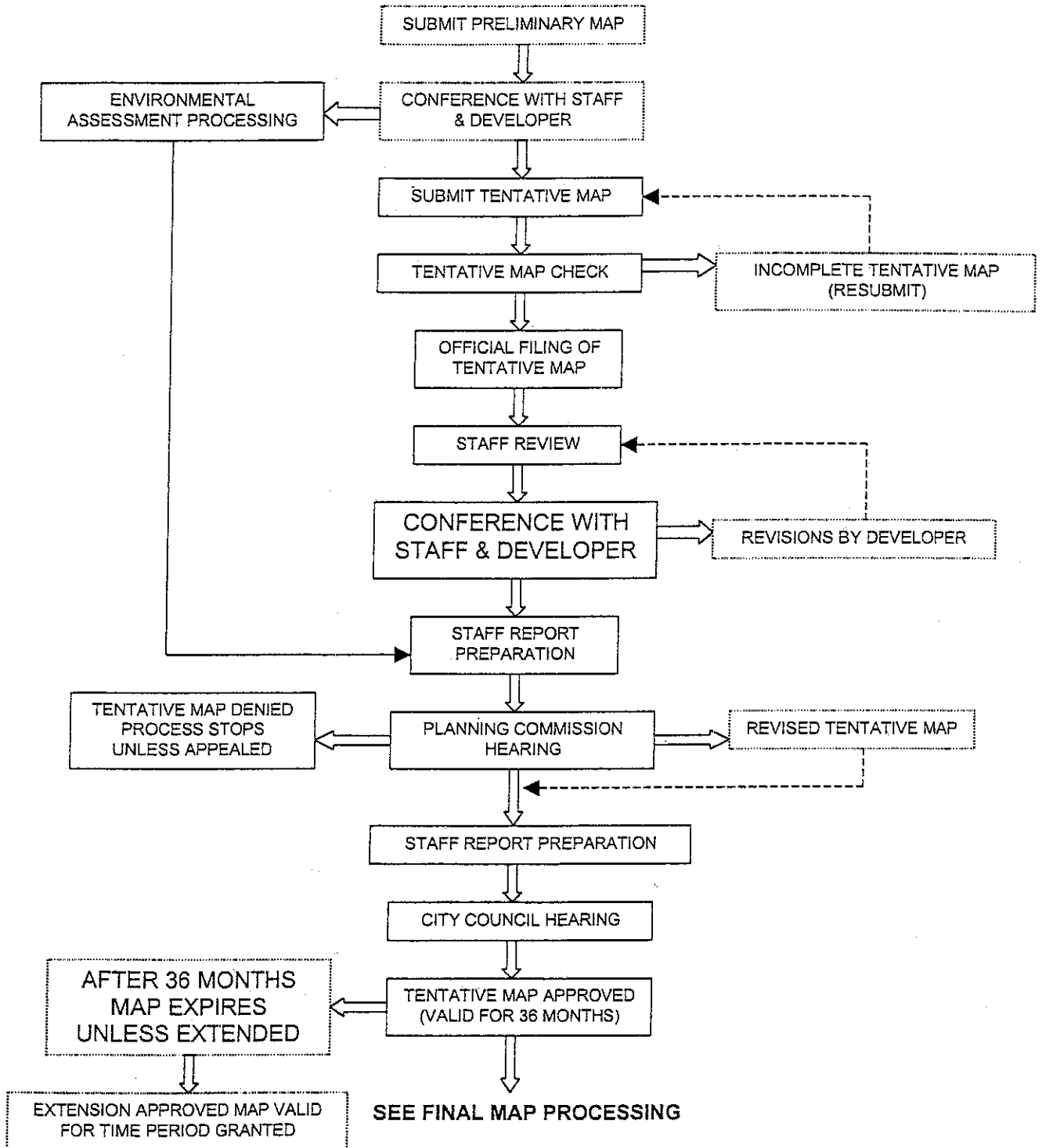


2-201.5 TENTATIVE PARCEL MAP FLOW CHART

