

CITY OF LOS ANGELES
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF
CITY PLANNING
200 N. SPRING STREET, ROOM 525
LOS ANGELES, CA 90012-4801
AND
6262 VAN NUYS BLVD., SUITE 351
VAN NUYS, CA 91401
CITY PLANNING COMMISSION

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RICARDO LARA
CINDY MONTANEZ
MICHAEL K. WOO
JAMES WILLIAMS
COMMISSION EXECUTIVE ASSISTANT
(213) 978-1300

EXECUTIVE OFFICES

S. GAIL GOLDBERG, AICP
DIRECTOR
(213) 978-1271
VINCENT P. BERTONI, AICP
DEPUTY DIRECTOR
(213) 978-1272
JOHN M. DUGAN, AICP
DEPUTY DIRECTOR
(213) 978-1274
EVA YUAN-MCDANIEL
DEPUTY DIRECTOR
(213) 978-1273
FAX: (213) 978-1275
INFORMATION
(213) 978-1270
www.planning.lacity.org

Date: May 28, 2009

To: All Concerned Mobilehome Park Owners, Residents, Tenants, and Their Representatives

From: Michael LoGrande, Chief Zoning Administrator

RE: **A SUBDIVISION TO BE CREATED FROM THE CONVERSION OF A RENTAL MOBILEHOME PARK TO RESIDENT OWNERSHIP**

Check List of Application Requirements:

1. a. Tentative Tract Map Application or Parcel Map Application
- b. Certificate of Compliance for the existing lot(s) on which the proposed conversion will be created, if applicable.
2. Tenant Impact Report per Government Code Section 66427.5(b)
 - a. Residency Information:
 1. Name and address (in mailing label format) of at least one tenant per mobilehome space.
 2. Rent history for each mobilehome space over the last five years.
 3. The length of tenure of each existing resident.
 4. Estimated household income for each mobilehome.
 - b. Mobilehome Relocation Cost Estimates and Replacement Spaces within a Twenty Mile Radius

- 1. A list and description, including rents, of known available replacement mobilehome spaces within 20 miles.
 - 2. Two estimates from moving companies of the cost of relocating mobilehomes of similar sizes and ages as those located in the park to within a 20 mile radius of the park.
3. Provide per State Map Act Section 66427.5 (a)-(c)
- a. Show proof that each existing tenant was offered an option to either purchase or to continue tenancy.
 - b. Copy of the report on the impact of the conversion upon residents.
 - c. Show proof that a copy of the tenant impact report was made available to each resident at least 15 days prior to the hearing.
4. Survey of Support of Residents per Government Code Section 66427.5 (d)
- a. Copy of survey of support of residents for the conversion.
 - b. Copy of agreement between the subdivider and a resident homeowners' association that is independent of the subdivider or Mobilehome park owner.
 - c. Copy of survey pursuant to a written ballot.
 - d. Proof that the survey was conducted that each occupied mobilehome space had one vote.
 - e. Copy of the results of the survey.
5. Permit to Operate
- a. Copy of current and up to date permit to operate from State of California.
 - b. Copy of current zoning, conditional use permit and plan approvals.
 - c. Copy of Certificate of Occupancy from the Department of Building and Safety.

6. **FOR 2/3 OF MOBILHOME OWNERS WHO ELECTED TO PURCHASE TO CONVERT**

Mobilehome Park Petition per California Government Code Section 66428.1 (only required where waiver of tentative map is requested)

- a. Submit a Master Land Use Permit Application Form;
- b. Submit an Environmental Assessment Form;
- c. Submit a Certificate of Compliance for the existing lot(s) on which the proposed conversion will be created;
- d. Submit the original petition (and 3 copies), set forth below in (e), signed by at least 2/3 of the owners of the mobilehomes who are tenants in the Mobilehome Park indicating their intent to purchase the Mobilehome Park for purposes of converting it to resident ownership.
- e. The petition signed by owners of mobilehomes in a mobilehome park proposed for conversation to resident ownership pursuant to subdivision (a) shall read as follows:

MOBILEHOME PARK PETITION AND DISCLOSURE
STATEMENT

SIGNING THIS PETITION INDICATES YOUR SUPPORT FOR CONVERSION OF THIS MOBILEHOME PARK TO RESIDENT OWNERSHIP. THIS DISCLOSURE STATEMENT CONCERNS THE REAL PROPERTY SITUATED IN THE CITY OF LOS ANGELES, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DESCRIBED AS _____ THE TOTAL COST FOR CONVERSION AND PURCHASE OF THE PARK IS \$_____ TO \$_____, EXCLUDING FINANCING COSTS. THE TOTAL COST TO YOU FOR CONVERSION AND PURCHASE OF YOUR OWNERSHIP INTEREST IS \$_____ TO \$_____, EXCLUDING FINANCING COSTS. IF TWO-THIRDS OF THE RESIDENTS IN THIS PARK SIGN THIS PETITION INDICATING THEIR INTENT TO PURCHASE THE MOBILEHOME PARK FOR PURPOSES OF CONVERTING IT TO RESIDENT OWNERSHIP, THEN THE REQUIREMENTS FOR A NEW PARCEL, OR TENTATIVE AND FINAL SUBDIVISION MAP IN COMPLIANCE WITH THE SUBDIVISION MAP ACT MUST BE WAIVED, WITH CERTAIN VERY LIMITED EXCEPTIONS. WAIVING THESE PROVISIONS OF LAW ELIMINATES NUMEROUS PROTECTIONS WHICH ARE AVAILABLE TO YOU.

Buyer, unit #, date

Petitioner, date