



**CITY OF DUBLIN**  
Community Development Department

**CONDOMINIUM CONVERSION PERMIT AND  
SITE DEVELOPMENT REVIEW (SDR)  
PLANNING APPLICATION SUBMITTAL REQUIREMENTS**

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- Processing Fee Agreement Form**
- Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- Authorization from the Community Development Director** within 60 days of application submittal as required by the City of Dublin Zoning Ordinance (Section 8.54.040.B).
- Notice of Intent to Convert** including satisfactory evidence that the Notice of Intent to Convert was received by all tenants of the project and that 60 days have elapsed since the applicant made the last such notification.
- Written Statement** describing the requested conversion in detail and stating how the conversion will be in conformance with the Condominium Conversion Regulations contained in the City of Dublin Zoning Ordinance (Section 8.54). Provide factual information supporting the findings necessary for approval of the Condominium Conversion Permit and Site Development Review.
  1. Will the buildings proposed for conversion and each unit within the buildings comply with the current Housing Code?
  2. How will the project meet the requirements of the Inclusionary Zoning Regulations included in Section 8.54.130?
  3. How will the project satisfy the Development Standards for utilities described in Section 8.54.140?
  4. Will the proposed conversion be consistent with the General Plan and any applicable specific plan?
  5. How will the proposed conversion conform to the requirements of the Condominium Conversion Ordinance?
  6. Describe any proposed repairs or restoration necessary to ensure that the proposed conversion project is and remains orderly and attractive.
- Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.
- Public Notice Materials**
  1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
  2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
  3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.
- Physical Elements Report** of each structure and facility which shall include, but not be limited to, the following:

1. A report detailing the condition of each element of the property, including foundation, structural, electrical, plumbing, utilities, walls, ceilings, windows, recreational facilities, sound transmission of each building, mechanical equipment, parking facilities, and appliances. Regarding each element, the report shall state to the best knowledge or estimate of the Applicant when the element was constructed or installed, when the element was last replaced, the approximate date upon which the element will require replacement, the cost of replacing the element, and any variation of the physical condition of the element from the applicable zoning and building code. The report shall identify each known defective or unsafe element and set forth the proposed corrective measures to be employed.
2. A report from a licensed structural pest control operator on each structure and each unit within the structure.
3. A report on the condition of the common area improvements, including landscaping, lighting, utilities and streets.
4. A report on any known soil and geological conditions regarding soil deposits, rock formation, faults, groundwater and landslides in the vicinity of the project, and a statement regarding any known evidence of soils problems relating to the structure. Reference shall be made to any previous soils report for the site and a copy submitted with the report.
5. A statement of repairs and improvements necessary to refurbish and restore the project to achieve a high degree of appearance, quality and safety.

**Project Specific Characteristics** including, but not limited to, the following:

1. Square footage and number of rooms in each unit.
2. Estimated sales price range of units.
3. Names and mailing address of all tenants.
4. A detailed list of rents for each unit to be converted for the twelve (12) months prior to the application.
5. Economic and demographic information regarding the current tenants as required by the Community Development Director.

**List of Existing Below Market Rate Units** with rental information, type of unit, and income level of tenants.

**Tenant Relocation Assistance Plan** indicating the applicant's commitment to provide the tenant benefits required by Section 8.54.110.

**Declaration of Covenants, Conditions and Restrictions (CC&Rs)** that would be recorded and would apply to each owner of a condominium unit within the project. The declaration shall include, but not be limited to, pertinent information regarding the conveyance of units and the assignment of parking, an agreement for common area maintenance, including facilities and landscaping, together with an estimate of any initial assessment fees anticipated for maintenance, and an indication of appropriate responsibilities for maintenance of all improvements and utility systems for each unit.

