



City of Burbank – Planning Division
DEMOLITION OF HOUSING UNITS
Replacement Housing Worksheet

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-238-5250
F: 818-238-5150
E: planning@burbankca.gov

As required for compliance with California Senate Bill 8 (SB 8), Approved by the Governor on September 16, 2021: concurrent with the application (planning entitlement and/or building permit) for a **housing development project** that involves the demolition of any residential unit(s), the property owner shall complete the application below.

Project Information. *Must completed by applicant with project submittal.*

Project Address / APN(s): _____

Project Description: (example – “Construct two-story, 8-unit multifamily project with attached individual two-parking garages on a 12,000 SF lot. The project involves the demolition of a three-unit multifamily residence constructed in 1955.)

Lot Size: _____ ([LA County Assessor](#))

Existing number of units: _____

Is the project located in the **very high fire severity zone**, as defined in Government Code Section 51117?

YES **NO**. If yes, stop here and sign the affidavit below.

Are you proposing to redevelop the site with a **housing development project**? **YES** **NO**

If no, stop here and sign the affidavit below. See [Attachment A](#) for definition of *housing development project*.

Units proposed for demolition: _____ **Units proposed for construction (including ADUs):** _____

If a reduction in the total number of units is proposed, a demolition permit cannot be issued.

If you answer yes to any of the following questions, the existing unit(s) are considered *protected*:

- Currently, or within the last 5 years, were any of the units subject to a recorded covenant, ordinance, or law restricting rents to levels affordable to low- or very low-income households? **YES** **NO**
- Currently, or within the last 5 years, were any of the units rented by lower or very-low-income households? (see [Attachment A](#) for current income limits) **YES** **NO**
- Within the past 10 years, were any of the units withdrawn from rent or lease in accordance with Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 within the past 10 years (per the “Ellis Act”)? **YES** **NO**

If any of the units proposed for demolition meet the *protected* unit criteria, or if the income of past or present renters is not known, please provide a summary of units and schedule a meeting with a planner to discuss replacement requirements. The worksheet for the summary of units is attached to this form as [Attachment B](#). The responsibility of acquiring all required information is that of the applicant or property owner.

If any of the units proposed for demolition meet the *protected* unit criteria, a demolition permit cannot be issued until an agreement is executed with the City guaranteeing the affordability level of the replacement units and tenant protections/relocation benefits (see [Attachment D](#)). Refer to the [Fee Schedule](#) for annual monitoring fees per restricted unit.

Only projects proposing one-for-one replacement of units are exempt from affordability requirements and tenant protections (e.g. a project proposing the demolition and replacement of a single-family residence with a new single-family residence).

Property Owner’s Affidavit

I, _____ hereby certify that I am the property owner of the above-described property. I hereby declare under the penalty of perjury, that the facts, statements and information presented in this document are true and correct to the best of my knowledge and belief. I acknowledge and agree that the City of Burbank is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits.

Signature _____ Date _____ E-mail _____ Phone number _____



City of Burbank – Planning Division
DEMOLITION OF HOUSING UNITS
Replacement Housing Worksheet

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-238-5250
F: 818-238-5150
E: planning@burbankca.gov

ATTACHMENT A
Household Income Limits

SB 8 sets a temporary prohibition on reducing residential density when associated with the approval of a **housing development project**, beginning January 1, 2022 and concluding on January 1, 2030. A *housing development project*, as defined paragraph (3) of subdivision (b) of California Government Code Section [65905.5](#) and paragraph (2) of subdivision (h) of Section [65589.5](#), is a ministerial or discretionary residential project that includes one of the following:

- A residential project of one or more units;
- A mixed-use project with two-thirds of the floor area designated for residential use; or
- A transitional or supportive housing project.

If any occupied or vacant units proposed for demolition are, or within the last 5 years, were rented by a *very low-income* (inclusive of *Extremely Low*) or *low-income* households, such units are considered *protected*, as defined by paragraph (F) of subdivision (d) of California Government Code Section [66300](#). All *protected* must be replaced with units that have rents affordable at the same income category as the displaced tenant(s). Displaced tenants must be provided tenant protections and benefits described in [Attachment D](#).

If incomes of current or past tenants from the past 5 years are not available and cannot be provided to the City, the replacement units shall have rent levels according to the proportion of lower income renter households in the jurisdiction, in accordance with Government Code Section [65915](#) (see [Attachment C](#)). All replacement calculations resulting in fractional units shall be rounded up to the next whole number.

Please use the following table to determine income category of tenants occupying units. **Responsibility of acquiring required information is that of property owner.**

2021-2022 "Lower Level" Income Level as defined by [Section 50079.5](#) of the Health and Safety Code*:

HH Size	Extremely Low Income	Very Low Income	Low Income
1	\$25,050	\$41,700	\$66,750
2	\$28,600	\$47,650	\$76,250
3	\$32,200	\$53,600	\$85,800
4	\$35,750	\$59,550	\$95,300
5	\$38,650	\$64,350	\$102,950
6	\$41,500	\$69,100	\$110,550
7	\$44,350	\$73,850	\$118,200
8	\$47,200	\$78,650	\$125,800

2022 HUD Income Limits - Los Angeles County (<https://www.huduser.gov/portal/datasets/il.html>)

* The income limits are subject to change. It is the responsibility of the applicant to verify the current fiscal year limits as published by HUD.

