



# **DEMOLITION OF HOUSING UNITS REPLACEMENT HOUSING WORKSHEET**

PREPARED BY:

Planning Division  
Community Development Department  
City of Baldwin Park

December 10, 2025



**GENERAL INFORMATION**

As required for compliance with the Housing Crisis Act of 2019, concurrent with any land use entitlement or Planning application for a development project that involves the demolition of ANY residential unit(s), the property owner shall complete the application below:

**Project Information (Must be completed by Applicant AND Owner with project submittal)**

**Project Address/APN(s):** \_\_\_\_\_

**Project Description:** (example – “Construction of a three-story, 24-unit multifamily apartment complex on a 20,000 SF lot. The project involves the demolition of two existing single-family homes constructed in 1960.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                  |  |                                  |  |
|------------------|--|----------------------------------|--|
| <b>Lot Size:</b> |  | <b>Existing number of units:</b> |  |
|------------------|--|----------------------------------|--|

***Will the development project require the demolition of any residential units or were there any residential units that were demolished at the project site within the last five (5) years?***

|     |    |  |
|-----|----|--|
| Yes | No | If No, stop here. You do not need to fill out this application. Otherwise, continue. |
|-----|----|--|

*If you are proposing a **Housing Development Project**, as defined in California Government Code Section 65589.5, continue to **Worksheet A***

A **Housing Development Project** is a ministerial or discretionary 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 you are proposing a **Non-Housing Development Project**, continue to **Worksheet B***

A **Non-Housing Development Project** is any ministerial or discretionary project that is not a **Housing Development Project**, which requires the demolition of a **Protected Unit** (See Attachment 1 for definition of Protected Units), or is proposed on a site which had a **Protected Unit** at any point within the last five (5) years.

**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 Baldwin Park is relying on the accuracy of this information

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

|       |         |
|-------|---------|
| Email | Phone # |
|-------|---------|

## Demolition of Housing Units Worksheet - Continued

### Worksheet A. Housing Development Project

|   |  |   |  |
|---|--|---|--|
| Residential Units proposed for demolition |  | Residential Units proposed for construction |  |
|---|--|---|--|

1. Are you proposing a reduction in the total number of units which currently exist on the project site?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No | If <b>Yes</b> , a demolition permit <b><u>CANNOT</u></b> be issued. If No, please continue |
|-----|--|----|--|

2. Are you proposing a single residential unit on a site that contains, or within the last five years, only contained a single **Protected Unit**\*? (See Attachment 1 for definition of Protected Units).

|     |  |    |   |
|-----|--|----|---|
| Yes |  | No | If <b>Yes</b> , stop here and sign the Property Owner's Affidavit below and place your initial on Attachment 4. You will still be required to provide protections to all occupants and relocation assistance to existing occupants of Protected Units. Otherwise, please continue |
|-----|--|----|---|

3. Are you proposing to demolish any **Protected Units** or were any **Protected Units** demolished in the last five years\*?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No | If <b>No</b> , stop here and sign the Property Owner's Affidavit Below<br><br>If <b>Yes</b> :<br>How many <b>Protected Units</b> are you proposing to demolish?<br>How many <b>Protected Units</b> were demolished since January 1, 2020?<br>What is the greatest number of units that existed on the site within the last five years? |
|-----|--|----|--|

While a reduction in the number of units is not allowed, the **Housing Development Project** must also replace any existing occupied or vacant **Protected Units**, and any **Protected Units** that were demolished at the site at any point on or after January 1, 2020, with at least the same number of equivalent size **Protected Units**. If any **Protected Units** are being demolished or were demolished in the last 5 years, then the **Housing Development Project** must include as many residential units as the greatest number of residential units that existed on the site in the last 5 years of equivalent size.

