

Planning and Building Agency  
Planning Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-20)  
Santa Ana, CA 92702  
(714) 647-5804  
www.santa-ana.org

## Housing Crisis Act (SB 330) Preliminary Application

### Purpose

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

### General Information

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.

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 any applicable permit processing fees 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 Development Project application or the Preliminary Application will expire.

### Changes to Preliminary Applications

If the applicant revises the project such that the number of residential units or square footage of construction changes by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, the housing development project shall not be deemed to have submitted a preliminary application that satisfies this section until the development proponent resubmits the required information.

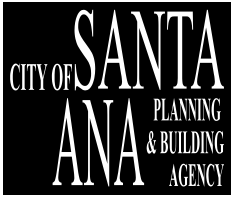
### *Incomplete Preliminary Applications*

If the City determines that the preliminary application for the development project is not complete, applicant must submit the specific information needed to complete the application within 90 days of receiving the agency's written identification of the necessary information. If the applicant does not submit this information within the 90-day period, then the preliminary application shall expire and have no further force or effect.

### Submittal of Formal Development Application

The applicant shall submit a formal application and applicable fees for a Development Project within 180 calendar days of submitting a complete preliminary application. If the City determines that the application for the Development Project is not complete, the applicant shall submit the specific information needed to complete the application within 90 days of receiving the agency's written identification of the necessary information. If the development proponent does not submit this information within the 90-day period, then the preliminary application shall expire and have no further force or effect.

*(Continued on the following pages)*



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### Submitting Your Project

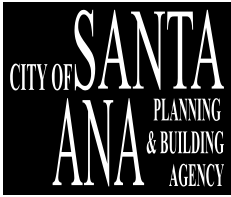
To request that your project be assigned to a case planner, please email [PlanningDepartment@santa-ana.org](mailto:PlanningDepartment@santa-ana.org) or call (714) 647-5804. Applications may not be submitted without an appointment and may not be submitted over the counter.

### Forms and Materials Required

1. This SB 330 Preliminary Application and attached forms. For the SB 330 Preliminary Application, forms, and plans/materials, please provide:
  - a. Two (2) printed copies; all plans to be printed on minimum 11-inch by 17-inch/ledger-size sheets
  - b. Two (2) USB flash drives
2. Applicable SB 330 Preliminary Application fee
3. To be submitted within 180 days of Preliminary Application: Development Project Review Application Packet Materials, available online at <https://www.santa-ana.org/pb/planning-division/forms-applications-and-handouts>

*(Forms begin on following page)*

To Be Completed by Staff	
Planner Name:	
Date and Time Received:	
Complete Development Project Application Submitted with Preliminary Application? Yes or No.	
Date Stamp:	
Preliminary Application Complete? Yes or No (circle one)	Determination By:  Determination Date:
Housing Crisis Act (HCA) Application No. _____	



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**SITE INFORMATION**

**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) \_\_\_\_\_

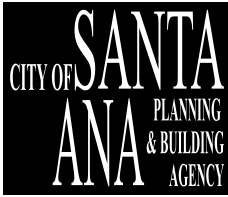
**EXISTING USES** - The existing uses on the project site, including in any/all units or suites, and identification of major physical alterations to the property on which the project is to be located.

**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

**ELEVATIONS** - Elevations showing design, color, material, and the massing and height of each building that is to be occupied.

Attached? YES  NO



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**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.

**RESIDENTIAL DWELLING UNIT COUNT:**

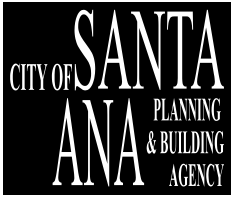
Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category. If a Density Bonus Agreement is sought, provide a Density Bonus Calculation Table.

	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:

**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
<b>Floor Area (Zoning)</b>			
<b>Square Footage of Construction</b>			



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**PARKING** - The proposed number of onsite parking spaces:

Resident:
Guest:
Other:

**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:

**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?

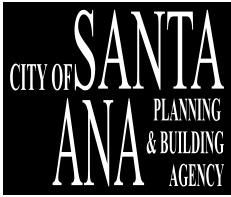
YES  NO

If "YES," please describe:

**POLLUTANTS** – Are there any proposed point sources of air or water pollutants?

YES  NO

If "YES," please describe:



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**EXISTING SITE CONDITIONS** – Provide the number of existing residential units, including any protected affordable 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
<b>Existing</b>			
<b>To Be Demolished</b>			

**ADDITIONAL SITE CONDITIONS –**

a. Whether a portion of the property is located within any of the following:

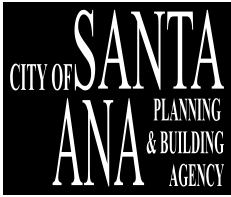
i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178?  
YES  NO

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



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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:



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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

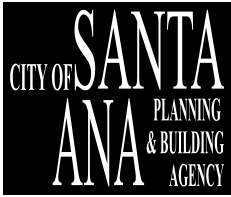
If "YES," please describe and depict in attached site map:

### OTHER APPROVALS AND INFORMATION

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 (attach separate narrative, if necessary)
- 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.





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**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 \_\_\_\_\_

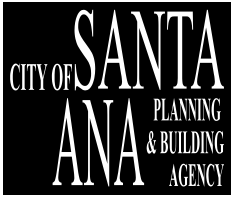
**Optional: Agent/Representative Name** \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_



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**Optional: Other** (Specify Architect, Engineer, CEQA Consultant, etc.) \_\_\_\_\_

Name \_\_\_\_\_

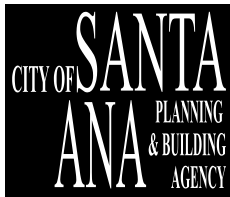
Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Primary Contact for Project:  Owner  Applicant  Agent/Representative  Other



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### PROPERTY OWNER AFFIDAVIT (PAGE 1 OF 2)

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. Staff will confirm ownership based on the records of the City Engineer or County Assessor. 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 process or 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).** A 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.



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**PROPERTY OWNER AFFIDAVIT (PAGE 2 OF 2)**

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 Planning Division 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 any 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 with the Planning Division 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 \_\_\_\_\_  
 Property Owner

Printed Name \_\_\_\_\_  
 Property Owner

Date \_\_\_\_\_