



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### CONDOMINIUM CONVERSION PERMIT INFORMATION SHEET

- A condominium conversion permit is required prior to or concurrent with the approval of a subdivision map.
- No dwelling unit or mobile home space shall be subject to a condominium conversion unless a condominium conversion permit is granted. For more specific information related to the provisions, guidelines, and standards for Condominium Conversion Permits, please refer to Article IX, Chapter 19.790 – Condominium Conversion Permits of the City of Riverside Zoning Code (Title 19).
- Condominium conversions with existing condominium maps are subject to the prior granting of a condominium conversion permit. Final maps are also subject to this permit if it has not yet been recorded.
- The expiration date of the map, including any subsequent extensions of time, shall apply to the condominium conversion permit as well.

#### APPLICATION PROCESSING

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Refer to the flow chart form found in Article IX of the Zoning Code, Chapter 19.790.080 – Condominium Conversion Permits.

#### PLANNING FEES

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See current Fee Schedule (FILING FEES ARE GENERALLY NOT REFUNDABLE)

#### REQUIRED ITEMS FOR FILING

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Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8 ½" x 14" so the bottom right corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

(Next Page)

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Submittal of the following items shall be required for the application to be deemed complete:

- One (1) copy of the completed application form**
- One (1) copy of the most recent Grant Deed**  
A complete and accurate legal description of each parcel. (A deed can be obtained from a Title Company.)
- One (1) copy of completed Hazardous Site Review**
- One (1) copy of completed Hazardous Materials Questionnaire**
- One (1) copy of a completed Environmental Information Form** (For use in preparing the Initial Study). The Planning Division may, during the course of its initial review of the application, determine that supplemental information is required, such as biological, traffic, noise, or archeological studies.
- One (1) copy of a completed Variance Justification Form** for each variance being requested, if any are proposed.
- Two (2) copies - Certified list of the names and addresses of all current tenants.**
- One (1) set of Mailing Labels with the names and addresses of all current tenants.**
- Thirty-Seven (37) copies of the registered letter** sent to the current property owners (as required by State Law)
- Two (2) copies of the Project Analysis and Inspection Report**  
The analysis and report must include an inter-unit acoustical report (certified by a competent expert or experts acceptable to the Planning Division) that describes in detail the physical characteristics and condition of the subject project, including all buildings, open spaces, parking facilities, and appurtenances. The certification shall be accompanied by a fully-detailed plot plan drawn to scale. The inter-unit acoustical report shall not be required for mobile home park conversions nor nonresidential conversions.
- Thirty-Seven (37) copies – Fully detailed and dimensioned plot plan drawn to scale**  
(Suggested scale: 1" = 20') Plot Plan must include an accurate description of:
  - a. All buildings,
  - b. Parking spaces,
  - c. Driveways,
  - d. Landscape areas,
  - e. Private patios,
  - f. Important terrain features such as steep slopes and rock outcroppings (and any other appropriate site information.)
- Thirty-Seven (37) copies – Fully detailed and dimensioned floor plans of each typical apartment unit type drawn to scale.**

## WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- FAA Part 77 Review must be completed before an application is submitted to the Planning Division or Riverside County Airport Land Use Commission (RCALUC). A Copy of the FAA's findings is required, along with all other necessary documentation. If the FAA Review is not included at the time of submittal, the application is deemed incomplete and

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cannot be processed. For more information, please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout.

- With the exception of Rezonings, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- Soils testing shall be conducted by a qualified soils engineer for all project sites known to contain hazardous materials, for sites where known hazardous materials contamination may have existed, or for sites where hazardous materials may inadvertently be discovered during the construction of projects. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate if remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.
- Soils testing shall be conducted by a qualified soils engineer for all project sites where the last known use was agriculture or an agriculture-related activity (including where weed abatement has occurred) as the onsite soils might contain pesticides, herbicides, agricultural chemical, organic waste, or other related residues. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.

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