

Condo Conversion Certificate of Exclusion Requirements

Department of Development Services | Planning Bureau
411 W. Ocean Blvd., 2nd Floor, Long Beach, CA 90802
(562) 570-6194 longbeach.gov/lbds

The following materials are required with an application for a Certificate of Exclusion from requirements of the Subdivision Map Act for conversion of a *community apartment* or *stock cooperative* project to condominiums:

APPLICATION FORMS

1. Planning Permit Application form; and the application shall be signed by the person/party authorized to act for those with Record title interest in the property (LBMC Section 20.32.550).
2. Categorical Exemption form

ADDITIONAL FILING REQUIREMENTS

1. A legal document showing the date when the subject community apartment was established:
2. A legal document, such as a Title Report or a Grand Deed, showing the current owner's name(s) of each unit, and

a) Community Apartment:

- Evidence that at least 75 percent of the units in the project were occupied by record owners of the project on March 31, 1982:
 - A copy of 1982 Tax Assessor's records showing each owner's name and his/her mailing address.

b) Stock Cooperative:

- A list a the current tenant names;
- An enforceable plan for assuring that the provisions of Government Code Section 66412 (h) (3) (tenant rights) have been or will be met (see Municipal Code Sections 20.32.040, 20.32.050 and 20.32.060);
- Evidence that at least 51 percent of the units in the project were occupied by stockholders of the cooperative on January 1, 1981, or individually owned (owned not more than one unit) by stockholders of the cooperative on January 1, 1981; and no more than 25 percent of the shared of the cooperative were owned by any one person as defined in Section 17, including an incorporator or director of the cooperative, on January 1, 1981. This evidence may include but not limited to the following document: A copy of 1981 Tax Assessor records showing each stockholder's name and his/her mailing address.

For more information please call the Zoning Information line at (562) 570-6194 or visit us at:
longbeach.gov/lbds/planning/