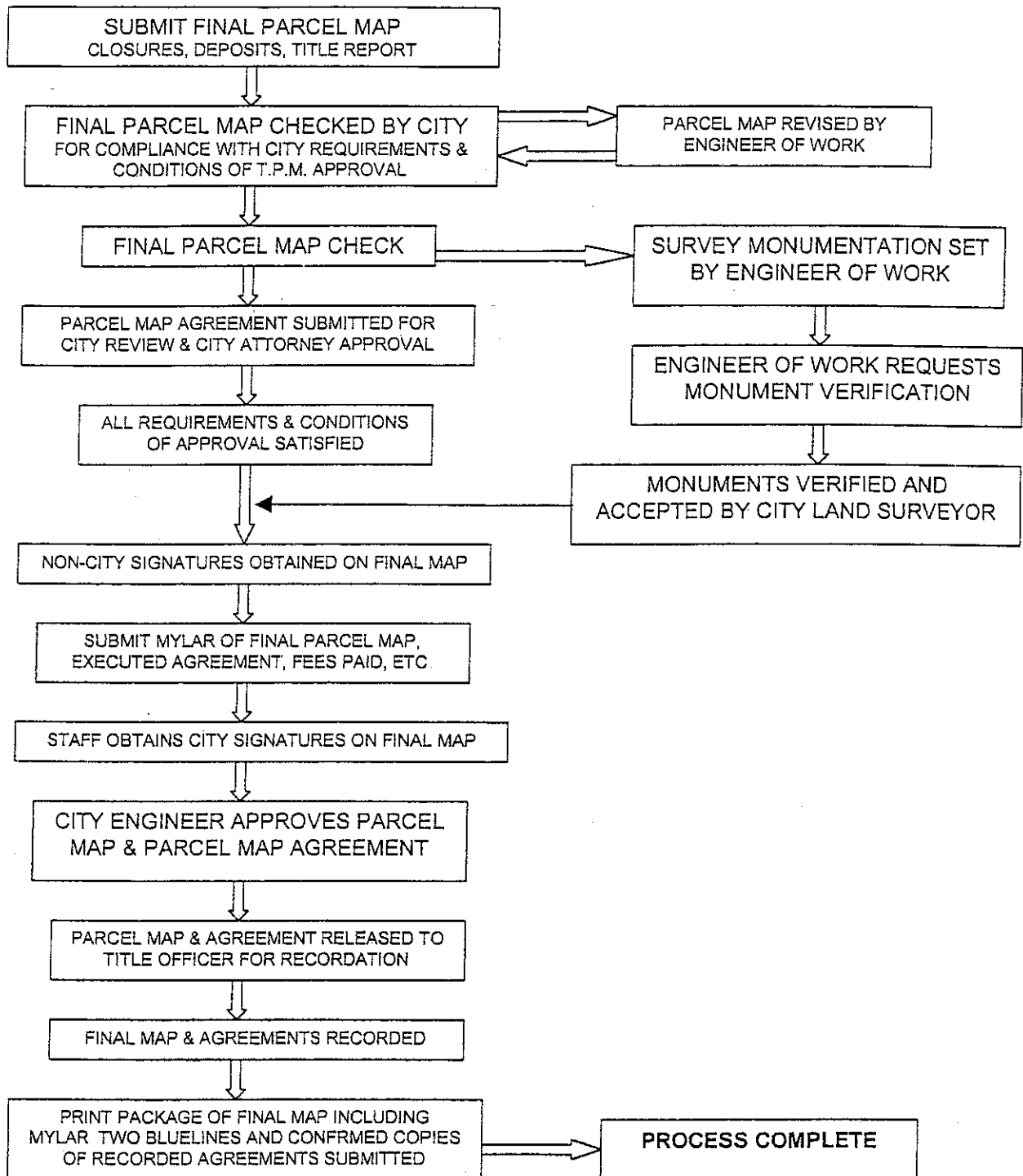


SEE FINAL PARCEL MAP PROCESSING

2-101.4 TENTATIVE SUBDIVISION