



**RESIDENTIAL CONDOMINIUM CONVERSION
APPLICATION CHECKLIST**

All items listed below are required as part of your submittal. Please note that additional requirements may be necessary for your particular project. Please contact the Planning Division at (619) 585-5621 to schedule a Rapid Review Meeting for the official submittal of the applications and plans

Tentative Subdivision Map Application

HEARING

Conditional Use Permit Application (Sales Office)

ADMINISTRATIVE (not required with first submittal)

Design Review Application

ADMINISTRATIVE HEARING

Application Forms

- Applications -Development Processing Type A/Type B (if 5 or more units) Part 1 -page 1 and 2 of application
- Project Description & Justification (Application Appendix A) -page 3 of application
- Disclosure Statement (Application Appendix B) -page 4 and 5 of application
- Development Permit Processing Agreement (Application Appendix C) -Public Hearing project only -page 5,6, and 7 of application

Tentative Subdivision Map (Separate page from Design Review Site Plan) -Sections listed below refer to Subdivision Manual

Section 2-101.2 (1) Form and Content- General

- Legibly drawn on mylar, sepia or other approved media (not required on first submittal-during Final Map stage)
- Min 18" x 26" (46cm x 66 cm), Max. 36" x 60" (91cm x 152cm) With 1" (2.5cm) margin
- Scale 1" =100' (1cm =10m) minimum in both words and graphically and north arrow
- Tentative Subdivision Map page format per Subdivision Manual (see Attachment 1)

Section 2-101.2 (2) Marginal Informational

- Title- Subdivision Name
- Chula Vista Tract No.
- Legal Description: Sufficient to define map boundaries
- Tax Assessor's Parcel Number(s)
- Vicinity Map with north arrow and scale
- Date of preparation and number and dates of any revision
- Owner's name, address and telephone number, and signature on map
- Applicant, (if different from owner) name, address and telephone number
- California Registered Civil Engineer's name, address, telephone number, registration or license number, and signature on the map. The map must be drawn only by a California Registered Civil Engineer
- Zoning-existing and proposed (if applicable)
- Present and proposed usage of parcel
- Gross area of Subdivision (acres or square feet)
- Total number of lots and total number of units

APPLICATION CHECKLIST (Cont.)

- Source of water supply
- Method of sewage disposal
- Reference to topographic source
- Grading- Statement if no grading proposed
- Drainage and flood control measures

Section 2-101.2 (3)- Map Data

- North Arrow
- Scale (min. 1" =100') (1cm=10m) shown both in words or figures and graphically
- Written scale (words or figures) and graphic scale
- Approximate curve information for all curves
- Inundation lines for design flood

Section 2-101.2 (4)-Boundary Data

- Fully dimensioned (approximate)
- Proposed as solid lines, existing as dashed lines
- Tied to street centerline
- City/County boundaries identified

Section 2-101.2 (5)- Existing

- Highways, streets, roads-names, grades, widths, if private designated as such
- Sidewalks, pavement, curb and gutters, street lights, driveways
- Easements-location, purpose, size public or private and recording information
- Sewer-location, size, type, manholes with invert and manhole elevations
- Water Lines- location, size and type
- Gas Lines – location, size and type
- Electrical, telephone, cable lines – location, size, type, poles, overhead or underground
- Drainage Improvements – location, size and type
- Buildings/structures identified as to land use
- Buildings/structures-located with respect to lot lines
- Trees-groves, orchards and trees of trunk diameter 4" (10cm) or more shown
- Contours-maximum 5' (2m) interval
- Water Courses – widths and direction of flow
- Lines of Inundation for the Design Flood
- Water Quality Technical Report (Engineering Department) – (see Storm Water Management Manual) -3 copies
- Adjacent lands if owned, leased, or under option to purchase by owner

Section 2-101.2 (6)- Proposed Development

- Highways, streets, roads-locations, grades, widths, and if to be private, designated as such
- Proposed street and easement dedications
- Approved street names (or temporary names) shown (if adding new street names)

APPLICATION CHECKLIST (Cont.)

