



CITY OF BELVEDERE  
450 SAN RAFAEL AVE • BELVEDERE, CA 94920-2336  
PH. 415-435-3838 • FAX 415-435-0430 •  
WWW.CITYOFBELVEDERE.ORG

## Housing Development Application Checklist

This checklist applies to all housing development applications except for accessory dwelling units on single family parcels. All housing development projects, as defined by SB 330, require the following information to be submitted for a complete application (per Government Code Section 65941.1). Submittal requirements may be waived at the sole discretion of the Planning Manager or their designee.

### 1. Application

- Zoning & Design Review/Land Use Application Form
  - Signatures of the applicant and property owner are required.
- Application fee
  - Refer to the current fee schedule

### 2. Electronic Copies

- ALL** materials listed on the checklist **MUST** be submitted on a USB drive or CD

### 3. Reports & Forms

- Disclosure Form *Not provided by Planning staff*
- Indemnification Agreement *Per Planning staff, this is part of Design Review application*
- Reimbursement Obligation Form *Not provided by Planning staff*
- Stormwater Determination Worksheet (if permanent BMPs are required show proposed locations on plans)
- Two (2) copies of Geotechnical Report (*preliminary acceptable*)
- Two (2) copies of Preliminary Title Report
- A summary of any approvals that are being requested.
- A summary of any approvals that are being requested, under the Subdivision Map Act including, but not limited to, a parcel map, a tentative map, or a condominium map

### 4. Plans

#### a. Plan Sets

- Full size plans (max. 24" x 36") – **Provide two (2) sets**
- Reduced plans (11" x 17") – **Provide twelve (12) sets** *Two (2) sets as requested by Planning staff*
- Drawn to scale (1:10 or 1:8) with bar scale included on each sheet
- North arrow (orient all sheets in same direction)

## **b. Vicinity Map**

- Show location of site and surrounding roads within the City on the site plan

## **c. Project Data**

Two (2) sets as requested by Planning staff

- Written narrative of the project (8.5" x 11") - Provide twelve (12) copies**
  - The scope of work to be done
  - Describe in detail the existing and proposed uses
  - Explanation of design concept
  - Materials, colors, and construction methods to be used
- Show on first plan sheet:**
  - Gross and net area of site in sq. ft. and acres
  - Allowable and proposed Floor Area Ratio (FAR)
  - Allowable and proposed lot coverage calculations
  - Provide required and proposed General Plan & zoning density calculations.

## **d. Site Plans**

- Legend**
  - Date and the name, address, and telephone number of plan preparer
  - Title including subdivision name and number
  - Unit and phase number *(if applicable)*
- Property Lines**
  - Site Boundary Survey
  - Site Topography Survey
  - Zoning setback lines
  - Distances between structures, and between walls and property lines
  - All existing and proposed easements
  - Development envelopes
- Use**
  - Existing and proposed use of the site and structures
- Structures**
  - Footprints and dimensions of all existing and proposed structures
  - Include open stairways and other projections from exterior building walls
  - Existing and proposed fencing, fire hydrants, and trash and recycling enclosures
- Grading, Drainage & Utilities**
  - Grading plan
  - Existing and proposed topography
  - Approximate cut and fill volume
  - Stormwater treatment detention measures
  - Location, type, and number of drainage facilities *(if applicable)*
  - Type and location of all public and private existing utility locations and sizes (water, sewer, recycled water, & stormwater), include tie-ins to public infrastructure
  - Type and location of all proposed utility routing
  - Show recycled water main proximity

- Provide sizing calculations/justification
- Provide utility sizing study, including public infrastructure demands and improvements required as a result of the development

**Lighting**

- Location, design, size, lighting type, and wattage

**Landscaping**

- Location of all existing and proposed landscaping (size, quantity and species)
- Provide location, species, and common name of all trees to be removed and/or replaced. Include circumferences of all trees
- Arborist report (*if applicable*)
- Provide WELO calculations (minimum MAWA and hydrozone table)

**e. Traffic & Parking**

- Existing and proposed number of loading, parking, and bicycle spaces
- ADA parking and loading signage
- Completely dimensioned parking layout, including dimensions of internal driveways, aisles, and pedestrian walkways
- Vehicle ingress and egress to site
- Traffic circulation study (*if required*)

