



# CONDOMINIUM CONVERSION

## Submittal Requirements

To submit for a condominium conversion application, email all submittal requirements as PDF documents as attachments or via file share link to [planning@albanyca.org](mailto:planning@albanyca.org). Failure to submit a complete application will result in your application not being accepted. Planning fees will be invoiced and sent to the property owner/applicant once the application has been accepted. The application will be deemed accepted once fees have been paid.

☐ **Planning Application** – including:

- ☐ Signed Terms and Conditions of Application (page 2 of application)

*Signed Online Posting Consent Form is not applicable*

☐ **Parcel or Tentative Map** – prepared and stamped by a state-licensed engineer or surveyor, including:

1. A title which shall contain the subdivision name and type of subdivision;
2. Name and address of legal owner, subdivider and person preparing the map, including registration and license number;
3. Sufficient legal description to define the boundary of the proposed subdivision;
4. Date, north arrow, scale, contour interval, and source and date of existing contours;
5. Contour lines or elevation points;
6. The location of all structures and improvements on the site;
7. The location, width and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within or adjacent to the subdivision;
8. The location of storm sewer mains, channels, creeks or other drainage works, and the location and type of all existing sanitary sewers, water mains and other public utilities in or adjacent to the subdivision, including information on sizes, capacities, invert elevations and other data as prescribed by the City Engineer;
9. Additional information, as applicable, as outlined in [Section 22-4.2](#) of the City's [Subdivision Ordinance](#).

☐ **Closure Calculations** – Also called Engineering Calculations. The licensed civil engineer or surveyor who prepared the map will provide you with the calculations.

☐ **Preliminary Title Report** – Must be prepared during the six months prior to Map approval.

☐ **Covenants, Conditions, and Restrictions (CC&Rs)** – with Condominium Plan prepared by an attorney.

☐ **Property Report** – A property report describing the condition and estimating the probable remaining useful life of each of the following elements of each structure situated within the project proposed for conversion: foundations, exterior walls, fire walls, roof, stairways and exits, interior insulation (sound and thermal), exterior insulation (sound and thermal), light and ventilation, plumbing, electrical, heating and air conditioning, fire and earthquake safety provisions, security provisions, interior common or public areas, landscaping, trash control, off-street parking.

The report shall address current compliance with the following:

1. Utilities. Information on whether each dwelling unit has a separate meter, its own panel board for all electrical circuits which serve the unit, and a water shut-off valve. If the units of the building are not individually metered, a report indicating the feasibility of individual or submetering, prepared by qualified electrician.
2. Fire Prevention and Gas Leaks. Information on whether each unit has smoke and carbon monoxide detectors conforming to the latest California Building Code (CBC) standards. In addition, a statement shall be given as to whether the structure(s) is equipped with fire sprinklers, fire alarm systems, portable fire extinguishers or any other fire protective appliances.
3. Exits. Information on whether the structure's exits, exit ways and appurtenances conform to CBC standards.
4. Shock Mounting of Mechanical Equipment. Information of any permanent mechanical equipment, such as motors, compressors, pumps and compactors, that is a source of structural vibration or structure-borne noise and whether the equipment is shock mounted with inertia blocks or bases and/or vibration isolators.

❑ **Acoustical Report** – Prepared by a licensed acoustical engineer indicating:

1. The type of construction between dwelling units and the general sound attenuation characteristics of such construction, or indicating the level of sound attenuation between dwelling units, and
2. Whether the structure conforms to all interior and exterior sound transmission standards of the UCB.

This report may be waived for four (4) or fewer units upon the discretion of the Building Official.

❑ **Pest Control Report** – A structural pest control report prepared by a licensed structural pest control operator (pursuant to Section 8516 of the Business and Professional Code).

❑ **Demographic and Rental Structure Report** – Specific information concerning the demographic characteristics of the project including, but not limited to, the following:

1. Square footage and number of rooms in each unit;
2. Rental rate history for each type of unit for previous five (5) years;
3. Monthly vacancy rate for each month during preceding two (2) years;
4. Makeup of existing tenant household, including family size, length of residence, age of tenants and whether receiving Federal or State rent subsidies;
5. Names and addresses of all tenants.
6. Proposed sale price of units; and
7. Proposed Homeowners' Association fee and what services the fee covers;

When the subdivider can demonstrate that such information is not available, this requirement may be modified.

❑ **Relocation Assistance Report** – A written description of all relocation and moving assistance and information to that will be given to each tenant, and all the steps the subdivider will take to ensure the successful relocation of each tenant, in the event that

conversion takes place. The report, to be given to all tenants, should pay particular attention to what assistance will be provided to the elderly, handicapped and other tenants who may encounter difficulty finding new quarters. In order to reduce the number of such tenants being displaced, subdivider shall consider incentives and inducements that would permit tenants to become owners in the condominium. Subdivider shall also consider procedures that would allow such hard-to-relocate tenants to stay on as tenants, or to give such tenants additional time after termination of tenancy, due to the conversion, for permanent relocation.

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- ☐ **Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. The application is deemed submitted on the date fees are paid in full.

**Fiscal Year 2024-2025 Planning Fees** (fees subject to change)

Condo Conversion .....	\$4,546.32
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