



Santa Clarita Municipal Code, Chapter 6.02
Manufactured Home Park Rent Adjustment Procedures

REQUEST FOR APPEAL FORM

This Request for Appeal Form (Form) must be used in order to request a Space Rent Adjustment Appeal Hearing before a Hearing Officer. All three pages of the Form and all required attachments must be submitted to the City of Santa Clarita (City) Community Development Department at the address below within 45 days of the receipt of the Space Rent Adjustment Notice.

City of Santa Clarita
Community Development Department
23920 Valencia Boulevard, Suite 302
Santa Clarita, CA 91355

INSTRUCTIONS

Appeal Request Form – Page 1: *General Information*

Please make sure this page is completed fully and legible.

Appeal Request Form – Page 2: *Basis for Appeal*

In order for an appeal to be heard by a Hearing Officer, the basis for the appeal must be within the authority of Chapter 6.02. This page lists the most common basis for a Space Rent Adjustment appeal. However, if you believe a basis for appeal is not listed, you may choose *IV. Other* and provide the requested explanation. Issues that are outside the authority of Chapter 6.02 cannot be part of an Appeal Hearing.

Appeal Request Form – Page 3: *Resident Signature Petition*

This page must be signed by the residents of at least 33% of the affected spaces in the Park. Signatures *must* meet the criteria in Chapter 6.02.120(D), as shown below:

“Individuals signing the space rent petition must be those listed on the park rent roll or named as the owner on the State registration of the manufactured home on that space. Signatures of individuals not meeting at least one of those criteria will not be counted toward the thirty-three percent (33%) requirement.”

Please make copies of the Resident Signature Petition for additional signatures, if necessary.

INSTRUCTIONS (Continued)

Form and Attachments

Please make sure to fully complete and submit all required pages of the Form and attachments listed below:

- Request for Appeal Form – Page 1: *General Information*
- Request for Appeal Form – Page 2: *Basis for Appeal*
- Request for Appeal Form – Page 3: *Resident Signature Petition*
Make copies of the blank *Resident Signature Petition* as needed for additional signatures. The *Resident Signature Petition* must be signed by residents of at least 33% of the affected spaces. Residents signing the form must meet the criteria shown on the previous page.
- Supporting statements related to Appeal Request Form Page 2 – *Basis for Appeal Request*.
- A copy of your Space Rent Adjustment Notice (personal information on the Notice may be redacted if desired.)
- Any other supporting documents or information you believe will be useful in determining if the basis for your appeal is within the authority of Chapter 6.02.

Keep a copy of the full package for your records.

Submission Timeline

Please ensure that all required forms and attachments are complete and are submitted to the Community Development Department within 45 days of receipt of the Space Rent Adjustment Notice. Forms received after this date will not be considered.

Appeal Hearing Notification

If it is determined that the basis of the Request for Appeal is within the authority of Chapter 6.02, an Appeal Hearing will be scheduled. All affected residents will be notified by mail of the Appeal Hearing date at least 15 days in advance.

We are Here to Help!

If you have any questions about the Space Rent Appeal process or how to complete this document, please contact Kasey Lee at (661) 286-4174 or klee@santa-clarita.com.

REQUEST FOR APPEAL FORM - PAGE 1

GENERAL INFORMATION

I. Manufactured Home Park Information:

Park Name: _____

Park Address: _____

Date you received your Space Rent Adjustment Notice: _____

II. Resident Spokesperson Information:

Primary Spokesperson Name: _____

Address: _____ Space #: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Are you comfortable communicating by email? Yes No

Alternate Spokesperson Name: _____

Address: _____ Space #: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Are you comfortable communicating by email? Yes No

Special Information for the Resident Spokesperson

The primary or alternate Resident Spokesperson, or another person of their choosing, must attend the Appeal Hearing to present the case for the appeal, and should be prepared to answer any questions the Hearing Officer may have. Resident Spokespersons may delegate their time for presentations to another person, or have another person answer questions from the Hearing Officer during any part of the appeal process. The Hearing Officer may ask the primary or alternate Resident Spokesperson to provide additional information or documentation.

REQUEST FOR APPEAL FORM – PAGE 2

BASIS FOR APPEAL

This appeal is based on (check all that apply and provide the requested information or documentation when submitting these forms):

I. Space Rent Adjustment Notice – Chapter 6.02.080

The Notice was not delivered by October 1. *Date of Notice:* _____

The Notice did not meet the requirements of *Chapter 6.02.080*.
Attach an explanation of how the Notice does not meet the requirements.

II. Standard Space Rent Adjustments – Chapter 6.02.090(C)

The percentage of the Standard Space Rent Adjustment exceeds the amount allowed. *Percentage on Space Rent Adjustment Notice:* _____

The part of the Space Rent Adjustment based on government-required services or utilities exceeds the actual pro-rated costs.

III. Non-Standard Space Rent Adjustments – Chapter 6.02.090(D)

The Capital Improvement or Replacement does not meet the definition in Chapter 6.02.02, or was not amortized for the period of time allowed in Chapter 6.02.110.

The Capital Improvement or Replacement was completed earlier than 24 months prior to the Space Rent Adjustment Notice. *Date completed:* _____

The adjustment based on a fair and reasonable rate of return does not meet the requirements of Chapter 6.02.
Attach an explanation of how the adjustment does not meet the requirements.

The charge for a previously approved Capital Improvement or Replacement was not removed when it should have been.
Attach an explanation of which Capital Improvement or Replacement was not removed, and the date on which it should have been removed.

IV. Other

This appeal is based on an issue not listed above.
Attach an explanation of how the adjustment does not meet the requirements of Chapter 6.02.