MAP FLOW CHART



2-202.5 FINAL PARCEL MAP FLOW CHART



2-102.4 FINAL SUBDIVISION MAP FLOW CHART

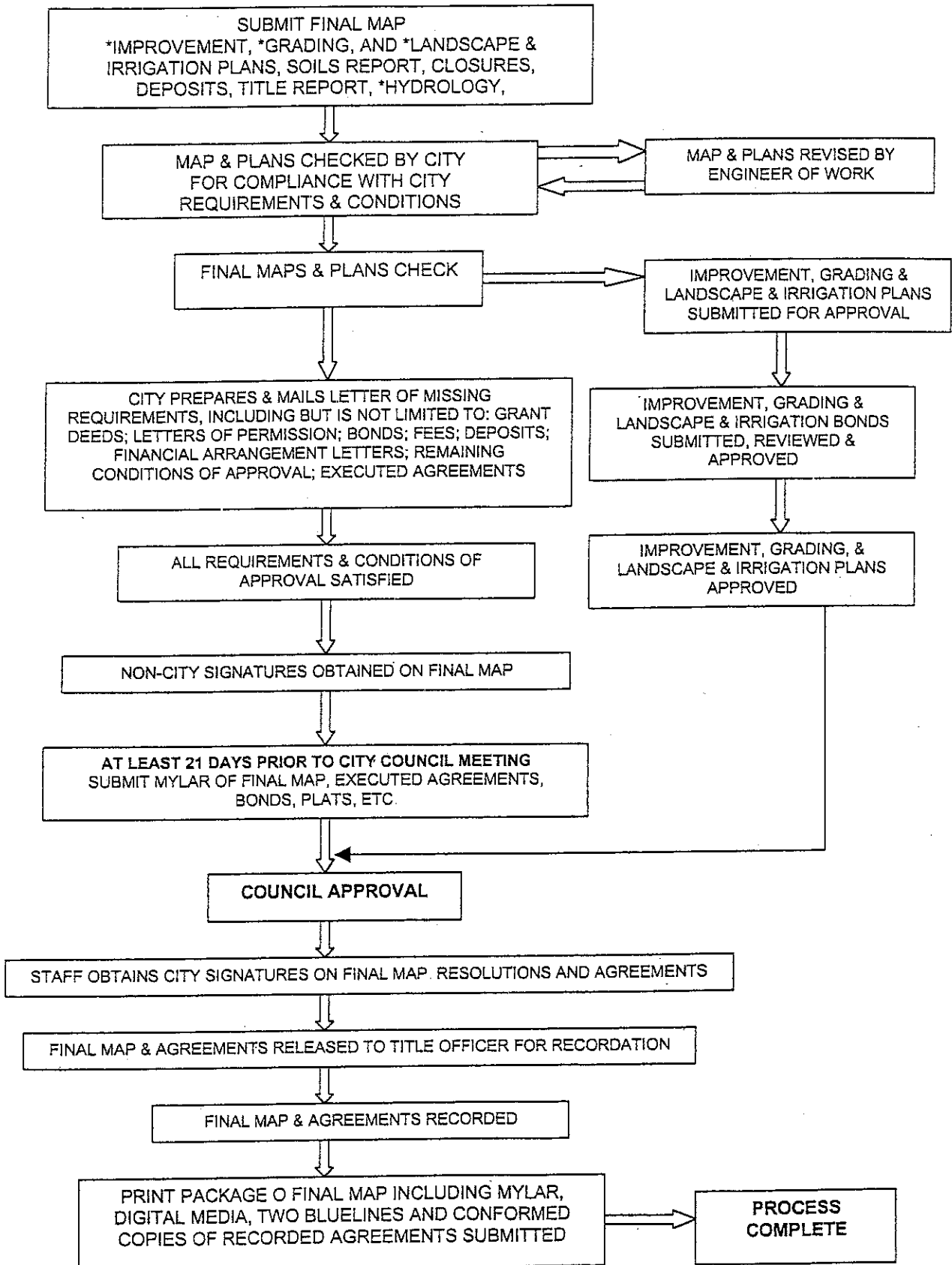
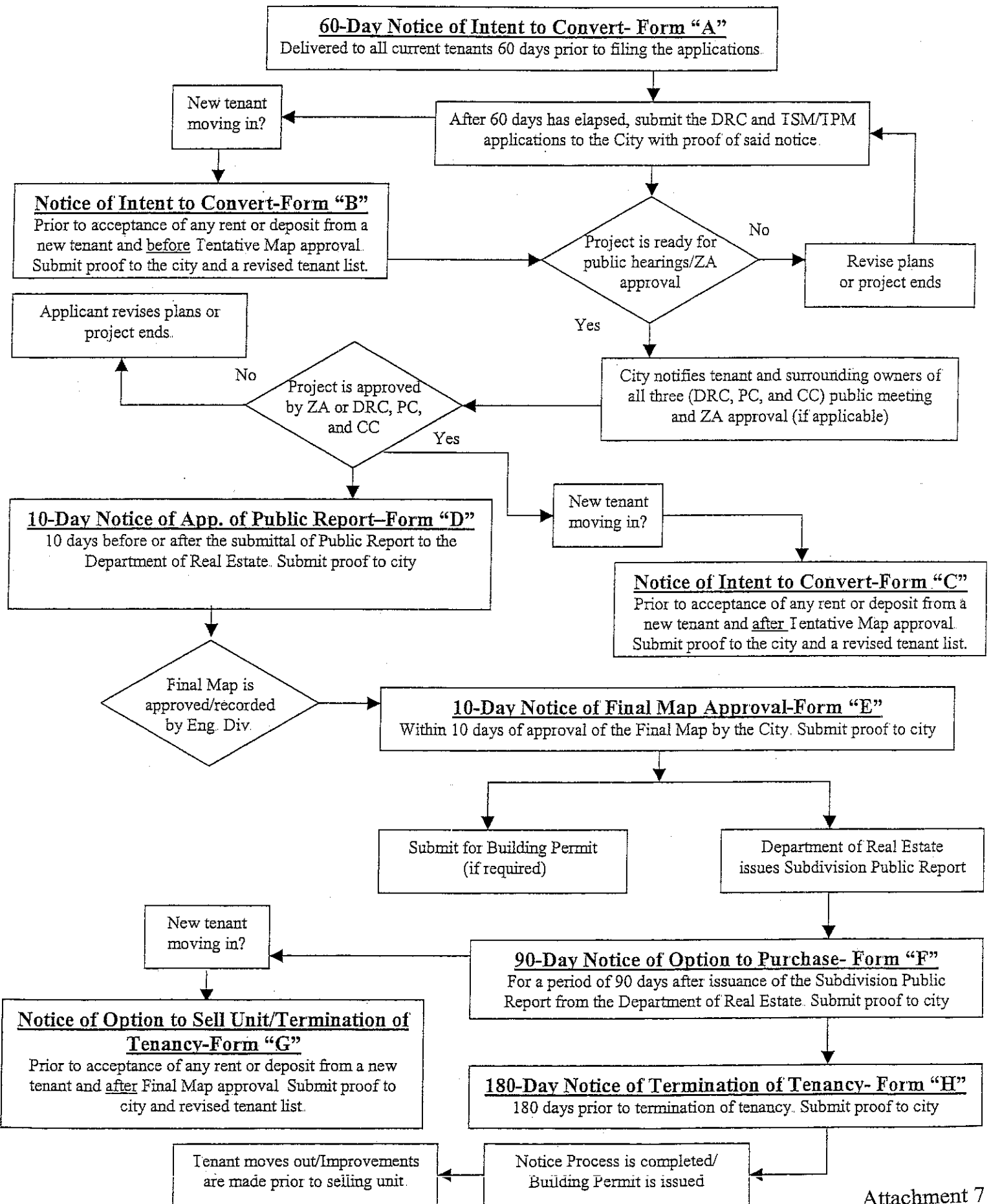