- Sidewalks, curb and gutters, driveways, pedestrian ramps
- Sewer- location, size, type, manholes
- Drainage facilities
- Existing buildings to be removed or relocated and proposed buildings shown
- Grading- degree of slope, benches, retaining walls, pad elevations
- Removal of existing trees
- Easement- Location, purpose, size, public or private
- Proposed Storm Drainage System to comply with MPDES requirements

Section 2-101.2 (7)- Lot Information

- Approximate dimension
- Numbered in consecutive order
- Net area of each parcel (areas or square feet (m2))

Design Review - Site Plan (Separate page from Tentative Subdivision Map)

- Minimum Scale 1" =30'
- Subdivision Name (Unit numbers when applicable)
- Legal Description, project location, and Assessor's Parcel Number(s)
- Date of preparation and revisions
- Name of person or firm who prepared the plans
- Vicinity Map with north arrow and scale
- Subdivision boundaries fully dimensioned (approximate values)
- Property lines with dimensions
- Existing Zoning
- Existing and proposed use(s)
- Lot Coverage
- Show all easements
- Show all existing and proposed buildings and structures. Include dimensions and label land use and square footage for each building activity area
- Distance between existing/proposed buildings/and or structures
- Number of required and existing parking spaces and size of parking spaces provided
- Parking layout, pedestrian walks, loading and trash areas
- Driveway width and locations
- Adjacent streets, alley and properties- including access and circulation
- Existing and proposed walls, fences, etc., indicating height, design and materials.
- Location of existing and proposed signs

Floor Plan

- Minimum Scale 1" =1/8'
- Existing/proposed layout

APPLICATION CHECKLIST (Cont.)

- Label total square footage of each unit/ building, unit number/floor plan type
- Label use of each room/area
- Any proposed improvements to the interior of the unit (new appliances, counter tops, etc) or exterior to the unit (new balcony, railing, steps, etc).
- Any interior/exterior proposed storage areas with total cubic feet labeled.
- Existing/proposed detached garage/carport and storage areas

Elevations

- Minimum Scale 1" =1/8'
- Elevation views of each side of all buildings, structures, walls and/or fences, signs and exterior lights
- Illustrative cross sections and enlargements of architectural elements or details as needed
- Label all materials, colors and building heights
- Label any proposed improvements to the exterior of the building (repainting, replace railing, new balcony etc).

Conceptual Landscape Plan

- Show existing/proposed location of trees, shrubs and groundcover
- Planting to be removed/replaced
- Open Space Areas (Private vs Public)
- Percentage of Landscaped area to total site and percentage of landscaping in parking area

Reports/Notices (See procedural guide, Attachment 7, Chart 2)

- Proof of 60-Day notice to all existing tenants of Intent to Convert. A Copy of "Form A", certified mail return receipt green cards and a Certificate of Mailing receipt (form filled out and date stamped by the Postmaster verifying the notices were sent out by regular mail to each tenant for those who do not pick up the certified mail) or if you choose to do the "Door to Door" noticing process instead of the Certificate of Mailing Receipt, submit copies of each tenant notice with at least one signature per household.
- Proof of notice to all prospective tenants of Intent to Convert prior to acceptance of any rent or deposit from the prospective tenant. A Copy of "Form B" is to be submitted with signatures from each prospective tenant. The signature must match the name listed on the Tenant Notifications/Relocation Assistance Chart (see procedural guide, Attachment 16) The applicant will be responsible to update the tenant list as necessary.
- Proof of notice to all prospective tenants of Intent to Convert prior to acceptance of any rent or deposit from the prospective tenant. A Copy of "Form C" is to be submitted with signatures from each prospective tenant. The signature must match the name listed on the Tenant Notifications/Relocation Assistance Chart (see procedural guide, Attachment 16). The applicant will be responsible to update the tenant list as necessary.
- Proof of 10-Day notice to all existing tenants of an Application for a Public Report. A Copy of "Form D", certified mail return receipt green cards and a Certificate of Mailing receipt (form filled out and date stamped by the Postmaster verifying the notices were sent out by regular mail to each tenant for those who do not pick up the certified mail) or if you choose to do the "Door to Door" noticing process instead of the Certificate of Mailing Receipt, submit copies of each tenant notice with at least one signature per household. (Not required with first submittal)
- Proof of 10-Day notice to all existing tenants of Final Map approval. A Copy of "Form E", certified mail return receipt green cards and a Certificate of Mailing receipt (form filled out and date stamped by the Postmaster verifying the notices were sent out by regular mail to each tenant for those who do not pick up the certified mail) or if you choose to do the "Door to Door" noticing process instead of the Certificate of Mailing Receipt, submit copies of each tenant notice with at least one signature per household (Not required with first submittal)

