



SB 330 PRELIMINARY APPLICATION COMPLETENESS CHECKLIST

Housing development projects (meaning single or mixed-use projects that contain residential units, including transitional or supportive housing) may be eligible for vesting rights pursuant to SB 330, the Housing Crisis Act of 2019.

NOTE: The Preliminary Application must be submitted prior to a formal planning application, otherwise the provisions as stated in SB 330 will not apply.

1. PROJECT LOCATION

Project Address: _____

Zoning: _____ Assessor Parcel #: _____

2. PROJECT TEAM INFORMATION AND OWNERSHIP CONSENT

The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.

Applicant Name(s): _____

Property Owner Lessee Agent of Owner Other: _____

Mailing Address: _____ City/State/Zip: _____

E-mail: _____ Phone: _____

Property Owner Name(s): _____

Owner Address: _____ City/State/Zip: _____

E-mail: _____ Phone: _____

GENERAL REQUIREMENTS CHECKLIST			
Application Items	1. Project Location	<input type="checkbox"/>	Ref. Page _____
	2. Project Team Information and Ownership Consent	<input type="checkbox"/>	Ref. Page _____
	3. Existing Uses	<input type="checkbox"/>	Ref. Page _____
	4. Site Plan	<input type="checkbox"/>	Ref. Page _____
	5. Elevations	<input type="checkbox"/>	Ref. Page _____
	6. Proposed Uses	<input type="checkbox"/>	Ref. Page _____
	7. Floor Area	<input type="checkbox"/>	Ref. Page _____
	8. Parking	<input type="checkbox"/>	Ref. Page _____
	9. Affordable Housing Incentives, Waivers, Concessions and Parking Reductions	<input type="checkbox"/>	Ref. Page _____
	10. Subdivision	<input type="checkbox"/>	Ref. Page _____
	11. Pollutants	<input type="checkbox"/>	Ref. Page _____
	12. Additional Site Conditions	<input type="checkbox"/>	Ref. Page _____
	13. General Information	<input type="checkbox"/>	Ref. Page _____

3. EXISTING USES

3.a. Please provide a brief description of the existing or previous uses on the site.

3.b. Please provide the number of existing residential units, the number of residential units expected to be demolished, and their occupancy status.

EXISTING RESIDENTIAL UNITS			
Unit Status	# of Occupied Residential Units	# of Unoccupied Residential Units	# of Total Residential Units
Existing			
To be Demolished			

3.c. Legal Description (Lot, Block, Tract)

3.d Year Built

4. SITE PLAN

Please provide an existing and proposed site plan and the estimated square footage of the building(s).

ATTACHED (REF. PAGE _____)

5. ELEVATIONS

Please provide planned building elevations, including height, design, color, and material characteristics.

ATTACHED (REF. PAGE _____)

6. PROPOSED USES

6.a. Please describe the proposed use of the building and any major alterations that will be made to the site.

6.b. Please provide the number of proposed residential units, their affordability levels, and any other relevant details pertaining to unit status.

PROPOSED RESIDENTIAL UNITS		
Unit Type	# of Units	Unit notes:
Market Rate		
Managers Unit/s - Market Rate		
Extremely Low Income		
Very Low Income		
Low Income		
Moderate Income		
Total Units		
Total Affordable Units		
Total Density Bonus Units		

7. FLOOR AREA

Please provide the proposed floor area and square footage of residential and nonresidential development, by building (attach additional information as necessary):

PROPOSED FLOOR AREA	Residential	Nonresidential	Total
Floor Area			
Square Footage of Construction			

8. PARKING

Please provide the proposed number of parking spaces:

9. AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS & PARKING REDUCTIONS

Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915? YES NO

If YES, please describe in further detail (and attach additional information as necessary):

10. SUBDIVISION

Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, or a condominium map? YES NO

If YES, please describe in further detail (and attach additional information as necessary):

11. POLLUTANTS

Are there any proposed point sources of air or water pollutants? YES NO

If YES, please describe in further detail (and attach additional information as necessary):

12. ADDITIONAL SITE CONDITIONS

A. Please confirm whether a portion of the property is located within any of the following:

- i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178?
YES NO (REF. PAGE _____)
- ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?
YES NO (REF. PAGE _____)
- iii. A hazardous waste site that is listed pursuant to Section 65962.5, or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code? YES NO (REF. PAGE _____)
- iv. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency?
YES NO (REF. PAGE _____)
- v. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2?
YES NO (REF. PAGE _____)
- vi. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code?
YES NO (REF. PAGE _____)

B. Does the project site contain historic and/or cultural resources?

YES NO (REF. PAGE _____)

If YES, please describe in further detail (and attach additional information as necessary):

C. Does the project site contain any species of special concern?

YES NO (REF. PAGE _____)

If YES, please describe in further detail (and attach additional information as necessary):

D. Does the project site contain a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code? Provide an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

YES NO (REF. PAGE _____)

If YES, please describe in further detail (and attach additional information as necessary):

E. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?

YES NO (REF. PAGE _____)

If YES, please describe in further detail (and attach additional information as necessary)

13. GENERAL INFORMATION

An applicant for a housing development project that includes (1) residential units (2) a mix of commercial and residential uses with two-thirds of the project's square footage used for residential

purposes; or (3) transitional or supportive housing, shall be deemed to have submitted a preliminary application upon provision of all of the information listed in this Preliminary Application form and payment of the permit processing fee to the agency from which approval for the project is being sought.

After submitting this Preliminary Application to the local agency, an applicant has 180 days to submit a full application or the Preliminary Application will expire.

PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a signature to verify the Preliminary Application is being filed with their knowledge. In the case of partnerships, corporations, LLCs or trusts, the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service or processor an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25 percent interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
 - **Letter of Authorization (LOA).** An LOA from a property owner granting someone else permission to sign the Preliminary Application form may be provided if the property is owned by a partnership, corporation, LLC or trust, or in rare circumstances when an individual property owner is unable to sign the Preliminary Application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-3 below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
 - **Grant Deed.** Provide Copy of the Grant Deed if the ownership of the property does not match local records. The Deed must correspond exactly with the ownership listed on the application.
 - **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe, or Mary Smith and Mark Jones) signatures are required of all owners.
1. I hereby certify that I am the owner of record of the herein previously described property located in _____ which is involved in this Preliminary Application, or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the documents attached hereto.
 2. I hereby consent to the filing of this Preliminary Application on my property for processing by the Department of _____ for the sole purpose of vesting the proposed housing project subject to the Planning and Zoning ordinances, policies, and standards adopted and in effect on the date that this Preliminary Application is deemed complete.
 3. Further, I understand that this Preliminary Application will be terminated and vesting will be forfeited if the housing development project is revised such that the number of residential units or square footage of construction increases or decreases by 20 percent or more, exclusive of an increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, and/or an application requesting approval of an entitlement is not filed within 180 days of the date that the Preliminary Application is deemed complete.
 4. By my signature below, I certify that the foregoing statements are true and correct.

Signature: _____
Printed Name: _____
Date: _____

Signature: _____
Printed Name: _____
Date: _____