4. Are you proposing to build the replacement **Protected Units** onsite?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No | If <b>Yes</b> , provide additional information on Attachment 3. If <b>No</b> , the project cannot proceed. |
|-----|--|----|--|

\*Please provide a summary of tenant information\*\*for all existing units and units that existed after January 1, 2020, 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 2. The responsibility of acquiring all required information is that of the applicant or property owner

\*\*If you do not know or do not provide the information about the units, you may be subject to affordable unit requirements based on a proportion of lower-income renter households in the City in accordance with Government Code section 65915l(3)(B). If you believe that you may currently have, or previously had **Protected Units** on your property, or may have previously had **Protected Units** in the period since January 1, 2020, you may consider the option of hiring a third-party relocation consultant to assist with this task.

### 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 Baldwin Park is relying on the accuracy of this information

|           |  |         |  |
|-----------|--|---------|--|
| Signature |  | Date    |  |
| Email     |  | Phone # |  |

## Demolition of Housing Units Worksheet - Continued

### Worksheet B. Non-Housing Development Project

|  |    |  |  |
|--|----|--|--|
| Total Residential Units proposed for demolition:   |    |  |  |
| 1. Are you proposing to demolish any Protected Units*? (See Attachment 1 for definition of Protected Units).   |    |  |  |
| Yes  | No | If <b>Yes</b> , a demolition permit <b><u>CANNOT</u></b> be issued.<br>If <b>No</b> , please continue  |  |
| 2. Were they any <b>Protected Units</b> demolished at this property within the last five years?  |    |  |  |
| Yes  | No | If <b>Yes</b> , how many Protected Units were demolished since January 1, 2020? _____<br>If <b>No</b> , stop here and sign the Property Owner's Affidavit below. Otherwise, please continue. |  |
| <p>The <b>Non-Housing Development Project</b> must replace any existing occupied or vacant <b>Protected Units</b>, and any <b>Protected Units</b> that were demolished at the site at any point on or after January 1, 2020, with at least as many <b>Protected Units</b>, unless the project meets one of the exemptions below:</p> <ul style="list-style-type: none"> <li>The proposed project is an Industrial Use (See Attachment 1 for definition of Industrial Use)</li> <li>The proposed project is entirely within a zone that does not allow for residential uses, as listed in the City of Baldwin Park Municipal Code Section 153.050.020.</li> <li>The zoning applicable to the project site that does not allow residential uses was adopted prior to January 1, 2022.</li> <li>The <b>Protected Units</b> that are or were on the project site are or were nonconforming uses at the time of land use entitlement/Planning application submittal.</li> </ul> |    |  |  |
| 3. Does the project meet any of the four exemptions above?   |    |  |  |
| Yes  | No | If <b>Yes</b> , stop here and sign the Property Owner's Affidavit below. Otherwise, please continue.   |  |
| <p>If the project is not exempt from the requirement to replace <b>Protected Units</b> which exist or existed on the site, the replacement units must be built onsite or elsewhere within the City of Baldwin Park.</p> <ul style="list-style-type: none"> <li>The project proponent may contract with another entity to develop the required replacement units.</li> <li>The replacement units must be completed prior to, or concurrently, with the proposed project.</li> </ul>   |    |  |  |
| 4. Are you proposing to concurrently build the replacement <b>Protected Units</b> onsite or elsewhere in the City?   |    |  |  |
| Yes  | No | If <b>Yes</b> , please provide additional information on Attachment 3. If <b>No</b> , the project cannot proceed.  |  |
| <p>*Please provide a summary of tenant information**for all existing units and units that existed after January 1, 2020, 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 2. The responsibility of acquiring all required information is that of the applicant or property owner</p>   |    |  |  |
| <p>**If you do not know or do not provide the information about the units, you may be subject to affordable unit requirements based on a proportion of lower-income renter households in the City in accordance with Government Code section 65915l(3)(B). If you believe that you may currently have, or previously had <b>Protected Units</b> on your property, or may have previously had <b>Protected Units</b> in the period since January 1, 2020, you may consider the option of hiring a third-party relocation consultant to assist with this task.</p>   |    |  |  |