APPLICATION CHECKLIST (Cont.)

- Proof of 90-Day notice to all existing tenants of Option to Purchase/Offering to Sell to Public A Copy of "Form F", certified mail return receipt green cards and a Certificate of Mailing receipt (form filled out and date stamped by the Postmaster verifying the notices were sent out by regular mail to each tenant for those who do not pick up the certified mail) or if you choose to do the "Door to Door" noticing process instead of the Certificate of Mailing Receipt, submit copies of each tenant notice with at least one signature per household (Not required with first submittal)
- Proof of notice to all prospective tenants of Option to Purchase/Termination of Tenancy prior to acceptance of any rent or deposit from the prospective tenant. A Copy of "Form G" is to be submitted with signatures from each prospective tenant The signature must match the name listed on the Tenant Notifications/Relocation Assistance Chart (see procedural guide, Attachment 16). The applicant will be responsible to update the tenant list as necessary.
- Proof of 180-Day notice to all existing tenants of Intent to Convert/Termination of Tenancy A Copy of "Form H", certified mail return receipt green cards and a Certificate of Mailing receipt (form filled out and date stamped by the Postmaster verifying the notices were sent out by regular mail to each tenant for those who do not pick up the certified mail) or if you choose to do the "Door to Door" noticing process instead of the Certificate of Mailing Receipt, submit copies of each tenant notice with at least one signature per household (Not required with first submittal)
- Copy of the Public Reports submitted to the Department of Real Estate A copy of the issued Public Report shall also be submitted (Not required with first submittal)
- Written narrative describing in detail proposed upgrades to all units as well as exterior improvements, if any.
- Housing Inspection Report (Building Division) – May not be required for all projects (see procedural guide, page 7) – 2 copies
- Solid Waste and Recycling Plan (General Services Department) – (see procedural guide, page 7) – 2 copies
- Relocation Assistance Plan Report for Mobile Home Parks (Com. Dev. Dept.) – 2 copies
- Tenant Notifications/Relocation Assistance Chart (see procedural guide, page 5 and Attachment 16)
- Preliminary Title Report – 2 copies
- Physical Elements Report (Building, Planning, Fire) – May not be required for all projects (see procedural guide, Attachment 17) – 3 copies
- CC&R's (Planning Division/Engineering Department) – Only required during Final Map process

Public Hearing Information

- Color & Material Board (if proposing changes to exterior paint)
Samples should include roofing, paint, stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, masonry choices mounted on an illustration board (Not required with first submittal).
- Site Photographs
Provide 35 mm photographs clearly showing views of and from the project site, including adjacent structures and significant neighboring developments. Photographs should be mounted on an 8.5" x 11" board (maximum size) and labeled Provide color slides or digital photos on diskette two weeks prior to the public hearing
- Colored & Rendered Elevations & Landscape Plans
One set of a colored site plan and elevations shall be submitted to the project planner after the project has been deemed complete (Not required with first submittal).
- Reduced Site Plan, Floor/Elevation & Landscape Plans
Projects scheduled for public hearing require one 8.5" x 11" reduction of site plans and elevations to be submitted to the project planner two weeks prior to the public hearing (Not required with first submittal).

