



Loomis Town Hall
3665 Taylor Rd. Loomis, CA 95650
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WEBSITE: www.loomis.ca.gov

TOWN OF LOOMIS

Planning Department

RESIDENTIAL PROJECT PREAPPLICATION INSTRUCTIONS

The Town of Loomis Planning Department accepts applications over the counter. Submit a [Planning Application](#) with the required [Supplemental Application Materials](#) in person to the Planning Department.

All supplemental application materials are required to be submitted concurrently with your application. All application materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Residential Project Preapplication application to the Planning Department.

- ☐ Completed Universal Application: Select the [Residential Project Preapplication](#) under section 1 of the application form.

This application is required for housing development projects proposing two or more units and shall be used for the purpose of satisfying the requirements of a "preliminary application". An applicant for a housing development project shall be deemed to have submitted a preliminary application upon providing all of the information detailed in the checklist instructions to the Planning Department including payment of the permit processing fee. [Fee Schedule](#)

- ☐ Completed [Residential Project Preapplication Checklist Form](#).

RESIDENTIAL PROJECT PREAPPLICATION BACKGROUND INFORMATION

Applicants, please note the following:

- Submittal of a Residential Project Preapplication is voluntary and is not a required application for any residential project. A Residential Project Preapplication may be submitted for any project wishing to achieve vesting status in accordance with Senate Bill 330.

Senate Bill 330

On October 9, 2019, Governor Newsom signed into law the Housing Crisis Act of 2019, also known as Senate Bill 330 (SB 330), which amended state law pertaining to residential development projects as defined in paragraph (2) of subdivision (h) of California Government Code Section 65589.5. SB 330 creates new state laws regarding the production, preservation and planning for housing. It amends the State Housing Accountability Act, Permit Streamlining Act and Planning and Zoning Law all under Title 7 of the California Government Code. The bill is in effect as of January 1, 2020 and becomes inoperative January 1, 2025.

A housing development project shall be deemed to have submitted a preliminary application upon providing a completed Residential Project Preapplication Checklist Form, all supplemental preapplication materials listed therein, and the application filing fee. Provision of this information does not preclude the Town from requesting additional information or studies at the time of application submittal for a development project that are necessary to complete a CEQA analysis.

A housing development project shall be deemed to have submitted a preliminary application upon providing a completed [Residential Project Preapplication Checklist Form](#), all supplemental preapplication materials listed therein, and the application filing fee. Provision of this information does not preclude the Town from requesting additional information or studies at the time of application submittal for a development project that are necessary to complete a CEQA analysis.

A project that meets any of the criteria of California Government Code Section 65589.5(h)(2)(8) is subject to the provisions of SB 330 where those provisions refer to a housing development project, in accordance with the following:

1. The project is residential only and creates two or more new residential units on a project site.
2. The project is a mixed-use development consisting of residential and nonresidential uses with at least two-thirds of the square footage of the project designated for residential use, including dwelling units and any uses accessory to the residential units.
3. The project is transitional housing or supportive housing.

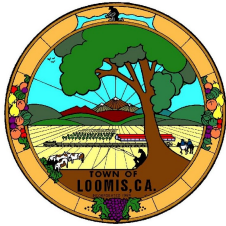
The intent of SB 330 is to improve certainty in the development process and to prevent certain zoning actions that would reduce the availability of housing. SB 330 does the following:

1. Creates a new vesting process for zoning and land use ordinances, policies, and standards in place at the time that a preapplication is submitted;
2. Requires that the historic status or designation of any site for housing development project be determined at the time an application for a discretionary action is deemed complete;
3. Prohibits imposition of non-objective design review standards;
4. Clarifies the Permit Streamlining Act regarding the review of development applications for completeness;
5. Shortens required permit review timeframes and limits the number of public hearings for housing projects that meet objective zoning standards;
6. Prohibits legislative actions by a local agency that reduce total zoned capacity for housing;
7. Clarifies the circumstances under which housing development projects may have their density reduced under the Housing Accountability Act; and
8. Prohibits approval of a housing development project that results in a net loss of housing units.

RESIDENTIAL PROJECT PREAPPLICATION PROCESSING

No later than 30 calendar days after submittal of a Residential Project Preapplication, the Town of Loomis will determine in writing whether the application is complete and transmit the determination to the applicant. If the application is determined to be incomplete, Town staff will provide the applicant with a detailed list of checklist of items that were not completed. Upon receipt of any re-submittal of the application, a new 30-day period shall begin, during which Town staff will determine the completeness of the application. If the application is determined not to be complete, Town staff will specify those parts of the application that are incomplete and will indicate the manner in which they can be made complete, including a detailed listing of information needed to complete the application.

Within 180 calendar days after submitting a complete preliminary application to the Town of Loomis and receipt of a written determination that all checklist items were accepted and deemed complete, the development proponent shall have 180-days to submit an application and achieve SB 330 vesting status.



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TOWN OF LOOMIS Planning Department

RESIDENTIAL PROJECT PREAPPLICATION CHECKLIST FORM (HOUSING CRISIS ACT OF 2019 – SENATE BILL 330)

PURPOSE

This form serves as the preliminary application form for housing development projects seeking vesting rights pursuant to Senate Bill 330 (SB 330), the Housing Crisis Act of 2019.

GENERAL INFORMATION

An applicant for a housing development project that includes residential units and/or a mix of commercial and residential uses with two-thirds of the project's square footage used for residential purposes or transitional or supportive housing (as defined in Government Code Section 65589.5, paragraph (2) of subdivision (h)), 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.

Following submittal of this Preliminary Application Form, the Town of Loomis will respond in writing to advise the project proponent of the 180-day vesting period to submit a full application.

Applicants - Please note the following:

- The provisions of SB 330 do not alter or amend the provisions under which a local agency analyses a project application to determine compliance with the California Environmental Quality Act (CEQA).
- After submittal of all required information, if the project proponent revises the project to change the number of residential units or square footage of construction by 20 percent or more, excluding any increase resulting from Density Bonus Law, the project proponent must resubmit the required information so that it reflects the revisions.
- Following submittal of this Preliminary Application Form with all supplemental application materials and the application filing fee, the Town of Loomis staff will respond in writing within 30-days to identify the 180-day vesting period expiration date for a submittal of a complete project application.

SITE INFORMATION

1. PROJECT LOCATION - The specific location, including parcel numbers, a legal description, and site address, if applicable.

Street Address _____ Unit/Space Number _____

Legal Description (Lot, Block, Tract)

Attached? YES ☐ NO ☐

Assessor Parcel Number(s) _____

2. **EXISTING USES** - The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.

3. **SITE PLAN** - A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied. Attached? YES ☐ NO ☐

4. **ELEVATIONS** - Elevations showing design, color, material, and the massing and height of each building that is to be occupied. Attached? YES ☐ NO ☐

5. **PROPOSED USES** - The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.

a. RESIDENTIAL DWELLING UNIT COUNT:

Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

Other notes on units:

6. **FLOOR AREA** - Provide the proposed floor area and square footage of residential and nonresidential development, by building (attach relevant information by building and totals here):

	Residential	Nonresidential	Total
Floor Area (Zoning)			
Square Footage of Construction			

7. **PARKING** - The proposed number of parking spaces:

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8. **AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS and 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:

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9. **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:

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10. **POLLUTANTS** – Are there any proposed point sources of air or water pollutants? YES ☐ NO ☐

If "YES," please describe:

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11. **EXISTING SITE CONDITIONS** – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing			
To Be Demolished			

12. **ADDITIONAL SITE CONDITIONS** –

a. Is any 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 ☐
- ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)? YES ☐ NO ☐
- 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 ☐
- 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 ☐
- 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 ☐
- 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 ☐

If "YES" to any, please describe:

- b. Does the project site contain historic and/or cultural resources? YES ☐ NO ☐

If "YES," please describe:

- c. Does the project site contain any species of special concern? YES ☐ NO ☐

If "YES," please describe:

- d. 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 ☐

If "YES," please describe:

- e. 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 ☐

If "YES," please describe and depict in attached site map:

13. **PROJECT TEAM INFORMATION** - The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.

Applicant's Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Are you in escrow to purchase the property? YES ☐ NO ☐

Property Owner of Record ☐ Same as applicant ☐ Different from applicant

Name (if different from applicant) _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Optional: Agent/Representative Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Optional: Other (Specify Architect, Engineer, CEQA Consultant, etc.) _____

Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Primary Contact for Project: ☐ Owner ☐ Applicant ☐ Agent/Representative ☐ Other