



SUBMITTAL REQUIREMENTS Housing Crisis Act Preliminary Application

The Housing Crisis Act of 2019 (SB 330) creates a preliminary application process through which an applicant for residential development may obtain assurances for continued review under the ordinances, standards, and policies in effect when a preliminary application is deemed complete. SB 330 also provides a specified list of information that is required for a preliminary application to be deemed complete.

The following materials are required for preliminary application submittal under the Housing Crisis Act of 2019:

On the Universal Application:

- The applicant's contact information
- The property owner's authorization for the applicant to submit the application

On a Title Sheet:

- The specific project location, including parcel numbers, a legal description, and site address, if applicable.
- The existing uses on the project site and identification of major proposed physical alterations to the property
- Indication ("yes" or "no") of whether a portion of the property is or is not located within any of the following:
 - A very high fire hazard severity zone
 - Wetlands
 - A hazardous waste site designated pursuant to Section 65962.5 of the Government Code or Section 25356 of the Health and Safety Code
 - A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any of their official maps
 - 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
 - A stream or other resource that may be subject to a streambed alteration agreement
- Development statistics, including:
 - Approximate square footage of each proposed building
 - Approximate square feet of proposed residential and nonresidential development
 - Proposed massing and building height
 - Number of proposed residential units
 - Number of proposed parking spaces.
 - Number of proposed below market rate units and their affordability levels.
 - Number of proposed bonus units requested pursuant to Government Code 65915 (Density Bonuses)
 - Number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
- Any proposed point sources of air or water pollutants, or a note indicating no point sources proposed.
- Any species of special concern known to occur on the property or to be affected by the proposed development, or a note indicating none are known to occur.
- A conclusive determination as to whether any known historic or cultural resources exist on the property, as determined by year of construction, a Planning Division historic significance evaluation, or a DPR 523 form
- All land use entitlements being sought, including, but not limited to:
 - Any incentives, concessions, waivers, or parking reductions requested pursuant to Government Code 65915 (Density Bonuses) (including appropriate documentation to enable City to determine whether there is a legal basis to support granting of same)
 - Any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.

Other Required Plan Sheets:

- 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.
- A site plan showing all of the following:
 - Location on the property of the proposed development (including elevations showing design, color and material and the massing, height and approximate square footage of each building)

- The location of any recorded public easement
- Streams or other resources that may be subject to a streambed alteration agreement
- Elevations showing design, color, massing, and material of each building that is proposed

In order to enable staff to provide useful feedback, it is recommended that additional information beyond the minimum requirements is provided for review. The following items will not be used to determine completeness; however, these items are recommended in order to enhance staff's understanding of the project:

- Additional information, to be placed on the Cover Sheet:
 - Project number(s) for any prior development permits issued for the subject site
 - A preliminary Building Code analysis, including occupancy classification and type of construction
 - For multi-family residential projects, statistics: density (dwelling units per net acre), unit breakdown (percentage studio, one-bedroom, two bedroom, etc.), common open space, private open space, storage area per unit
 - Additional development statistics:

Development Statistics	Allowed	Proposed
Gross Lot Area		
Net Lot Area		
Floor Area Ratio		
Lot Coverage		
Number of Stories		
Front Setback		
Rear Setback		
Side Yard Setback(s)		
Solar Setback (See FMC Section 18.186)		

Parking Statistics	Required	Proposed
Standard Spaces		
Compact Spaces		
Percent Compact		
Covered Spaces		
Uncovered Spaces		
Guest Spaces		
Handicapped Car Spaces		
Handicapped Van Spaces		
Motorcycle Spaces		
Car Share Spaces		
EV Spaces		
EV Handicapped Spaces		
Short Term Bicycle Parking		
Long Term Bicycle Parking		

- A context map indicating all adjacent land uses, structures, driveways, parking areas, trees, and drainage courses on the site and within 200 feet of the perimeter of the site. If the site has multiple tenants, provide an inventory of all tenant spaces on the property, listing the address, type of business, and floor area for each tenant space.
- Additional information, to be placed on the Site Plan:
 - Property lines, including dimensions of the subject property and dimensions of all existing lot lines
 - Use of all adjacent properties, including locations of any buildings and roads within 50 feet
 - Proposed off-street parking, loading, and circulation areas; and driveways
 - Proposed and existing pedestrian ways and recreation areas
 - Site constraints including known earthquake faults, riparian corridors, the Toe-of-the-Hill Line, and Ridgeline
 - Adjacent street rights-of-way and proposed street improvements
 - Signing and striping of street frontage
 - Location of existing and proposed on-site lighting features
 - Existing trees with trunk locations and accurate canopy outline shown.
 - The proposed removal of any trees. Trees proposed for removal must be clearly delineated.
 - All fire hydrants within 300 feet of the project site
- Floor plan(s) showing the intended use of each area and the location and dimension of exterior doors and windows
- A tree survey plan indicating existing and proposed site features, and the following information:
 - Tree trunk(s) six-inch diameter at Breast Height (DBH) and larger located on plan with accurate canopy outline
 - Summary table identifying botanical designation, DBH, and elevation of trees at ground level
 - Proposed disposition of all existing trees on the site
 - If no trees exist on the site, then include a note on the landscape plan that “no trees exist on this site”

FOR STAFF USE ONLY

Date received: _____

Complete? Y N

Date of determination: _____

Date C2 received: _____

Complete? Y N

Date of determination: _____

Date C3 received: _____

Complete? Y N

Date of determination: _____

180 days from date deemed complete: _____

Date of formal application: _____