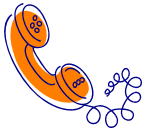


Is there a difference between a residential condo conversion and a non-residential condo conversion?

The City processes residential conversions differently than non-residential conversions. See the section on application process for more details.

Additionally, the City will review applications for residential conversions with specific focus on several factors concerning the City's housing element, regional affordable housing requirements, and need projections. For more information regarding the restriction on residential condo conversion, please contact the Planner On Duty (POD) at (925) 931-5600.



What documents need to be recorded with the County?

Once the project is approved by the City, a new property deed(s) will need to be recorded with the County. The Engineering Department assists in this process. For more information on this topic please contact the Pleasanton Engineering Department at (925) 931-5650, or the County of Alameda at (510) 272-6262.



What should I consider when converting rental or lease units into for sale units?

There are several things to consider when applying for a condo conversion:

- Will there be common area?
- Will the number of individual owners be able to afford the costs of maintaining an HOA or the like?
- Is there enough parking to serve each unit independently?
- Will easements be needed, such as, cross access easements, maintenance easements, drainage easements, etc.?
- Can the property accommodate the individual utility upgrades that will be required?
- Will the costs of individual utility upgrades affect the financial feasibility of the project?



Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

Or

stop in to see a planner:

**City Hall
200 Old Bernal Avenue
Monday* - Friday, 8:00 a.m. - 5:00 p.m.**

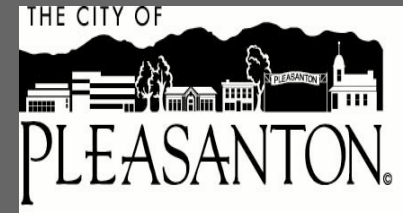
*Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.

Brochure prepared by the Planning Division

Condominium Conversion

What is a Condominium Conversion?

A condominium conversion is the subdivision of apartment buildings, apartment complexes, mobile home parks, and commercial/office complexes into individually owned units.

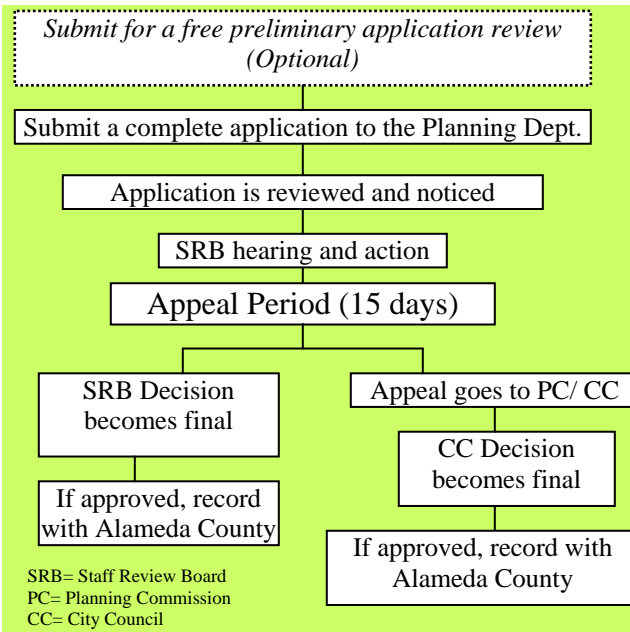


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process for a non-residential condo conversion?



Preliminary Review

Preliminary Review applications are an optional process that is recommended for projects that have non-traditional aspects to them or large scale projects that need direction on specific topics before plans are finalized. Please see the Preliminary Review handout for more information on this process.

Staff Analysis

Once the application is assigned to a staff planner it will review the project for completeness and the project planner will contact you to report the project's status and to obtain additional information if necessary.

Administratively

Condominium Conversion applications are reviewed administratively by the Planning Division and the Staff Review Board (SRB). If all requirements are met, the Condominium Conversion is processed by the City and sent to the County for recordation within several weeks of the application. Condominium Conversion becomes final when it is recorded by the County.

Can conditions of approval be imposed?

Approval of your application could be contingent on specified conditions. The approval letter will contain any conditions of approval that are attached to the project. If you do not agree with the conditions of approval, you can appeal the approval to challenge the conditions.

Can the Action be appealed?

Appeal Period

Any SRB action taken on a project does not become effective until 15 days after the ruling. During this time you or any concerned party may appeal the action to the Planning Division by submitting a written request and an appeal fee. Appeals of a SRB action goes to the PC, appeals of a PC action goes to City Council (CC). The CC decision is final. See the handout on appeals for additional information.



Who can prepare these types of plans?

Condo conversion plans must be prepared by a registered civil engineer, licensed surveyor or practicing land or city planner. The topography and boundaries must be certified as to accuracy by a registered civil engineer or licensed surveyor, and all public improvements must be designed by a registered civil engineer.

How long does the process take?



Normally, the process takes about **four to six weeks**.

This period will be longer if the plans need revisions, or if the approval/denial action is appealed.

*This timeline is a goal and a variety of factors can result in a longer timeline.

What other approvals are needed?

After receiving approval for your application and the appeal period has expired, a separate review is coordinated through the Engineering Department. For additional information about this administrative portion of the process, please contact the Engineering Department at (925) 931-5650.



What documents do I submit?

Application and fee: Applications and fees can be obtained on-line or from the Planning Division counter.

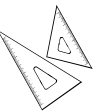
<http://www.ci.pleasanton.ca.us/pdf/devapp.pdf>

Property owner(s) signature(s): All property owners must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

Association approval: Applications in areas with a Home Owners' or Business Owners' Association need to also provide an approval letter from the Association stating their review and approval of the proposed project.

A total of 15 (fifteen) (18" x 24" or 24" x 36" size) † complete plans that show the following:

- **The location of all:**
 - Existing and proposed lot lines with the bearings and distances noted;
 - Existing and proposed easement locations and title;
 - Existing and proposed buildings on the site with setbacks to the property lines as shown;
 - Trees with a trunk diameter of four inches (4") or greater; and
 - All parking stalls, sidewalks, open space, etc.
- **The dimensions of each lot and calculations of existing and proposed lot areas;**
- **The lots need to be numbered;**
- **A north arrow;**
- **A graphic bar scale**
- **The name and address(es) of the record owner(s) for the property(ies);**
- **The name and address of the person, firm, or organization preparing the plans.**
- **Floor Plans of units to be converted.**



All submitted information must be clearly and legibly reproduced. All plans must be drawn to scale with the scale noted on the plans.

† Additional plans and materials may be required if the project is appealed.