**Vicinity Map** showing the site in relation to nearest cross streets.

**Site Plan** drawn to 1" = 20' scale and fully dimensioned. The plans must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The plans must graphically and understandably describe the existing project. The plans must show the following:

1. North arrow and scale.
2. Dimensioned property lines, existing easements and adjacent streets.
3. Location, setback and dimensions of all existing structures on the site.
4. Parking information, including:
  - a. Parking ratio (i.e. parking spaces/per dwelling unit)
  - b. Parking provided
  - c. Parking required
  - d. Disabled accessible spaces

- e. Total parking
- f. Number of parking spaces per row (indicate compact spaces with 'C')
- g. Typical parking stall dimensions
- h. Parking aisles dimensioned
- i. Entrance drives dimensioned
- j. Lighting fixtures
- k. Striping details

5. Location, setback and dimensions of all existing:

- a. Driveways
- b. Median openings
- c. Loading areas
- d. Disabled accessible ramps
- e. Sidewalk/pathways
- f. Landscaped areas
- g. Fences
- h. Retaining walls
- i. Signage
- j. Trash enclosures
- k. Utility connections on site

6. Location, setbacks and dimensions of all existing structures, parking, driveways, walkways, landscape areas, fences, retaining walls, signage and trash enclosures.

7. Summary of development calculations including:

- a. Site area (gross and net)
- b. Floor area of all buildings and uses
- c. Number of parking stalls (required and proposed)
- d. Lot area coverage (allowed and proposed)
- e. Percent of landscaping

**Preliminary Grading/Drainage Plan** showing:

1. Existing topography (dashed line) at one-foot intervals (slopes 3:1 or greater shall be five-foot intervals).
2. Proposed or finish grade contours (solid line) at one-foot intervals.
3. Boundaries of all cut and fill areas.
4. Cross-sections of site where topographic changes exceed 5%.
5. Direction and path of drainage on, through and off the site (indicate any proposed and existing drainage catch basins and pipe).
6. Retaining walls with critical spot elevations.
7. Pad elevations for appurtenances (i.e. transformer, generator, etc.).
8. Finish floor elevations.

**Preliminary Utility Plan** showing:

1. Electric Service routing from existing supply to building (including poles, guy wires, conduits (min. 5-4"), conductors (number and size) etc.
2. Transformer, generator, propane rack enclosure (across from electric room).
3. Gas service
4. Water service, location and size including, domestic water with meter, back flow preventer and/or detector valve location, fire hydrants with protection, fire department connection and P.I.V.
5. Sanitary Sewer location and size including, manholes and cleanouts (100' O.C.).
6. Telephone service.
7. Easements (existing and proposed).
8. Critical crossings calculated for clearance (encasement if required).

9. Approximate light pole locations.
10. Storm drain system (with invert elevations).
11. Building tie-ins with sanitary sewer and storm drain.
12. Stub out locations for future pads, if any.
13. Finish floor elevations.

**Preliminary Landscaping Plan** This plan shall be consistent with the site plan and architectural plans for the proposed project. The plan shall demonstrate clearly the character, massing and site compatibility of the proposed landscaping program and shall include the following:

1. Design layout showing the desired landscaping program in terms of location of proposed landscaping and hardscape.
2. Plant palette with the location, size and name of the proposed plants and trees (both common and botanical).
3. Locations of proposed, berms, concrete curbs, paths, fencing, and miscellaneous structures (including above grade utility structures such as PG&E transformers).
4. Percent of landscaping (and how it is allocated).
5. Statement of overall design theme.
6. Areas proposed for outdoor use.
7. Outdoor furniture details.
8. Lighting plan including pedestrian level, security and parking lot lighting.

**Building Elevations** fully dimensioned and drawn to a 1/8" = 1' scale of all sides of all structures. Elevations must include building materials, colors, trash enclosures, fencing, roof screening details and signage.

**Colored Building Elevations** \*\*Photograph of existing building OK.

**Color and Material Palette** indicating the proposed finishes of all exterior materials (including roof and walls) and color samples of paint or manufactured products to be applied on the building exterior (including fascia and trim).

**Floor Plans** fully dimensioned, drawn to scale, showing exterior doors and windows, stairways, mechanical rooms and hallways.

**Roof Plan** drawn to scale showing the direction of slope of roof elements and location of mechanical equipment, ducts and vents.

**Traffic Data** specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Department for additional information.)

**Special Information** or information in such form and number as may be required by the Planning Division.

**For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or [planningpermits@dublin.ca.gov](mailto:planningpermits@dublin.ca.gov).**