

CITY OF BRISBANE

USE PERMIT APPLICATION CHECKLIST FOR CONDOMINIUM CONVERSIONS

SUBMITTAL REQUIREMENTS. For the Planning Commission to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the Planning Commission agenda.

➤ ELECTRONIC SUBMITTAL REQUIRED:

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.

ALL USE PERMIT APPLICATIONS:

The following information and documents are required for all use permit applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application. Applications may be electronically signed and may require a [Property Owner Authorization Form](#).
- APPLICATION FEE – Refer to the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Following application review, an additional Environmental Determination fee (Line P49) may also be required, as determined by the project planner.

Note: Planning fees are non-refundable.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any use permit application.
 - PROJECT DESCRIPTION – A complete project description, which shall describe all components and phases of the proposed project.
 - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department's plan preparation guidelines:
 - Site Plan
 - Floor Plans
 - Exterior Elevations
 - Conceptual Grading/Drainage Plan
 - Conceptual Landscape Plan
 - Topographic Map
 - Demolition Plan

Note: Staff may waive certain plan components based on the specific project proposal. Consult with staff prior to submittal to confirm required components.

- SUPPORTING STATEMENTS – A written statement of findings from Attachment A of this checklist, as applicable to the project and zoning district.
- PHOTOS – Photos of the site and surrounding area. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.
- Photo simulations, including
- A color and finished material palate.
- Landscaping consistent with the conceptual landscape plan.
- A tentative subdivision or parcel map (see Tentative Map Application Information Checklist), or completed request to waive the requirement for a subdivision or parcel map (see Tentative or Parcel Map Waiver Application Information Checklist).
- A condominium plan consistent with the requirements of [California Civil Code Section 4285](#).
- A copy of the declaration of restrictions and proposed management arrangement relating to the projects, consistent with the requirements of BMC 17.30.040.F and the provisions of [California Civil Code Section 4205-4370](#).
- The information for condominium conversions required by [BMC Section 17.30.045](#):
 - A building history report, including the following:
 - The date of construction of all elements of the project
 - A statement of the major uses of the project since construction
 - The date and description of each major repair or renovation of any element since the date of construction
 - The name and address of each present tenant of the project
 - If any of the above information cannot be provided, an affidavit or declaration setting forth in detail all efforts undertaken to discover such information and reasons why the information cannot be obtained.
 - A property inspection report prepared by a licensed civil engineer, structural engineer, architect, general building contractor and/or general engineering contractor, determining the level of current building and fire code compliance and describing the condition and estimating the useful life of each of the following elements of each structure within the project:
 - Foundations
 - Structural elements
 - Interior walls, ceilings and floors (inspected for termite, dry rot or water damage, including toxic mold)
 - Roofs
 - Drainage systems



- Exterior sidings and finishes
 - Paved surfaces
 - Mechanical systems
 - Electrical systems
 - Plumbing systems, including sewer systems
 - Landscaping
 - Sprinkler systems for landscaping
 - Utility delivery systems
 - Central or community heating and air conditioning systems
 - Fire protection systems, including any automatic sprinkler systems
 - Alarm systems and property security in general
 - Smoke detectors and any required carbon monoxide alarms
 - Standpipe systems
- Written certification from a licensed appliance repair contractor on the working condition of all private and common appliances and mechanical equipment.
- Written certification from a licensed painting contractor on the condition of all exterior painted surfaces.
- Written certification from a licensed roofing contractor on the condition of all roofs.
- A structural pest control report prepared by a licensed structural pest control operator pursuant to [Section 8516](#) of the Business and Professions Code.
- An acoustical test data report on the noise attenuation characteristics of existing party walls, floors and ceilings prepared by a licensed acoustical consultant, based upon a representative sampling of the units, identifying any current building code standards for exterior and interior noise transmission that cannot be met.
- A summary of average rents for each bedroom type of rental unit, and a detailed unit history containing the following information:
- Location of unit
 - Number of rooms
 - Size of unit in square feet
 - Rental rate during two (2) years preceding the date of submittal of the application, indicating dates of rental rate increases
 - Duration of occupancy of present tenants
- A housing and tenant relocation report prepared by a qualified consultant approved by the planning director, containing the following information:
- The number of multiple dwelling rental units which will remain after the conversion
 - The nature and type of relocation assistance proposed by the applicant, including financial assistance and the provision of alternative housing facilities, including relocation programs
 - Vacancy information in rental units and the availability thereof within the city of Brisbane

- The proposed schedule of meetings which the applicant plans or proposes to hold with tenants to explain the application and its ramifications to the tenants
 - The proposed phasing or timing schedule of conversion and sale of units
 - Whether existing tenants will be given any discount from otherwise applicable sales prices
 - Any plan for temporary displacement of tenants who purchase units
 - A description of the demographic composition of the tenants, including information on age, persons per unit, persons over age sixty-two (62), number of permanent disabled persons, and tenure per unit
 - Suitable proof of compliance with the residential tenant notification requirements in [Government Code Sections 66452.17 and 66452.18](#)
- A completed C.3/C.6 Checklist or Small Projects checklist, depending on the project type and scope. (Check with Community Development staff prior to completing.)

CODE REFERENCES: For information regarding the conditional uses within a specific district, please refer to the applicable chapter of the Brisbane Municipal Code. Please refer to BMC Section [17.40.060](#) for the findings which must be made to approve any Use Permit application. Please refer to BMC Section [17.30.045](#) for the information required of condominium conversions.

NOTIFICATION OF MEETINGS AND HEARINGS. Applicants must attend all hearings to present their case and respond to any questions or comments. The project planner will notify you of the date of the public hearing via the notice of public hearing, and will provide the meeting agenda and a copy of the agenda report the Friday before the scheduled hearing. Copies of the agenda and agenda report are also available at the Planning Department and on the City's website, www.brisbaneca.org by noon on the Friday before the scheduled hearing. Please contact the project planner if you have not received a copy prior to the meeting.

NOTIFICATION OF ACTION. The project planner will notify you by mail to confirm the action taken. Contact the project planner if you do not receive such notification.

APPEALS. Anyone may appeal the action of the Planning Commission to the City Council not later than seven (7) calendar days after the Commission's action. An appeal application form and fee (Line P47) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY
DEVELOPMENT DEPARTMENT
planning@brisbaneca.org

Community Development Department Hours:
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays
8 A.M. – 8 P.M. Wednesdays
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



SUPPORTING STATEMENTS

Findings Required for Approval of All Use Permits

Brisbane Municipal Code [§17.40.060](#)

In order to approve any use permit application, the Planning Commission must affirmatively make the findings of approval in BMC Chapter 17.40, which are reproduced below. Supplemental findings may also be required depending on your specific project and the applicable zoning district and are listed in this attachment.

Please respond to each required finding as it relates specifically to your proposal and include a reference to the applicable plan sheet in the development plans. Attach additional pages if necessary, or provide written responses on a separate document.

1. How has the project been designed and operated in order to be compatible with the nature and condition of all adjacent uses and structures, and with general and specific plans for the area in question?

	Plan Sheet Page(s)

2. How will the propose use be designed and operated in order to not be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood?

	Plan Sheet Page(s)

3. How will the proposed use be designed and operated in order to not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city?

	Plan Sheet Page(s)