



Preliminary Development Project Application (SB 330) Submittal Requirements

The Preliminary Development Project Application (SB 330) Submittal Requirements packet describes all of the materials required to submit a complete Preliminary Development Project Application to the Planning and Development Department, Land Use Division. Section 1 includes the application and associate fees; Section 2 is a checklist that must be included for all projects applying under SB 330. All documents, reports and plans must be provided in hard copy and digital format.

This packet must be completed and submitted with the Application. A Planner will verify that the minimum submittal requirements have been included with your package during the application submittal appointment. Applications that are missing the materials in this checklist will not be accepted for review.

Section 1 – Application and Fees

1. Completed Preliminary Zoning Project Application Packet comprised of the following sections:
 - a. [Preliminary Zoning Project Application Form](#)
 - b. Completed Copy of this Preliminary Zoning Project Submittal Requirements Checklist
2. Payment of Application Fees (Please Refer to Current Fee Schedule)

Section 2 – Required for All Housing Development Projects under SB 330

1. **Applicant's Contact Information** – The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application (*if different than Application*).
2. **Site Location Information** – The specific location, including parcel numbers, a legal description, and site address, if applicable.
3. **Proposed Land Uses** – The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning district.
4. **Existing Uses** – The existing uses on the project site and identification of proposed major physical alterations to the property on which the project is to be located.
5. **Existing Residential Uses and Proposed Demolition** – The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
6. **Below Market Rate Units** – The number of proposed below market rate units and their affordability levels.
7. **Density Bonus Units and Waivers/Concessions** – The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Government Code Section 65915.
8. **Parking** – The proposed number of parking spaces.

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9. **Project Plans** – A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.
10. **Site Map Showing Streams (if applicable)** – 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.
11. **Special Site Characteristics** – Whether a portion of the property is characterized by any of the following (Check all that apply):
- a. A **very high fire hazard severity zone**, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.
 - b. **Wetlands**, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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.
12. **Subdivision Map Act** – Whether 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.
13. **Historic or Cultural Resources** – Whether any historic or cultural resources are known to exist on the property.
14. **Easements, Water Lines, Public Rights of Way** – The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.
15. **Pollutants** – Whether the project proposed any point sources of air or water pollutants.
16. **Species of Concern** – Whether any species of special concern are known to occur on the property.