



# New Condominium Conversion Checklist

## Project Information

PROPERTY ADDRESS:		BLOCK / LOT:
923-937 Kansas		4094 / 045-048
CASE NO.:	ZONING:	DATE REVIEWED:
2021-007825CND	RH-2	09/15/2021

**CONFIRM COMPLIANCE WITH EACH CRITERION BY CHECKING BOXES**

<input checked="" type="checkbox"/>	Enforcement	The property does not have any active violations or unauthorized window replacements.
<input checked="" type="checkbox"/>	Density	The property does not exceed the Maximum Dwelling Unit Density for the property's Zoning District.

- Application: Name, Address, & Phone
- Preliminary Title Report
- Form No. 1: Previous Land Use, Permit numbers for any approved BPA, proposed sales prices for BMR units
  - Building Permit Application No. 2014-0702-0323, 2014-0702-0334, 2014-0702-0335, 2014-0702-0336 (if applicable)
  - Check for consistency with approved planning entitlements (DPW does not require submission):
    - Building Permit Application No. \_\_\_\_\_ (if applicable)
    - Notice of Special Restrictions No. \_\_\_\_\_ (if applicable)
    - Motion No. / Conditions of Approval \_\_\_\_\_ (if applicable)
    - Variance Decision (if applicable)
    - Environmental Application (if applicable)
    - Prepare CATEX Checklist if referral qualifies as a project.
- Form No. 2: Owner's Release of Interest in Common Areas
- Proof of Owner Occupancy (utility bill, tax statement, etc.)
- Form No. 3: Proposition "M" Findings Form
- Form No. 4: DBI review (required only if creating new lot line on property occupied with existing building(s), not required if only for merging adjoining lots)
- Tentative Final Map
- Tentative Parcel Map
  - Legal lot of record
  - Shows existing conditions
  - Photos are consistent with the map

Note: Any applicable item not in the Docket should be requested from DPW