

§ 25-1-712 TENANT NOTIFICATION REQUIRED.

(A) The requirements of this section apply to an application to:

- (1) demolish or partially demolish a multi-family building consisting of five or more occupied residential units, including a demolition permit or a building permit that authorizes demolition;
- (2) approve a site plan or change of use permit for an existing mobile home park; or
- (3) rezone a property within the Mobile Home Residence (MH) District designation that contains an existing mobile home park.

(B) An applicant must provide tenant notification either prior to, or concurrent with, submittal of a development application in accordance with the timelines established under this subsection.

- (1) To demonstrate that required notification was provided prior to submittal of an application, the applicant must include a certified statement, on a form approved by the director, confirming that all tenants **entitled to notice under Subsection (C) [of the structure or site]** received notification required under this section at least:

- (a) 120 days prior to the date application was submitted; or
- (b) for a mobile home park, at least 270 days prior to the date the application was submitted.

- (2) If notification is provided at the time a development application is submitted, the application may be approved no earlier than:

- (a) 120 days after all tenants of the structure or site received notification required under this section; or
- (b) for a mobile home park, 270 days after all tenants of the site received notification required under this section.

(C) The notification required by this section must be on a form approved by the director and must:

- (1) be delivered:
 - (a) by the applicant or the applicant's representative, or by registered or certified mail, with return receipt requested;
 - (b) to all tenants who **reside [within any portion of a multi-family building or mobile home park]:**
 - (i) in a unit proposed for demolition under [included in] the permit [or rezone] application for which notice is required under Subsection (A)(1); or**
 - (ii) on property included in a rezone or change of use permit application for which notice is required under Subsection (A)(2)-(3);** and
- (2) include the following information, in both English and Spanish:
 - (a) the applicant's name and contact information;
 - (b) a description of the development application for which notification is required under Subsection (A) of this section;
 - (c) a statement that the application may be approved on or after the 120th or 270th day, whichever applies, following receipt of the notice and may result in displacement of tenants;
 - (d) a description of any tenant relocation assistance that may be available under Section 25-1-714 (*Tenant Relocation Program*), including income eligibility requirements and forms for requesting assistance;
 - (e) information regarding applicable school district policies relating to district residency requirements;
 - (f) information regarding the requirements of state law for return of security deposits;
 - (g) information regarding the availability of fee waivers from Austin Energy for obtaining utility service at a new

residence where relocation is required due to displacement;
and

- (h) other information as may be required by the director, including programs and services to assist displaced tenants.

- (D) If an applicant requests an extension of a demolition permit for which notification under this section is required, the applicant must provide re-notification of tenants consistent with the requirements for a new application.