APPLICATION CHECKLIST (Cont.)

Temporary Sales Office Plan (Separate page from Design Review Site Plan)

Site Plan

- Items mentioned above under "Design Review Site Plan"
- Location of temporary sales office within the unit, recreation room, previous rental office space, etc.
- Identify all temporary structures (gazebos, trellises, etc.) and features (signs, banners, etc.)
- Label future use of the unit/structure once the temporary sales office is removed
- Pedestrian route, parking layout, number and size of parking spaces provided
- Proposed temporary fence around model home, indicating height, design and materials.

Floor Plan

- Minimum Scale 1" = 1/8'
- Existing/proposed layout
- Label total square footage of sales office area within unit or structure
- Label use of each room or area
- Proposed improvements to the interior of the unit/structure (new counter tops, shelves, etc.)

Elevation Plan

- Minimum Scale 1" = 1/8'
- Elevation views of each side of the buildings, structures, walls and/or fences, signs and exterior lights
- Illustrative cross sections and enlargements of architectural elements or details as needed
- Label all materials, colors and building heights
- Label any proposed improvements to the exterior of the building (repainting, trellis, signage, etc.)
- Detailed description of signs, including materials, letter size and type, height and width of the sign.

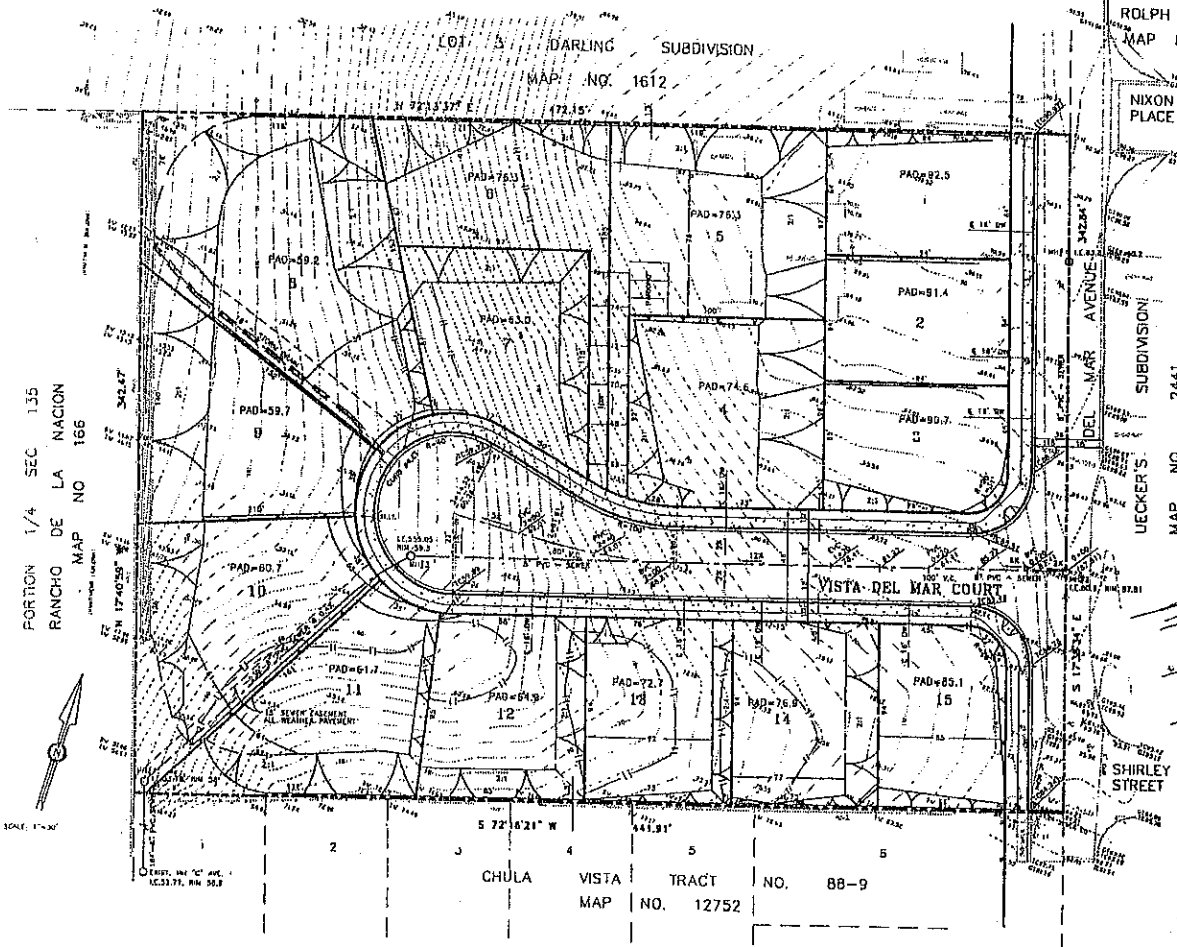
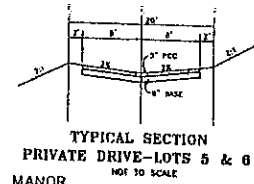
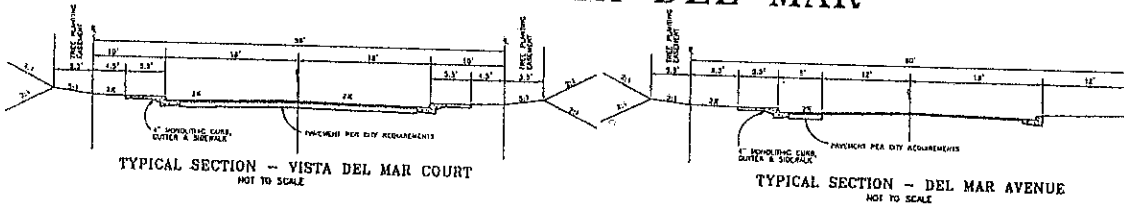
Conceptual Landscape Plan