Chart 2 Condominium Conversion Tenant Noticing



**FORM A
CONDOMINIUM CONVERSIONS**

**60-DAY
NOTICE TO EXISTING TENANT
OF INTENT TO CONVERT**

To the occupant(s) of :

(address)

(apartment #)

The owner(s) of this building, at _____ (address), plans to file a Design Review and Tentative/Parcel Map application with the City of Chula Vista to convert this building to a condominium project. You will be given notice of each hearing for which notice is required pursuant to Sections 66451.3 and 66452.5 of the California Government Code, and you have the right to appear and the right to be heard at any such hearing.

(Print name of owner or owner's agent)

(Signature of owner or owner's agent)

(Company title)

(Date)

(Tenant's signature)

(Door to door option only- see page 4 of procedural guide)

Note: If you wish to add additional language in the notice, you must first obtain approval from the Planning Division staff. At minimum, you will be required to use the language from the State as shown above.

(Section 66427.1(a) & 66452.9 of the Government Code)

FORM B
CONDOMINIUM CONVERSIONS

**NOTICE TO PROSPECTIVE TENANT
OF INTENT TO CONVERT**
*(PRIOR TO EXECUTION OF RENTAL AGREEMENT
AND BEFORE TENTATIVE MAP APPROVAL)*

To the prospective occupant(s) of :

(address)

(apartment #)

The owner(s) of this building, at _____ (address), has filed or plans to file a Design Review and Tentative/Parcel Map application with the City of Chula Vista to convert this building to a condominium project. No units may be sold in this building unless the conversion is approved by the City of Chula Vista and until after a public report is issued by the Department of Real Estate. If you become a tenant of the building, you shall be given notice of each hearing for which notice is required pursuant to Sections 66451.3 and 66452.5 of the California Government Code, and you have the right to appear and the right to be heard at any such hearing.

(Print name of owner or owner's agent)

(Signature of owner or owner's agent)

(Company title)

(Date)

I have received this notice on _____

(Date)

(Prospective tenant's signature)

Note: If you wish to add additional language in the notice, you must first obtain approval from the Planning Division staff. At minimum, you will be required to use the language from the State as shown above.

(Section 66427.1(a) & 66452.8 of the Government Code)

**FORM C
CONDOMINIUM CONVERSIONS**

**NOTICE TO PROSPECTIVE TENANT
OF INTENT TO CONVERT
(PRIOR TO EXECUTION OF RENTAL AGREEMENT
AND AFTER TENTATIVE MAP APPROVAL)**

To the prospective occupant(s) of :

_____ (address)

_____ (apartment #)

The owner(s) of this building, at _____ (address), have received a Tentative Map with the City of Chula Vista to convert this building to a condominium. You will be notified at least 180 days prior to the actual conversion. Further, if you still reside in your unit, you will be given an exclusive right to purchase your unit.

_____ (Print name of owner or owner's agent)

_____ (Signature of owner or owner's agent)

_____ (Company title)

_____ (Date)

I have received this notice on _____

_____ (Date)

_____ (Prospective tenant's signature)

Note: If you wish to add additional language in the notice, you must first obtain approval from the Planning Division staff. At minimum, you will be required to use the language from the State as shown above.

If the Tentative Map has not been approved yet, Form B shall be given to the prospective tenant.

(Section 66452.51 of the Government Code)

**FORM D
CONDOMINIUM CONVERSIONS**

**10-DAY
NOTICE TO EXISTING TENANT OF AN
APPLICATION OF A PUBLIC REPORT**

To the occupant(s) of :

(address)

(apartment #)

The owner(s) of this building, at _____ (address), will be, or has submitted an application for a Public Report to the Department of Real Estate, and that such report will be available upon request.

(Print name of owner or owner's agent)

(Signature of owner or owner's agent)

(Company title)

(Date)

(Tenant's signature)

(Door to door option only- see page 4 of procedural guide)

Note: If you wish to add additional language in the notice, you must first obtain approval from the Planning Division staff. At minimum, you will be required to use the language from the State as shown above

(Section 66427.1(a) of the Government Code)

**FORM E
CONDOMINIUM CONVERSIONS**

**10-DAY
NOTICE TO EXISTING TENANT
OF FINAL MAP APPROVAL**

To the occupant(s) of :

_____ (address)

_____ (apartment #)

The owner(s) of this building, at _____ (address),
have obtained approval of a final map for the proposed conversion.

