



APPLICATION CHECKLIST
CONDOMINIUM CONVERSIONS
(TENTATIVE CONDOMINIUM MAP)

A request for a Tentative Condominium Map (Conversion) 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.

Applications shall be reviewed for compliance with the Application Submittal requirements. Applications submitted without the required information are not required to be accepted for processing.

Application Submittal Requirements

- A) One (1) copy of the completed application form, with an address approved by City of Roseville Development Services Department - Addressing and all required original signatures.
B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
C) One (1) copy of the current tenant roster in typed address label format. An updated tenant roster may be requested by the Planning Manager prior to a public hearing being scheduled.
D) One (1) copy of a preliminary title report, current within 6 months.
E) Twenty (20) copies of an exhibit map drawn to scale (engineer's scale, no smaller than 1" = 40'), prepared by a Registered Civil Engineer and indicating the following:
Project name, address, north arrow, scale and a vicinity map
Clearly identify on the face of the map: "TENTATIVE CONDOMINIUM MAP"
Clearly identify the number of lots and condominium units proposed.
Lot dimensions and lot numbers
All easements of record
A water and sewer plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes
Summary of the providers of public facilities, schools, parks, electric substations, fire stations, etc.
Phasing lines
Summary of project statistics including zoning, land use, owner, developer, engineer, and assessor's parcel numbers for all parcels affected
One (1) 11" x 17" reproducible copy
F) Twenty (20) copies of a site plan or condominium plan drawn to the same scale as item E, indicating the following:
Project name, north arrow and scale (must be engineer's scale - no smaller than 1" = 40').
Property lines, building setback lines, and all easements of record.
Existing buildings and structures.
Existing buildings and other structures on-site and on adjacent properties.
Driveways and parking spaces.
All planted areas.
Entrances, exits, and walkways.
Trash enclosure locations.
A vicinity map
Summary of project statistics including zoning, square footage, & parking requirements.
One (1) 11" x 17" reproducible copy
G) A metes and bounds legal description of the property and a property exhibit map (8.5" x 11").
H) A detailed list of rents and rent history for each unit to be converted for the twelve (12) months prior to the application.
I) Economic and demographic information regarding the current tenants as required by the Planning Manager.

- J) Evidence that 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.
- K) Five (5) copies of a draft Affordable Purchase Housing Development Agreement.
- L) Five (5) copies of a draft Development Agreement outlining the obligation for the required Community Benefit Fee and Community Facilities District for Services.
- M) Five (5) copies of a draft Tenant Relocation Assistance Plan that addresses the minimum requirements identified in Section 19.58.070 of the Zoning Ordinance.
- N) A vacancy rate survey of multi-family rental complexes of at least fifty (50) units or more, located within the City limits of Roseville and current to within six (6) months of the condominium conversion application date, if requested by the Planning Manager.
- H) Additional information as deemed necessary by the Planning Manager.

**NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.**

If you have questions, call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available at 311 Vernon Street, Roseville, CA 95678