



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

***COMPLETING AN APPEAL REQUEST FORM***

An Appeal Request Form (Form) must be used to request a space rent adjustment appeal hearing before a Hearing Officer. The Form consists of three parts. All three parts of the Form and all required attachments must be submitted as a package to the Community Development Department within 45 days of the receipt of the Notice of Annual Space Rent Adjustment. Forms must be sent to:

**City of Santa Clarita  
Community Development Department  
23920 Valencia Boulevard, Suite 302  
Santa Clarita, CA 91355  
Attention: Director of Community Development**

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**INSTRUCTIONS**

**Part 1 – General Information** – This part must be completed fully and legibly.

**Part 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 Santa Clarita Municipal Code (SCMC) Chapter 6.02. Part 2 lists the most common basis for space rent adjustment appeals. However, if you believe a basis for appeal is not listed, select *IV. Other*, and provide the requested explanation. Issues that are outside the authority of Chapter 6.02 cannot be part of an appeal hearing.

**Part 3 – Resident Signature Form** – This part of the form must be signed by residents of at least 33% of the affected spaces in the Park. Signatures must meet the following criteria outlined in Chapter 6.02.120(D):

*“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.”*

**Make copies of the blank *Resident Signature Form* as needed for additional signatures.**

## APPEAL REQUEST FORM INSTRUCTIONS - CONTINUED

### *Additional Information Regarding Form and Attachments*

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

- Appeal Request Form Part 1 – *General Information*
- Appeal Request Form Part 2 – *Basis for Appeal*
- Supporting statements related to the Appeal Request Form Part 2 – *Basis for Appeal*
- Appeal Request Form Part 3 – *Resident Signature Form(s)*. Make copies of the blank *Resident Signature Form* as needed for additional signatures. The *Resident Signature Form* must be signed by a resident of at least 33% of the affected spaces. Residents signing the form must meet the criteria shown on the previous page.
- A copy of your Space Rent Adjustment Notice (you may block out personal information on the Notice 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 appeal 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 cannot 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 hearing date at least 15 days prior to the hearing.

### ***We are Here to Help!***

If you have any questions about the space rent appeal process or how to complete this document, please contact Sarona Vivanco at [svivanco@santa-clarita.com](mailto:svivanco@santa-clarita.com) or by telephone at 661-284-1414.

**APPEAL REQUEST FORM - PART 1**

**GENERAL INFORMATION**

*I. Manufactured Home Park Information:*

Park Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date you received your Notice of Space Rent Adjustment \_\_\_\_\_

*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 also delegate their time for presentations to another person, or have another person answer question 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.

## APPEAL REQUEST FORM - PART 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 (Notice) - Chapter 6.02.080***

- The Notice was not provided 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 Notice*: \_\_\_\_\_
- The part of the Standard Space Rent Adjustment based on government-required services or utilities exceed the actual pro-rated costs.

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

- The Capital Improvement or Capital Replacement does not meet the definition in Chapter 6.02.020, or was not amortized for the period of time allowed in
- The Capital Improvement or Capital Replacement was completed earlier than 24 months prior to the Notice. *Date completed*: \_\_\_\_\_
- The adjustment based on a fair and reasonable 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 Capital Replacement was not removed when it should have been. *Attach an explanation of which Capital Improvement or Capital 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.*

**APPEAL REQUEST FORM PART 3**

**RESIDENT SIGNATURE FORM**

When seeking signatures from residents, please ensure the person signing meets the requirements at Chapter 6.02.120(D). When obtaining signatures, this form must be accompanied by:

- A copy of the Space Rent Adjustment Notice from the Park Owner (you may block out the personal information on the Notice, if desired.)
- A copy of Appeal Request Form Part 2 – *Basis for Appeal Request*.

I am a resident of \_\_\_\_\_ Manufactured Home Park, and by my signature below, under the penalty of perjury, I certify that I am a resident of the above-named park, that I meet the criteria to sign this petition form as shown in Chapter 6.02.120(D), and that I am requesting an Appeal Hearing of the proposed 2019 annual Space Rent Adjustment shown in the attached Notice.

***Please make additional copies of this form as needed.***

<b><u>Space #</u></b>	<b><u>Signature</u></b>	<b><u>Printed Name</u></b>

**IMPORTANT: Only one resident signature per space may be counted toward the 33% signature requirement.**