_____ (Print name of owner or owner's agent)

_____ (Signature of owner or owner's agent)

_____ (Company title)

_____ (Date)

_____ (Tenant signature)

(Door to door option only- see page 4 of procedural guide)

Note: If you wish to alter any of the language in the attached notice template, you must first obtain approval from the Planning staff. At minimum, you will be required to use the language from the State

(Section 66427.1(b) of the Government Code)

**FORM F
CONDOMINIUM CONVERSIONS**

**90-DAY
NOTICE TO EXISTING TENANT
OF OPTION TO PURCHASE/OFFERING TO SELL TO PUBLIC**

To the occupant(s) of:

(address)

(apartment #)

Each tenant of the proposed condominium conversion 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 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 Section 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.

(Print name of owner or owner's agent)

(Signature of owner or owner's agent)

(Company title)

(Date)

(Tenant signature)

(Door to door option only- see page 4 of procedural guide)

Note: If you wish to add additional language in the notice, you must first obtain approval from the Planning Division staff. At minimum, you will be required to use the language from the State as shown above

(Section 66427.1 (d) of the Government Code)

**FORM G
CONDOMINIUM CONVERSIONS**

**NOTICE TO PROSPECTIVE TENANT
OF OPTION TO PURCHASE/TERMINATION OF TENANCY
(PRIOR TO EXECUTION OF RENTAL AGREEMENT)**

TO THE PROSPECTIVE TENANT(S) OF :

(address)

(apartment #)

THE UNIT YOU MAY RENT HAS BEEN APPROVED FOR SALE TO THE PUBLIC AS A CONDOMINIUM PROJECT. THE RENTAL UNIT MAY BE SOLD TO THE PUBLIC, AND IF IT IS OFFERED FOR SALE, YOUR LEASE MAY BE TERMINATED. YOU WILL BE NOTIFIED AT LEAST 90 DAYS PRIOR TO ANY OFFERING TO SELL. IF YOU STILL LAWFULLY RESIDE IN THE UNIT, YOU WILL BE GIVEN A RIGHT OF FIRST REFUSAL TO PURCHASE THE UNIT.

(Print name of owner or owner's agent)

(Signature of owner or owner's agent)

(Company title)

(Date)

I have received this notice on _____

(Date)

(Prospective tenant's signature)

Note: If you wish to alter any of the language in the attached notice template, you must first obtain approval from the Planning staff. At minimum, you will be required to use the language from the State. The text above shall be printed in at least 14-point bold print (Section 66459 (a) of the Government Code).

If the Final Map has not been approved yet, Form C shall be given to the prospective tenant.

(Section 66459 (a) of the Government Code)

**FORM H
CONDOMINIUM CONVERSIONS**

**180-DAY
NOTICE TO EXISTING TENANT
OF INTENT TO CONVERT/TERMINATION OF TENANCY**

To the occupant(s) of :

(address)

(apartment #)

Each tenant of the proposed condominium conversion is hereby given 180 day written notice of intention to convert prior to termination of tenancy due to the proposed conversion. The provisions of this subdivision shall not alter or abridge the rights or obligations of the parties in performance of their covenants, including, but not limited to, the provision of services, payment of rent or the obligation imposed by Sections 1941, 1941.1, and 1941.2 of the Civil Code.

(Print name of owner or owner's agent)

(Signature of owner or owner's agent)

(Company title)

(Date)

(Tenant's signature)

(Door to door option only- see page 4 of procedural guide)

Note: If you wish to alter any of the language in the attached notice template, you must first obtain approval from the Planning staff. At minimum, you will be required to use the language from the State

(Section 66427.1 (c) of the Government Code)

SAMPLE*

TENANT NOTIFICATIONS/RELOCATION ASSISTANCE CHART

		DATE OF NOTICE/RELOCATION SENT TO TENANT/DOLLAR AMOUNT									
TENANT NAME (S)	UNIT #	FORM A 90-DAY NOTICE	FORM B PROSPECTIVE TENANTS	FORM C PROSPECTIVE TENANTS	FORM D 90-DAY NOTICE	FORM E 90-DAY NOTICE	FORM F 90-DAY NOTICE	FORM G PROSPECTIVE TENANTS	FORM H 90-DAY NOTICE	RELOCATION ASSISTANCE	DOLLAR AMOUNT OF RELOCATION ASSISTANCE
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											

*An electronic version of this form can be made available upon request.