### 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 Baldwin Park is relying on the accuracy of this information |  |         |  |
| Signature  |  | Date    |  |
| Email  |  | Phone # |  |

**Attachment #1**  
**Definitions**

- **Residential Unit (or Unit)** is any occupied or vacant dwelling unit, including any Accessory Dwelling Units (ADUs), Junior Accessory Dwelling Units (JADUs) and any demolished dwelling units.
- **Protected Units** include the following:
  - Currently, or within the last 5 years, any rental units rented by Lower Income Households. (see current income limits under “Lower Income Households”).
  - Currently, or within the last 5 years, any rental units subject to a recorded covenant, ordinance, or law restricting rents to levels affordable to Lower Income Households
  - Within the past 10 years, any 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”).
- **Industrial Use** includes these uses explicitly listed in [Section 153.050.020](#) of the Baldwin Park Municipal Code.
- **Affordable Rent** has the same meaning as it is defined in [Section 50053](#) of the Health and Safety Code
- **Affordable Housing Cost** has the same meaning as it is defined in [Section 50052.5](#) of the Health and Safety Code
- **Lower Income Households** has the same meaning as it is defined in [Section 50079.5](#) of the Health and Safety Code\*, and includes the following income categories:

| Household Size | Extremely Low Income (< or = 30% HAMFI**) | Very Low Income (>30%, <50% HAMFI**) | Low Income (>50%, <80% HAMFI**) |
|----------------|---|--------------------------------------|---------------------------------|
| 1              | \$ 31,850                                 | \$ 53,000                            | \$ 84,850                       |
| 2              | \$ 36,400                                 | \$ 60,000                            | \$ 96,950                       |
| 3              | \$ 40,950                                 | \$ 68,150                            | \$ 109,050                      |
| 4              | \$ 45,450                                 | \$ 75,750                            | \$ 121,150                      |
| 5              | \$ 49,100                                 | \$ 81,800                            | \$ 130,850                      |
| 6              | \$ 52,750                                 | \$ 87,850                            | \$ 140,550                      |
| 7              | \$ 56,400                                 | \$ 93,900                            | \$ 150,250                      |
| 8              | \$ 60,000                                 | \$ 100,000                           | \$ 159,950                      |

2025 HUD Income Limits – Los Angeles County - [https://www.huduser.gov/portal/datasets/home-datasets/files/HOME\\_IncomeLmts\\_State\\_CA\\_2025.pdf](https://www.huduser.gov/portal/datasets/home-datasets/files/HOME_IncomeLmts_State_CA_2025.pdf)

- 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.
- \*\*HAMFI = HUD Area Median Family Income for Los Angeles County

Please place your initial here \_\_\_\_ if you have read and understand the information disclosed on this page.



**Attachment #3**  
**Affordability of Replacement Units**

***If income levels are available for the site:***

If the applicant is proposing to demolish Protected Units and the income of current or past occupants is available and has been provided on the Tenant Income Verification Worksheet (Attachment #2), those units must be replaced with units that have rents affordable at the same or lesser income category.

***If all income levels are not available for the site that has at least one occupied dwelling unit at the time of application:***

Pursuant to Government Code [Section 65915\(c\)\(3\)\(B\)\(i\)](#), if incomes of current or past occupants of existing or demolished units are unknown, assume a proportion of units are Protected Units in accordance with the proportion of lower-income renter households relative to all rental households in the City.

For example, when replacing a 10-unit apartment building that has been in existence for the last 5 years and all incomes are unknown, assume 73% (or 7.3 units) were occupied by lower income households based on the proportions below. The unit numbers shall be rounded up to the nearest whole number. Therefore, you must replace 8 units at any income category of Lower Income Households.

