



Preliminary Application Checklist

Planning and Environmental Review
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Preliminary Application Checklist (SB 330) for Housing Development Projects

General Information

The following checklist and application form shall be used for the purpose of satisfying the requirements of California Government Code Section 65941.1. An applicant for a housing development project shall be deemed to have submitted a complete preliminary application upon providing all of the following information about the proposed project and upon payment of the processing fee. As defined in Government Code Section 65589.5(h)(2), a housing development project must belong to one of the following categories:

- Projects with residential units only,
- Mixed-use developments consisting of commercial and residential uses, where at least 2/3 of the square footage is designated for the residential uses, or
- Transitional or Supportive housing projects.

The preliminary application process is intended to encourage development of housing projects by vesting codes, policies, and fees for the project at the time a completed application is submitted to the City.

Within 180 days of submitting a complete preliminary application, the applicant shall submit an application for a Precise Development Plan, Tentative Map, or any other required land use entitlement required for the project. If the City determines that the application[s] is/are not complete pursuant to Government Code Section 65943, the applicant shall submit the specific information needed to complete the application within 90 days of receiving the City's written incomplete notice. 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.

After submittal of all of the required information, if the development proponent 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 until the development proponent resubmits the required information so that it reflects the revisions. For purposes of this form, "square footage of construction" means the building area, as defined by the

California Building Standards Code (Title 24 of the California Code of Regulations).

Application Requirements

In accordance with Government Code Section 65589.5, the below listed information is required for a preliminary housing application.

1) SITE INFORMATION

PROPERTY ADDRESS: _____

ASSESSOR'S PARCEL NUMBER (S):

(Primary APN): _____

(Secondary APN): _____

(Tertiary APN): _____

LEGAL DESCRIPTION OF PROPERTY

Written Legal Description (can be provided on a separate sheet or as part of the Title Report)

Lot Number: _____

Tract/Parcel Map Number: _____

Parcel size (Acres or Square Feet): _____

2) EXISTING USES

Description of existing development, and identification of major physical alternations to the property on which the project is to be located):

f) Proposed number of bicycle spaces: _____

6) POINT SOURCES OF AIR OR WATER POLLUTANTS

Description and location of any proposed point sources of air or water pollutants:

7) SPECIES OF SPECIAL CONCERN

Description and location of any species of special concern that are known to occur on the property or in proximity to the site:

8) LOCATION OF PROPERTY IN RELATION TO KNOWN HAZARDS

Describe if any portion of the property is:

- a) Located in a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178
- b) A wetland as defined in the United States Fish and Wildlife Service Manual, Part 660 EW 2 (June 21, 1993)
- c) A hazardous waste site that is listed pursuant to Section 65962.5 or 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

9) HISTORIC OR CULTURAL RESOURCES

Description and location of any known historic or cultural resources located on the property:

10) NUMBER OF UNITS

a) Overall Number of Proposed Units:

b) Number of Proposed Below-Market Rate Units:

c) Affordability Levels of Below-Market Rate Units:

11) BONUS UNITS

a) Number of bonus units: _____

b) Incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915:

12) SUBDIVISION MAP ACT

Are any approvals under the Subdivision Map Act, including, but not limited to a parcel map, a tentative map, or a condominium map being requested?

13) CONTACT INFORMATION AND FEES

Complete the City’s Planning Permit Application form to provide 1) the applicant’s, agent, and property owner’s contact information; 2) property owner’s consent; and 3) agreement to pay. In addition, submit the requisite deposit fee (Planning Consultation Fee – Major) for the preliminary application. The application review fees for the specific application type along with the County of Santa Barbara Fire Department review fee will be required at the time of formal application submittal.

14) COASTAL ZONE

For a housing development project proposed to be located within the Coastal Zone, describe whether any portion of the property contains any of the following:

- a) Wetland, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.

- b) Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.

c) A tsunami run-up zone.

d) Use of the site for public access to or along the coast.

15) DEMOLITION

Description of the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied:

16) STREAMS/WATER RESOURCES

Provide a site map showing any 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.

17) EASEMENTS

Description and location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.