RESIDENTIAL CONDOMINIUM CONVERSIONS PHYSICAL ELEMENTS REPORT

A. INTRODUCTION

A Physical Elements Report from a Licensed Architect or Civil Engineer and other licensed professionals (plumbers, electricians, etc.) who have examined all existing structures and amenities on the site where a proposed condominium conversion will occur, shall be submitted along with the necessary applications and plans. A Licensed Architect or Civil Engineer shall take the lead role in the report and hire other licensed professionals to conduct inspections beyond their scope of work. The report must describe the physical condition of the subject property to verify: (1) Said structures and associated electrical, plumbing and mechanical systems, etc., are safe and sound and meet the Building Codes in effect at the time of construction; and (2) All exterior elements are in good physical condition and have an extended life expectancy.

A total of three (3) copies of the Physical Elements Report shall be submitted with the necessary applications and plans to the Planning Division for review and approval by the Planning Division, Building Division, and Fire Department. Projects that have received a certificate of occupancy within five (5) years of submittal date will not be required to provide a Physical Elements Report.

B. SITE INSPECTIONS

The Licensed Architect/Civil Engineer and other licensed professionals are required to conduct an on-site inspection of the subject property, including at least 20% of the units, in order to assess the physical conditions of the property and interior conditions of all units. Inspection on a reduced number of units may be allowed by the Director of Planning and Building Department.

C. REQUIRED CONTENT OF REPORT

After the field inspection is completed by all parties, the Licensed Architect/Civil Engineer shall prepare a report that must include the following: (1) General description and Information of the project; (2) Overall physical conditions of structural items/amenities; (3) Interior noise elements/fire rating; (4) Energy conservation; (5) Recommended, required and proposed improvements; and (6) Additional support documents. Below is a summary of the content to be included in each section of the report.

1 General Description and Information

- Name, address, and APN of project
- Legal description of subdivision
- Gross area of subdivision
- Name and address of owner, Licensed Architect/Civil Engineer, and other licensed professionals including the name of their company
- A wet stamp and signature of Licensed Architect/Civil Engineer as the lead role in the report.
- Date of on-site inspections by Licensed Architect or Civil Engineer and other licensed professionals.
- Any other persons who conducted the on-site inspection with the Licensed Architect/Civil Engineer and other Licensed Professionals, such as the property manager or owner.
- A table showing unit types, size of units, number of units and total areas of units.
- Total number of units inspected
- Date building was completed and approved, and which Building Code it was constructed under

2 Structural Items/Amenities

The following is a list of items to be examined and any other items located on the site, during the on-site inspection by the Licensed Architect/Civil Engineer and other licensed professionals. The report shall list the life expectancy of the items; past maintenance history; overall current conditions; lists of defects; type of materials; and construction.

Site Amenities	Accessory Structures
Recreation or office buildings	Carports or garages
Pool, spa, sauna	Trash enclosures
Tennis courts	Fences, walls, gates
Tot lot, BBQ area, picnic tables	Light poles/fixtures
Landscaped Areas	Exterior Finishes
Planting	Wood work, material, paint, stucco for each building
Hardscape elements, walkways	Walls, doors, and windows
Irrigation system	Stairways
Drainage system	
Foundation/Pavement	Interior Elements
Foundation system for each building	Drywall, paint, wall paper, etc.
Parking lot pavement	Hallways, walkways
Structural Systems	Floor covering
Structural system of each building (wood, steel, masonry or concrete).	Electrical cover plates
	Light fixtures
Plumbing	Laundry area/room
Plumbing lines and fixtures	Environmental health conditions (ex. asbestos, lead base paint or pipes)
Mechanical	Appliances
Heating and cooling system	Type and make of all appliances
Electrical	Interior Noise Elements/Fire Rating
Size of service provided to each unit	Interior walls, floor, and ceilings
Transformers, distribution panels, and meters	Fire rating
Solar panels systems	Insulation systems
Roof	Fire Prevention
Roof construction (flat, pitched, etc.)	Fire hydrants
Roofing material and water proofing membrane and penetration locations	Fire Department Connections (FDC) Post
Rain water collection	Standpipes, fire sprinklers (submit a five year certification of all fire sprinklers and standpipe systems)
Gutters, downspouts, scuppers	
Minimum roof slope	Fire alarm systems (smoke/CO ₂ detectors)
Utilities	Extinguishers
Different utilities and the provider (ex. electricity, natural gas, sanitary sewerage, potable water, solid waste removal, cable television)	