- Items mentioned above in the "Conceptual Landscape Plan" section- Page 4

Note: If submitting the Conditional Use Permit with the other applications, then a conceptual landscape plan will only be required if temporary planting will be provided as a result of the sales office.

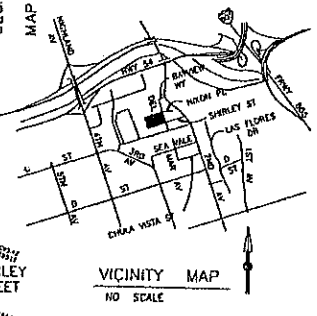
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TENTATIVE MAP - CHULA VISTA TRACT NO. 96-06 VISTA DEL MAR



LOT SIZES (SQ. FT.)

LOT NO.	GRDS	NET	PAD
1	6000	6000	5405
2	6000	6000	5828
3	6000	6000	5405
4	9500	9500	5041
5	11515	10815	5700
6	8630	7440	5600
7	6180	6180	5283
8	18560	18360	8320
9	8597	8597	5284
10	10411	10411	8450
11	8966	8966	5576
12	7501	7501	5000
13	7003	7003	5888
14	7003	7003	5175
15	6002	6002	5288



LEGAL DESCRIPTION
BEING A PORTION OF LOT 4 OF DARLING'S SUBDIVISION, IN THE CITY OF CHULA VISTA, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 1612, 1913, TOGETHER WITH A PORTION OF THE SOUTHERLY HALF OF THE SOUTHWESTERLY QUARTER OF 40 ACRES LOT 2 IN QUARTER SECTION 135 OF RANCHO DE LA NACION, ACCORDING TO MAP THEREOF NO. 166, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY MAY 11, 1882.

