

STEP TWO. If any of the following questions are answered "YES," the project will require a Mello Act compliance review. A public hearing (if required) will not be scheduled, or written determination issued, until a Mello Act compliance review has been completed.

Replacement Housing	Conversion	YES	NO
	Will the project result in a reduction in the existing number of residential units?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Will the project convert existing rental residential units to for-sale units?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Will the project convert existing residential units to non-residential uses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inclusionary Housing	Demolition		
	Will the project involve the demolition of existing residential units?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	New Housing Development		
	Will the project result in the construction of one or more "whole" residential units through new construction or adaptive reuse of existing non-residential structures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STEP THREE. The Mello Act Coordinator is authorized to issue Replacement/Inclusionary Housing Requirement Exemptions. If the project, or part of the project, may qualify for one or more of the following exemptions, please forward to the Mello Act Coordinator the appropriate requested documentation. These exemptions are:

1. OWNER-OCCUPIED SINGLE-FAMILY RESIDENCE that will be demolished and replaced with a new single-family dwelling for occupancy by the same owner. *The Owner/Applicant must complete and submit a Single-Family Dwelling Exemption Affidavit.*
2. EXISTING RESIDENTIAL STRUCTURE(S) TO BE DEMOLISHED HAS (HAVE) BEEN DECLARED A PUBLIC NUISANCE by the Department of Building and Safety. *The Owner/Applicant must provide a copy of Notice to Comply or Notice to Demolish.*
3. SMALL NEW HOUSING DEVELOPMENT consisting of fewer than 10 residential units. A new housing development of 9 or fewer residential units is considered a small new housing development.



All cases requiring Mello Act Compliance Review must forward to the Mello Act Coordinator the following documentation:

- Master Land Use Application (copy) Site Plan (copy) Mello Act Screening Checklist
 Additional Required information per requested exemption(s)

Rules for Conversions and Demolitions

- Existing residential units may or may not be converted or demolished for non-residential uses, unless the City first finds that residential uses are no longer feasible at that site. This rule applies to all existing units, not just affordable units.
- In most instances, converted or demolished existing affordable units must be replaced one-for-one. The Housing Department is responsible for determining whether existing residential units qualify as "affordable units." This process may take up to 60 days. While applications will be accepted for filing, they will not be "deemed complete" until the Housing Department has completed its review, as required by the Mello Act settlement agreement. *It is incumbent on the Owner/Applicant to complete and submit to the Housing Department an Affordable Housing Review Request.*

Rules for New Housing Developments

- **Ten or more units.** New housing developments of ten or more units must provide inclusionary residential units. Owner/Applicants have two options:
 - 1.) 20% of all units must be reserved for low-income households, or
 - 2.) 10% of all units must be reserved for very low-income households.
- **Nine or fewer units.** New housing developments of nine or fewer units are automatically exempt from the requirement to provide inclusionary residential units.

FOR ASSISTANCE AND MORE INFORMATION, PLEASE CONTACT THE CITY PLANNING DEPARTMENT'S MELLO ACT COORDINATOR, AT (213) 978-1475.