3 Interior Noise Elements/Fire Rating

In order to determine if the buildings meet the interior noise elements/fire rating, a Licensed Architect, Civil Engineer, or other recognized acoustical expert shall provide an acoustical analysis showing how the existing buildings were designed to limit noise in habitable rooms. The Licensed Professional shall test the wall and floor/ceiling assembly that separates dwelling units from each other and from common space (such as corridors, laundry rooms, common garages, service areas, etc) to see if these areas meet the standards. A minimum one-hour firewall with 50-55 SDC rating or better is required per the most recent Gypsum Systems Fire Resistance Design Manual and Sound Control. The report shall specify the details of the penetrations of assemblies for piping, electrical devices, recessed cabinets, bathtubs, soffits or heating, and how the ventilating or exhaust ducts are sealed, lined, insulated or treated to maintain the required sound rating.

4. Energy Conservation

Participation in the residential rebates and services program for energy efficiency with San Diego Gas and Electric may be possible if improvements are to be made to the individual units, recreational buildings, etc. Information regarding the program is available on the San Diego Gas and Electric web site at www.sdge.com Contact the City's General Services Department at (619) 409-5918 for questions regarding energy conservation or to see if the proposed project qualifies for any City of Chula Vista rebate programs, such as the Sustainable Community Program. The Physical Elements Report should note which improvements are being made to satisfy the requirements of the energy efficiency program.

5. Recommended, Required and Proposed Improvements

The following section shall identify all items that are recommended by the Licensed Architect/Civil Engineer, or other licensed professional for recommended immediate repair (prior to occupancy of unit) or recommended for short term and intermediate term repairs (between 1 to 5 years). All items required to be repaired or replaced as a result of the Housing Inspection (see procedural guide, page 6) shall be mentioned in this section of the report. Below is an explanation of each type of recommendation.

a.) Recommended Immediate-Term Repairs (prior to occupancy of unit)

Recommendations for immediate-term maintenance for physical deficiencies include potentially unsafe conditions, material code violations, and items that require corrective works on a higher priority than routine work. For example, repairing fire damaged structures, exposed electrical wiring, dryrot steps leading to a unit, etc. would be immediate-term repairs. An estimated cost to repair or replace the each item shall also be provided.

b.) Recommended Short-Term and Intermediate-Term Repairs (between 1 to 5 years)

Recommendations for short-term and intermediate-term repairs include items that will need to be replaced, repaired, or upgraded in the near future by either the current or future owners of the units, in order to extend the life of the items or structure. For example, replacing the water heater or air conditioning units within five (5) years or replacing the roof materials within two (2) years would be a short-term and intermediate-term repair. An estimated cost to repair or replace the each item shall also be provided.

c.) Recommended and Proposed Improvements (prior to occupancy of unit)

Recommended and proposed improvements include recommendations for cosmetic repairs to the units or common recreation buildings in order to upgrade or to improve the physical appearance of them. For example, new appliances, counter tops, fixers, flooring, windows, doors, and painting the exterior of the buildings would be recommended and proposed improvements. In addition to the Licensed Architect or Civil Engineer recommendations, a list of any additional items that will be repaired or replaced by the owner shall be included in the report. An estimated cost to repair or replace each item shall also be provided.

D. SUPPORT DOCUMENTS

1. Site Plan and Architecture Drawings

Submit a reduced 8 ½' x 11' or 11'x 17' (folded to an 8 ½' x 11' size) copy of the site plan, floor plans, elevation plans, and landscape plans within the report. All structures or amenities shown on the site plan shall be identified in the report.

2. Photographs

include colored photographs showing the existing conditions of each item listed in Section C2. The photographs shall be clearly labeled with text under each item, or attached to the end of the report with the proper referencing.

J:\Planning\Counterforms\Application Forms & Handouts\ResidentialCondo ConversionPhysical Elements Report.doc