- GENERAL NOTES**
- GROSS AREA IS 3,713 ACRES.
 - TOTAL NUMBER OF LOTS IS 15. TOTAL NUMBER OF UNITS IS 15.
 - MINIMUM LOT SIZE IS 6000 SQ. FT.
 - WATER SYSTEM TO BE INSTALLED IN ACCORDANCE WITH THE STANDARDS OF THE SWEETWATER AUTHORITY, AND TO BE MAINTAINED AND OPERATED BY SAID DISTRICT.
 - SPECIFIC METHODS OF HANDLING STORM DRAINAGE ARE SUBJECT TO DETAILED APPROVAL BY THE CITY ENGINEER AT THE TIME OF SUBMISSION OF IMPROVEMENT AND GRADING PLANS. DESIGN SHALL BE ACCOMPLISHED ON THE BASIS OF THE SUBDIVISION MANUAL. DRAINAGE EASEMENTS SHALL BE PROVIDED AS REQUIRED BY THE CITY ENGINEER.
 - SANITARY SEWER TO BE PROVIDED AND CONNECTED TO CITY OF CHULA VISTA SEWERS. SEWER MAINS ARE 6" P.V.C. MINIMUM.
 - EXISTING ZONING IS R1-RESIDENTIAL. PROPOSED USAGE-RESIDENTIAL.
 - EVIDENCE SHALL BE PROVIDED OF HAVING OBTAINED SLOPE HIGHS UPON ADJACENT PROPERTY WHERE REQUIRED.
 - TREE DEPOSITS SHALL BE PAID IN ACCORDANCE WITH ORDINANCE NO. 1369 AND NO. 1687 OF THE CITY OF CHULA VISTA.
 - UTILITIES SHALL ALL BE UNDERGROUND. EASEMENTS TO BE PROVIDED AS NECESSARY.
 - SUBDIVIDER TO PROVIDE AND INSTALL APPROVED STREET LIGHT STANDARDS AND FIXTURES IN THE TYPE AND NUMBER APPROVED BY THE CITY ENGINEER.
 - SLOPE PLANTING SHALL BE IN ACCORDANCE WITH THE CITY OF CHULA VISTA LANDSCAPE MANUAL.
 - GRADING SHALL BE CONSTRUCTED IN ACCORDANCE WITH ORDINANCE NO. 1797 AS AMENDED BY ORDINANCE NO. 1077 OF THE CITY OF CHULA VISTA.
 - ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE DONE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, THE SAN DIEGO AREA REGIONAL STANDARD DRAWINGS AND THE DESIGN AND CONSTRUCTION STANDARDS OF THE CITY OF CHULA VISTA.
 - UTILITIES:
SEWER - CITY OF CHULA VISTA
WATER - SWEETWATER AUTHORITY
TELEPHONE - PACIFIC TELEPHONE
GAS & ELECTRIC - SAN DIEGO GAS & ELECTRIC COMPANY
CABLE T.V. - COX COMMUNICATIONS OR CHULA VISTA CABLE
 - SCHOOLS:
ELEMENTARY - CHULA VISTA ELEMENTARY SCHOOL DISTRICT
HIGH SCHOOL - SWEETWATER UNION HIGH SCHOOL DISTRICT
 - FIRE HYDRANTS TO BE INSTALLED IN ACCORDANCE WITH REGIONAL STANDARD DRAWINGS.
 - SUBSTANTIALLY CONFORMS TO THE CITY OF CHULA VISTA GENERAL PLAN.
 - PRESENT LAND USE - RESIDENTIAL & UNDEVELOPED.
 - PRELIMINARY SOILS TESTS MADE BY:
 - ASSESSOR'S PARCEL NUMBERS - 563-200-06 & 563-301-02
 - GRADING SHOWN HEREON IS PRELIMINARY AND IS SUBJECT TO MODIFICATION AT FINAL DESIGN.
 - STORM DRAIN AND SEWER SHOWN HEREON IS PRELIMINARY AND IS SUBJECT TO MODIFICATION AT FINAL DESIGN.

DEVELOPER

BY: _____ DATE _____

OWNER

XXXXXXXXXXXXXXXXX DATE _____

XXXXXXXXXXXXXXXXX DATE _____

ENGINEER OF WORK

DATE _____

