

# Application Checklist

## CONDOMINIUM CONVERSIONS OR TENTATIVE CONDOMINIUM MAP



### Process:

A request for a Condominium Conversion or Tentative Condominium Map requires a Public Hearing before the City's Planning Commission. Processing time is normally twelve (12) to sixteen (16) weeks. However, it is dependent upon the number of similar requests before the City. ***The applicant or the applicant's representative must be present at all public hearings to answer questions.***

### Submittal:

The City of Roseville Planning Division accepts applications online. For more information on the online application submittal process and to submit an application, visit the City's Development Services – Online Permitting Services (OPS) submittal page at <http://www.roseville.ca.gov/permitsonline>. Along with the online application, additional submittal information, as listed below, will be required to be uploaded and submitted. Applications shall be reviewed for compliance with the submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing and will cause delay.***

### APPLICATION SUBMITTAL REQUIREMENTS:

- Forms
  - [Property Owner Affidavit](#)
  - [Electronic Signature Disclosure](#) (if signing electronically)
  - [Agreement for Full Cost Billing](#)
- Project plan set should include: (see [Plan Requirements](#) for instructions on preparing consolidated plans)
  - Tentative Map sheet(s)
- Documents (upload these items as “Documents” in OPS)
  - Preliminary Title Report (current within 6 months)
  - Metes and bounds legal description of the property and a property exhibit map (8.5”x11”)
  - For Conversions:
    - Current Tenant Roster in typed address label format
    - Detailed list of rents and rent history for each unit to be converted.
    - Economic and demographic information regarding the current tenants as required by the Planning Manager
    - Evidence all current tenants have received a Notice of Intention to Convert and Notice of Purchase Rights as required by the Subdivision Map Act. Copies of notices provided to each tenant shall be provided along with a signed affidavit verifying proof of service and/or deposit in U.S. Mail
    - Draft Affordable Purchase Housing Development Agreement
    - Draft Development Agreement outlining the obligation for the required Community Benefit Fee and Community Facilities District for Services
    - Draft tenant Relocation assistance Plan
    - Vacancy rate survey
- Fees– to be paid once application is accepted (see [Planning Fee Schedule](#))
  - Application fee
  - Radius List Fee
  - 3% Technology fee
  - Environmental review fee

We encourage all applicants to utilize the OPS portal to submit, but applicants may also submit in-person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a flash drive or similar data storage device. For questions, please call the Planning Division at (916) 774-5276 or, staff is available at the Permit Center counter, 311 Vernon Street, Roseville, CA 95678, during normal business hours.