

Village of Clarendon Hills Condominium Conversion Requirements

Clarendon Hills has passed an ordinance regulating condominium conversions. The ordinance deals with life safety, building and zoning code requirements that must be met. The following are some of the features:

1. A written notice of intent to convert must be submitted to the Director of Community Development (“Director”) before you take any action. The notice must contain the following:
 - a. Current Plat of Survey;
 - b. Address and description of the subject dwelling units;
 - c. Names and telephone numbers of existing occupants; and
 - d. Name and address of current property owner, if other than the developer.

The Director has the right to request and receive additional information before processing your application.

2. Subsequent to the receipt of the submittal described above, and upon payment of fees of \$200.00 per dwelling unit, a code inspection of the property will be scheduled. We recommend that you notify any tenants as soon as possible.
3. Conversion may proceed upon issuance of a *certificate of code compliance* by the Director. Said certificate is issued upon the Director making the following findings:
 - a. The property is in compliance with the identified Life Safety, Building and Zoning Codes of the Village of Clarendon Hills. See attached schedule of compliance.
 - b. A total of two (2) off-street parking spaces per dwelling unit are being provided, in conformance with the Zoning Code or a number set forth in a planned unit development approval for the property. Developers of properties in the Central Business District may pay a fee-in-lieu-of parking in an amount of \$10,000.00 per parking space deficiency to the Downtown Parking Fund. Properties deficient in parking in other parts of the Village must submit a plan for compliance with appropriate guarantees of provision of adequate parking.
 - c. The property is in compliance with the identified landscaping requirements of the Zoning Code.
4. You must obtain a *certificate of code compliance* before conversion and occupancy can be completed. When units are being developed in stages, conversion and occupancy may proceed upon issuance of a *partial certificate of code compliance* by the Director. No *partial certificate of code compliance* may be issued for any condominium unit until the Director has issued a *partial certificate of code compliance* for the common elements and facilities.

5. A condominium developer/converter is required to provide prospective purchasers with a copy of the code inspection report, *certificate of code compliance*, or *partial certificate of code compliance* prior to the closing of a condominium unit sales contract. The sales contract shall contain the following language:

“The Clarendon Hills Condominium ordinance requires that the condominium property and your unit be inspected for conformity with Village codes. It also requires that the person contracting to purchase have the opportunity to review the code inspection report and the applicable code compliance certificate issued by the Village.”

6. This document is intended as a summary of some provisions and has been issued to you as an aid. You are encouraged to obtain and read the entire ordinance. This can be done at Village Hall or on the Village’s website. It is your responsibility to comply with all the terms and conditions of the ordinance.

**Village of Clarendon Hills
Condominium Conversion Regulations
Schedule of Compliance**

1. Plumbing Systems

- a. Water Service: Evaluate for size and material. Upgrade if deficient for domestic and fire sprinkler supply.
- b. Upgrade below-grade sanitary systems: Overhead sewer installation, if required by Flag Creek Water Reclamation District.
- c. Hot water heaters: Evaluate for age/performance (energy efficiency). Replace if over ten (10) years old or other deficiencies.

2. Electrical Systems

- a. Outlet spacing to be compliant with adopted edition of the National Electric Code (NEC).
- b. All dwelling units to be served by an electric service that meets current NEC and Village requirements.
- c. All branch circuit wiring to meet current NEC requirements.
- d. Install ground fault circuit interrupter (GFCI) protected receptacles where current NEC requires.
- e. Install arc fault circuit interrupters on all branch circuits supplying receptacles in bedrooms.
- f. All dwelling unit wiring to be evaluated by a licensed electrician using Village-supplied checklist. All deficiencies to be made compliant.
- g. Relocate service panels located within closets.

3. Heating/Ventilation/Air Conditioning (HVAC) Systems

- a. Heating/Air Conditioning: Evaluate age/capacity of units. Replace if over fifteen (15) years old.
- b. Condensation drains: Locations of discharge to be code compliant.
- c. HVAC equipment to meet code requirements for setbacks and screening.

4. Life Safety

- a. Evaluate means of egress for code compliance. Correct deficiencies.
- b. Fire extinguisher quantities and locations to be code compliant.
- c. Fire alarm/smoke detectors/24-hour monitoring: Install per National Fire Protection Association (NFPA) 72 and per Chapters 24 and 40 of Village Code.
- d. Suppression system with 24-hour monitoring: Install per NFPA 13.
- e. Carbon monoxide detectors: Install per Section 21.18 of the Village Code.
- f. Signage: Evaluate exit/fire extinguisher signage. Add signage where deficient.

- g. Emergency lighting: Evaluate/upgrade existing to meet current codes.
- h. Evaluate fire ratings of doors and door assemblies. Replace as required by code.
- i. Corridors to meet current code fire resistance rating requirements.

5. Building Code

- a. Evaluate handrails/guardrails: Must be code compliant.
- b. Identify any interior finishes that may not be compliant with flame spread and smoke development requirements of current code. Replace as necessary.
- c. Tempered/safety glass to be installed in hazardous locations compliant to current building codes.
- d. Evaluate exterior stairs. Repair/replace/make code compliant.
- e. Evaluate exterior porches and balconies for code compliance/structural integrity. Make code compliant.
- f. Roof to be evaluated by a licensed professional. Repaired/replaced if deficient.

6. Environmental Barriers

- a. Condominiums must meet all requirements of the current edition of the Illinois Accessibility Code pursuant to the Illinois Environmental Barriers Act.

7. Zoning (Parking and Landscaping/Screening)

- a. All parking stalls and aisles shall comply with the minimum dimensions and set forth in Section 20.4.6B(8) the Zoning Ordinance.
- b. All existing enclosed or non-enclosed, off-street spaces reserved for use by the residential dwelling units on the property may be counted to satisfy the required number of parking spaces.
- c. Parking fee or provisions for addressing deficient quantity of spaces.
- d. Pavement condition shall provide at least ten (10) years of remaining serviceable life.
- e. All parking stalls shall be adequately striped.
- f. All garbage and recycling containers must be screened pursuant to Section 20.4.11C of the Zoning Ordinance.
- g. A screen (fence, wall or solid row of plant material) at least six feet (6') in height shall be installed along any property line that adjoins an R-1 Zoning District.

8. Exterior Building/Property Conditions

- a. Downspouts and gutters shall provide at least ten (10) years of remaining serviceable life.
- b. Evaluate security lighting for building and grounds. Add lighting to meet minimum (and maximum) standards.
- c. Install no-maintenance exterior trims, unless present trims provide at least ten (10) years of remaining serviceable life.

- d. Install energy efficient windows, compliant with current energy codes, if not present.
- e. Identify any drainage issues. Regrade to eliminate any standing water.
- f. Evaluate all walking surfaces/trip hazards. Repair/replace as required.
- g. Evaluate condition of fences and walls. Repair/replace as required.