***If all income levels are not available for the site in which all dwelling units are vacant and/or demolished:***

Pursuant to Government Code [Section 65915\(c\)\(3\)\(B\)\(ii\)](#), if incomes of current or past occupants of existing or demolished units are unknown, assume a proportion of units are Protected Units in accordance with the proportion of low income and very low-income renter households relative to all rental households in the City.

For example, when replacing a 10-unit apartment building that has been in existence for the last 5 years and all incomes are unknown, assume 28% (or 2.8 units) were occupied by very low-income households, and 23.66% (or 2.4 units) were occupied by low-income households based on the proportions below. The unit numbers shall be rounded to the nearest whole number. Therefore, you must replace 3 units at the very low-income category and 3 units at the low-income category.

City of Baldwin Park – Proportion of Renter Households by Income Level\*:

| Household Income Level                  | Renter Households | % of Total Renter Households |
|---|-------------------|------------------------------|
| Extremely Low Income (< or = 30% HAMFI) | 2,000             | 28%                          |
| Very Low Income (>30%, <50% HAMFI)      | 1,480             | 20.7%                        |
| Low Income (>50%, <80% HAMFI)           | 1,690             | 23.66%                       |
| Moderate Income (>80%, <=100% HAMFI)    | 620               | 8.68%                        |

Above Data based on 2017-2021 CHAS Database (<https://www.huduser.gov/portal/datasets/cp.html>)

CHAS = Comprehensive Housing Affordable 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

**Attachment #3**

**Affordability of Replacement Units (continued)**

***For the project located at \_\_\_\_\_.***

The number of Protected Units proposed for demolition and that were demolished since January 1, 2020 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 Baldwin Park Staff to complete and record with the Los Angeles County Registrar-Recorder an Affordability Agreement prior to the issuance of a Certificate of Occupancy for the proposed development project.

Please place your initial here \_\_\_\_\_ if you have read and understand the information on this page.

**Attachment #4**  
**Existing Occupant Protections and Benefits**

If the proposed Project is approved, the owner/developer shall provide the following protections and/or benefits to existing tenants as required for compliance with the Housing Crisis Act of 2019:

1. Any existing occupants will be allowed to occupy their units until six months before the start of construction/demolition activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under State Law. Notice shall be provided at least six months in advance of the date that the existing occupants must vacate.
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 project proponent shall provide both of the following to the existing occupants of any protected units that are Lower Income Households:
  - a. Relocation benefits that are equivalent to the relocation benefits required to be paid by public entities pursuant to California Government Code Section 7260 et. seq.
  - b. A right of first refusal for a comparable unit available in the new housing development, or in any requirement replacement units associated with a new development that is not a housing development, affordable to the household at an Affordable Rent or Affordable Housing Cost, unless the following is true:
    - i. The development project consists of a single residential unit located on a site where a single Protected Unit is being demolished.
    - ii. Units in a housing development in which 100% of the units, exclusive of the manager's unit(s) is being demolished.
      - Notwithstanding the above, Subsection (ii) above shall apply to Protected Units occupied by an occupant who qualifies for residence in the new development and for whom providing a comparable unit would not be precluded due to the unit size limitations or other requirements of one or more funding sources of the housing development.

Please place your initial here \_\_\_\_\_ if you have read and understand the information on this page.

**Indemnification Agreement**

TO ALL APPLICANTS: This must be submitted with your application.

**Indemnification Agreement**

I, the Applicant, including my successors and assignees, hereby agree to defend, indemnify, and hold harmless the City of Baldwin Park (the City) and its agents, officers, employees, agencies, boards, commissions and City Council from any claim, action or proceeding brought against the City, its agents, officers, employees, agencies, boards, commissions or City Council to attack, set aside, void or annul an approval of the subject application or related decision, including, but not limited to, the processing or adoption of any environmental documents or determinations under the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA). The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and any other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision.

Property Owner Signature (must be original wet signature):

Applicant Signature (must be original wet signature):

Date:

Date: