

Step 1- Pre Application Condominium Conversion Application



TOWN OF TRURO

24 Town Hall Road
PO Box 2030
Truro, MA 02666
508-349-7004

Tel (508)-349-7004
Fax (508)-349-5508

Date: _____
Establishment Name: _____
Property Address: _____
Mailing Address: _____

Designated representatives: _____
Telephone: _____
Email: _____

<p><u>Unit #'s Going Year-Round:</u></p> <p>_____</p> <p><u>Unit #'s Staying Seasonal:</u></p> <p>_____</p>

Property Compliance Checklist- preliminary file research

Health

- Current Title V inspection report
- 105 CMR 410 – Minimum Standards for Human Habitation – general compliance

Conservation

- If any required site work is in a resource area or buffer zone make proper filings with Truro Conservation Commission
- Are there any open Orders that need to be closed with application for Certificate of Compliance?

Site and Utilities

- Water - If on town water provide sign-off from Provincetown Water Department regarding suitability of on-site distribution system for year-round use.
- Gas – individually metered units if source is common tank
- Electric – units are individually metered

Building (based on 780 CMR – 9th edition)

- Egress, light and ventilation – compliant with R102.6.4
- Bedroom and basement emergency escape and rescue openings – compliant with R310
- Energy – compliant with Ch. 11 and 2015 IECC 505 w/ appendix AA (stretch code)

Notes

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- Fire protection – compliant with R313 and R314. For multifamily units (3 or more per building) compliance with 2015 IBC, Ch. 9, with MA amendments.
- Fire separation assemblies – for single and two unit dwellings compliant with R302 and for multiunit buildings compliant with Ch. 7
- Laundry connection per 248 CMR 10.10(o), properly connected to septic system
- Install 1.6 gallons/flush toilets
- For all gas-fired appliances install code-compliant vents
- Upgrade wall and above-counter electric outlets
- For new circuits install arc-fault circuit breakers
- All kitchen appliances on individual circuits

Other Staff Notes:

Applicant acknowledges and understand content of checklist. The checklist hereby becomes part of the Conversion Application

Signature print name date

SAMPLE VOTE [STEP 1]

At a meeting of unit owners of the _____ Condominium, the Unit Owners voted to authorize the following individuals to act as representatives of the Condominium, and further, the Unit Owners have agreed to pursue the Step 1 application for the year-round condominium conversion process with the Town of Truro.

The following individual(s) are authorized to act on behalf of the _____ Condominium:

Signed this ____ day of _____, 2019 [to be signed by all or a majority of trustees]

, Trustee

, Trustee