

ADU CONDOMINIUM CHECKLIST

If you are seeking to sell or otherwise convey your accessory dwelling unit (ADU) as a property separate from a primary residence, you must first apply for a condominium conversion of the residence and ADU. Use this checklist to ensure your project qualifies for a condominium conversion under the following provisions:

- State law [AB 1033](#), effective January 2024, enables condominium conversions of ADUs and [California Code Section 66342](#) enables cities to adopt local ordinances to allow for conveyance of an ADU as a condominium.
- In February 2025, the West Hollywood City Council approved and incorporated state provisions into Ordinance No. 25-04, specifying that permitted ADUs that meet all conditions may be conveyed through a Parcel Map.

Only projects that meet all conditions of this checklist and that can provide the required documentation may proceed to submit a Parcel Map application.

QUESTIONS

YES NO

PART 1. PROPERTIES THAT QUALIFY		
<ul style="list-style-type: none"> • Is there a finalized building permit for the ADU/s? <p>> If yes, proceed with this checklist. If no, contact the Building and Safety Division for assistance with obtaining a finalized building permit; email Building@weho.org.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Does your proposal comply with the maximum allowed number of converted units? The number of converted units is limited, as follows:</p> <ul style="list-style-type: none"> • For single-family, duplex, or multifamily properties - Is there a maximum conversion of one primary residence and up to two ADUs? • For a duplex project under SB 9 - Is there a maximum conversion of up to two primary residences and up to two ADUs? <p>> If yes, proceed with this checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
PART 2. OWNERSHIP AND AUTHORIZATION		

<p>3. Are you the owner of the property or do you have written authorization from the property owner to proceed with a Parcel Map application?</p> <p>> If yes, proceed with this checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Do you have your lienholder's written permission for the conversion?</p> <p>For any existing lien, loan, or mortgage secured by the property, you must get the lienholder's written permission for the condominium conversion. Attach the lienholder's consent to the condominium plan when submitting the application. The consent should include:</p> <ul style="list-style-type: none"> • Lienholder's signature. • Name of the owner of record or ground lessee. • Legal description of the real property. • Identities of all parties with an interest in the real property as reflected in the real property records. <p>> If yes, proceed with this checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
PART 3. PARCEL MAP APPLICATION REQUIREMENTS		
<p>5. Does the condominium proposal conform to State Law? Is the condominium created pursuant to the Davis-Stirling Common Interest Development Act, Civil Code Division 4, Part 5, commencing with Section 4000? And does it conform with all applicable objective requirements of Division 2 of the Subdivision Map Act, commencing with Section 66410?</p> <p>> If yes, proceed with this checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Do you have a Condominium Plan for the new property? A Condominium Plan is necessary to form a Homeowners Association. The plan must be created by a licensed Surveyor or Civil Engineer and, at minimum, must incorporate the following requirements:</p> <ol style="list-style-type: none"> a. Establish the legal boundaries and legal description of each unit and any common areas. b. Conveyance of any common or private outdoor space. <p>> If yes, proceed with this checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>7. Do you have a Site Plan for the new condominiums? The Site Plan must show:</p> <ul style="list-style-type: none"> • Existing buildings and structures on the subject property. • Distances between buildings/structures to property lines. • On-site utilities servicing existing buildings and structures and the proposed condominiums. <p>> If yes, proceed with this checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Have you notified utility providers of the condominium creation? For each ADU or unit to be conveyed as a separate condominium, the property owner must notify all utility providers (including water, sewer, gas, and electricity). Please contact your utility provider if you need help obtaining additional meters or new lines of service. If you propose to segregate the utilities, please provide a copy of the building permit and/or Public Works permit approval as needed.</p> <p>> If yes, proceed with this checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Do you have CC&Rs prepared for each condominium unit? The HOA bylaws and declaration of covenants, conditions and restrictions (CC&Rs) must be recorded following recordation of the Parcel Map, and apply to each owner of a condominium unit within the project at the time of Parcel Map approval. It is highly recommended that these documents are prepared in consultation with an attorney. At minimum, this documentation must include:</p> <ul style="list-style-type: none"> a. There shall be an entity created, e.g., a homeowners association, which shall be financially responsible for and provide for the effective establishment, operation, management, use, repair and maintenance of all common areas and facilities. b. Designate board members and delineate processes for resolution of potential conflicts and issues and enforcement of standards within the project. For a small association with three or fewer members, you may opt for an unincorporated association pursuant to Civil Code Section 4800, in which case you would not have a board of directors. c. Insurance for any common areas and/or facilities. 	<input type="checkbox"/>	<input type="checkbox"/>

<p>d. Establishment of dues to be collected for maintenance of utilities, common space, and shared facilities such as shared roofs, pool, driveways, fencing, landscaping, exteriors, etc., and payment of public utilities that are not billed separately to each unit.</p> <p>e. A provision addressing the payment of utilities including water, sewer, gas and electricity by the homeowner or through the association.</p> <p>f. A provision containing information regarding the conveyance of units and any assignment of parking; an estimate of any initial assessment fees anticipated for maintenance of common areas and facilities; and an indication of appropriate responsibilities for maintenance of all utility lines and services for each unit.</p> <p>g. A provision requiring that any owner who rents his/her condominium unit shall conform to the homeowners association which is responsible for management of the common areas and enforcement of the CC&Rs.</p> <p>> If yes, proceed with this checklist.</p>	
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If you meet all conditions and have all documentation specified in the checklist, you may proceed to complete the AB 1033 Parcel Map application.

SUMMARY OF REQUIRED DOCUMENTATION

Include the following with your AB 1033 Parcel Map application; see the checklist item number for details.

- #3 - Property owner's written and signed authorization if applicant is other than the property owner
- #4 - Lienholder's written consent if property has a lien, loan, or mortgage (attach to Condominium Plan)
- #6 - Condominium Plan
- #7 - Site Plan (attach to Condominium Plan)
- #8 - Proof of notification to all utility providers used by the property
- #9 - Bylaws and CC&Rs prepared and that apply to each owner of a condominium unit within the project

IMPORTANT LAST STEP: OBTAIN NEW ADU ADDRESSES

A condominium conversion requires new addresses for the ADUs; they can no longer be designated as "Unit 2" or "Unit 3." After recordation of the Parcel Map, Condominium Plan, HOA documentation, and CC&Rs, please contact Building@weho.org and include the ADU finalized permit number and list the approved AB1033 Parcel Map application.