ATTACHMENT B
Tenant Income Verification Worksheet

Project Address _____ APNs: _____

Property Owner: _____

Tenant Name	Unit #	Occupied Y/N	# of BR	Rent / Mo	HH Size	HH Income / Yr	Tenancy Dates	Contact Phone #	Contact E-mail

I, _____, hereby certify that I am the property owner of the above-described property. I hereby declare under the penalty of perjury, that the facts, statements and information presented in this document are true and correct to the best of my knowledge and belief. I acknowledge and agree that the City of Burbank is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits.

Signature of Owner: _____ Date: _____



City of Burbank – Planning Division
DEMOLITION OF HOUSING UNITS
 Replacement Housing Worksheet

150 North Third Street
 Burbank, California 91502
 www.burbankca.gov
 T: 818-238-5250
 F: 818-238-5150
 E: planning@burbankca.gov

ATTACHMENT C
Affordability of Replacement Units

If income levels are available:

If the applicant is proposing to demolish protected units and the income of current or past tenant is available and provided on the Tenant Income Verification Worksheet (Attachment B), those units must be replaced with units that have rents affordable at the same income category.

If income levels are not available:

Pursuant to clause (i) subparagraph (B) paragraph (3) of subdivision (c) of **California Government Code Section 65915**, if **incomes of current or past occupants of existing or demolished units are not known**, assume a proportion of units are *protected* in accordance with the proportion of lower-income renter households in the City.

For example, when replacing a 10-unit apartment building, assume 2.7 units were occupied by extremely low-income households, 1.3 units were occupied by very-low income households, and 2.1 units were occupied by low-income households based on the proportions below and replace the original number of units at these same rates of affordability. The numbers shall be rounded to the nearest whole number.

City of Burbank - Proportion of Renter Households by Income Level*:

Income Level	Renter Households	% of Total Renter Households
Extremely Low Income (\leq 30% HAMFI)	6,645	27.35%
Very Low Income ($>$ 30%, $<$ 50% HAMFI)	3,170	13.05%
Low Income ($>$ 50%, $<$ 80% HAMFI)	5,040	20.74%
Moderate Income and above ($>$ 80% HAMFI)	9,445	38.87%

Above Data based on **2015-2019** CHAS Database (<https://www.huduser.gov/portal/datasets/il.html>)
 CHAS = Comprehensive Housing Affordability Strategy
 HAMFI = HUD Area Median Family Income for Los Angeles County

**The proportions above are subject to change. It is the responsibility of the applicant to verify the current proportions as published by HUD.*

For the project located at _____,

The number of *protected* units proposed for demolition is _____

The number of proposed units is _____

The following number of affordable units are required:

_____ units at the Low Income level

_____ units at the Very Low Income level

_____ units at the Extremely Low Income level

The applicant/owner shall work with City of Burbank Staff to complete and record with the County-Registrar Recorder an affordability agreement prior to the issuance of a Certificate of Occupancy for the proposed housing development project.



City of Burbank – Planning Division
DEMOLITION OF HOUSING UNITS
Replacement Housing Worksheet

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-238-5250
F: 818-238-5150
E: planning@burbankca.gov

ATTACHMENT D
Tenant Protections

If the proposed housing development is approved, the owner/developer shall provide the following protections to existing tenants as required for compliance with California Senate Bill 8 (SB 8), approved by the Governor on September 16, 2021, as this **housing development project** involves the demolition of any residential unit as described in the law:

- 1) Any existing occupants will be allowed to occupy their units until six months before the start of construction activities with proper notice, subject to California Government Code Chapter 16 (Commencing with [Section 7260](#)) of Division 7 of Title 1.
- 2) Any existing occupants that are required to leave their units shall be allowed to return at their prior rental rate if the demolition does not proceed and the property is returned to the rental market.
- 3) The developer shall provide to existing occupants of any protected units:
 - A. **Relocation benefits** subject to California Government Code Chapter 16 (commencing with [Section 7260](#)) of Division 7 of Title 1.
 - B. **A right of first refusal** for a *comparable unit* available in the new housing development affordable to the household at an *affordable rent* (as Defined in [Section 50053 of the Health and Safety Code](#)) or an affordable housing cost. This shall not apply to projects where a single unit is being replaced by a single unit, or projects where 100% of the units are reserved for lower-income households.

A comparable unit is not required to have the same or similar square footage or the same number of total rooms as the original unit; however, the proposed unit shall contain the same number of bedrooms if the existing housing unit is a single-family home which contains three or fewer bedrooms, or three bedrooms if the existing single-family home contains four or more bedrooms.

I, _____, hereby certify that I am the property owner of the above-described property. I hereby declare under the penalty of perjury to provide the above information to current and past renters at the property prior to the issuance of the Demolition Permit.

Signature of Owner: _____

Date: _____