

**CONDOMINIUM CONVERSIONS**  
**Additional Requirements**

- A tentative parcel or subdivision map (requirements listed separately)
- An approved Development Plan
- A property report prepared by a registered civil engineer, structural engineer, architect, or a licensed general contractor, and found acceptable by the Building Official upon inspection of the structures.
- Organizational documents for review by the City Attorney.
- A plan or statement describing how the following requirements will be met:
  - Unit storage
  - Sound and energy insulation
  - Solid waste pick-up site(s)
  - Parking requirements
  - Separate metering of utilities
  - Open space and recreational amenities
  - Landscaping and any alterations to existing building design and facade
- Evidence that the applicant has provided notice to prospective tenants at least 60 days prior to the filing of the tentative map of the applicant's intention to file a tentative map.