**f. Floor Plans**

- Dimensioned floor plans for all existing and proposed buildings
- Indicate all openings, exits, and window and door placements
- Include construction type
- Label rooms for use and occupancy

**g. Elevations**

- All principal exterior walls, fences, roof projections and other structures including height and dimensions
- Direction of building elevations. Cross sections through major axis of building(s) and same scale as elevations
- Location of existing and proposed vents, gutters, downspouts, air conditioning equipment, antennas, and all ground mounted and rooftop equipment
- Details of fascia trim, windows, doors, trim, sills, railing, and fencing
- Location of exterior lighting and cut sheet/details of fixtures
- Type, finish, material, and color of roof and exterior materials
  - **MUST provide color and material sample board(s)**
- Existing and proposed sign location(s)
- Photographs with existing building(s) on the project site and/or adjacent buildings

**5. Affordable Housing Data/Density Bonus**

**Include on site plan and provide details within the project narrative:**

- The number of proposed below market rate units and their affordability levels

- ☑ The number of bonus units and any incentives, concessions, waivers, or parking reductions requested (pursuant to Government Code Section 65915)
- ☑ Provide details of the requested incentives, concessions, waivers, or parking reductions requested.
- ☑ The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
- ☑ A density bonus application will be required to be completed.

## **6. Replacement Housing Data**

- ☑ In accordance with the Housing Crisis Act of 2019 (66300) prevents an “affected city” from approving a housing development that demolishes existing housing units without replacing them. Belvedere is included in the list of “affected cities” form HCD. if the housing project proposes to demolish existing housing units, it cannot be approved by the city unless the project contains at least as many units as are being demolished, and all “*protected units*” are replaced. (66300(d)) “Protected units” include: 1) units that have been subject to any form of rent control within the past 5 years (including rent control imposed by the state); (2) units that were occupied by lower income households within the past five years (regardless of rent paid); or (3) residential dwelling units that were withdrawn from rent under the Ellis Act within the past ten years. (66300(d)(2)(E)(ii)).

For tenants in “protected units” the Housing Crisis Act also requires State law relocation payments and a right of first return to a comparable unit in the new development, at an affordable rent (66300(d)(2)(D)). All households occupying a unit that is proposed to be demolished must be allowed to stay in the unit six months before the start of construction (66300(d)(2)(C)).

This information shall be provided in accordance with the Housing Crisis Act.

## **7. Environmental Data**

**Include on site plan and provide details within the project narrative:**

- ☑ Any historic or cultural resources known to exist on the property
- ☑ A list and details of any proposed point sources of air or water pollutants
- ☑ Location on a site map of the portion of the property that is located within any of the following:
  - A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178
  - Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)
  - 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
  - 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 official maps published by the Federal Emergency Management Agency

- 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
  - A site map showing 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 and 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
- The City will work with the applicant to coordinate the preparation of a CEQA compliant document upon receipt of a complete application

## **8. Construction Program**

- Site plan showing where grading and construction will take place, soils will be stockpiled, laydown areas for building materials, parking for construction workers, and temporary facilities such as portable toilets, construction signs, temporary areas for secure storage, and construction trailers will be located. Show location of power generators or temporary power poles
- Dust reduction consistent with the Bay Air Quality Management District's basic control measures
- An erosion control and/or stormwater pollution prevention plan
- A traffic control plan
- The location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction
- Construction phasing and the timing during the year when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, and utilities installation
- Site plans demonstrating general compliance with California building code standards

## **9. Additional Reports & Documents**

**Please check with Planning Staff to determine required submittals**

- Acoustical Study
- Affordable Housing Plan
- Arborist's Report
- Archaeology Report
- Biological Site Assessment
  - Include a site map showing any rare, endangered, or threatened animal and/or plant species and/or habitat (e.g. California Tiger Salamander, Yellow-Legged Frog, Red-Legged Frog, Sebastopol Meadowfoam)
- Evidence of Water Supply
- Historical Study

- Hydrological Report
- Photometric Study
- Photo-Simulations
- Traffic/Parking Study
- Transportation Management Plan
- Water availability/fire suppression study