

# **APPLICATION CHECKLIST**

## **SB 330 PRELIMINARY HOUSING APPLICATION**

### **INTRODUCTION AND PURPOSE**

California Senate Bill 330 (SB 330), the Housing Crisis Act of 2019 became effective January 1, 2020. The bill declares a statewide housing emergency until January 1, 2025. The Housing Crisis Act allows for an applicant to submit a preliminary application for any housing development project, as such term is defined in Government Code Section 65589.5(h)(2).

SB 330 provides eligible housing development projects seeking discretionary approval enhanced streamlining and vesting opportunities through a process initiated by the filing of a preliminary application. Subject to Government Code Section, 65589.5(o)(2), (6), (7) and 65941.1(d), a housing development project will be subject only to the ordinances, policies, and standards adopted and in effect when a preliminary application is submitted. A preliminary application is deemed submitted when an applicant has provided to City with all of the information required by Government Code Section 65941.1(a). A checklist for the required information and material for a preliminary application is set forth below.

### **GENERAL INFORMATION AND APPLICABILITY**

A project must be a housing development project, as defined in Government Code Section 65589.5(h)(2), in order to qualify for the preliminary application process. A housing development project includes the following:

- a. Residential units only;
- b. Mixed use development consisting of residential and non-residential uses with at least two-thirds of the square footage of the project designated for residential use;
- c. Transitional housing or supportive housing

An applicant for a housing development project, as defined in Government Code Section 65589.5(h)(2), shall be deemed to have submitted a preliminary application only upon providing both of the following:

1. Information about the proposed project as required by California Government Code section 65941.1 using the attached application form; and
2. Payment of the permit processing fee (\$2,375.50 plus 4% technology fee (\$2,470.52 total)

The applicant has two options to start the review process: (1) contact the Planning Division for a preliminary application meeting, submit a complete preliminary application checklist at the meeting; or (2) submit the preliminary application checklist with a Universal Application form to the Planning Division when formally submitting the application for the associated project and entitlements. Please note, a preliminary application meeting or submittal of a preliminary application checklist prior to the submittal of a formal project application for entitlements is not required, but highly recommended by Planning Division Staff.

Once a preliminary application is received and deemed complete, the ordinances, policies, and standards in effect as of that date will remain applicable to the project for the duration of the review and entitlement process, subject to exceptions provided by law, provided that all the following provisions are satisfied:

- The project may not increase by more than **20 percent** in the number of units or total square footage (“building area” as defined in California Building Standards Code - Title 24) indicated in the preliminary housing development application, exclusive of any increase resulting from the receipt of a density bonus, incentives, concession, waiver or similar provision.
- A complete project application must be submitted and accepted by the Planning Division within **180 days** of submission of the preliminary application checklist.
- If the City determines, within **30 days** of receipt of the preliminary application, that the application is *not complete*, and so advises the applicant in writing within that 30-day period, then the applicant shall submit specific information needed to complete the application within **90 days** of the request for additional information. If the additional information is not provided within this 90-day period, the preliminary application shall expire.
- The project must commence construction within **30 months** after the date of final approval, as defined in Government Code section 65589.5(o)(2)(D), meaning that the project has received all necessary approval to be eligible to apply for and obtain a building permit or permits and either of the following is met:
  - The expiration of all applicable appeal periods, petition periods, reconsideration periods, statute of limitations for challenging that final approval without an appeal, petition, request for reconsideration or legal challenge has been filed;
  - If a challenge is filed, that challenge is fully resolved or settled in favor of the housing development project

Housing Development projects that have not filed a Planning Application prior to January 1, 2020, may submit the preliminary application checklist along with the Planning Application.

**Notes:**

\*California Environmental Quality Act (CEQA) and Coastal Act standards apply.

\*After submittal of all of the information required, if the development proponent revises the project to change the number of residential units or square footage of construction changes by 20 percent or more, excluding any increase resulting from Density Bonus Law, the development proponent must resubmit the required information so that it reflects the revisions.

\*Submittal of all the information listed and payment of the permit processing fee freezes fees and development standards as of this date, unless exceptions per Government Code § 65889.5(o) are triggered.

\*Note: Record keeping pertaining to which standards and fees apply at date of submittal is imperative, as penalties may apply for imposing incorrect standards

Submit all materials in electronic format. Please submit via the City’s online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or [planning@citrusheights.net](mailto:planning@citrusheights.net), or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

[www.citrusheights.net](http://www.citrusheights.net)

## CITY OF CITRUS HEIGHTS PRELIMINARY HOUSING DEVELOPMENT REVIEW CHECKLIST

This preliminary checklist does not constitute a development application. This checklist is strictly for the purposes of meeting the requirements set forth in SB 330 (Housing Crisis Act) for housing development projects. This checklist must be uploaded via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>.

<b>SECTION A: PROPERTY INFORMATION</b>
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**Provide all information requested in all sections. Missing, incomplete or inconsistent information will delay the vesting date of your application.**

<b>Project Name:</b>	
<b>Assessor's Parcel No.:</b>	
<b>Property Address/Location:</b>	
<b>Gross Acres:</b>	
<b>A Project Description and Site Plan showing the project 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*:</b>	
<b>Existing Land Use of Property:</b>	
<b>Number of residential units:</b>	

\* *Submit separate attachment, if necessary.*

**SECTION B: PROJECT TEAM INFORMATION**

Provide the contact information for the Property Owner and Applicant below\*\*.

If the property is owned by more than one individual, provide information for all owners (a separate sheet can be used).

<b>Property Owner Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	
<b>Signature(s):</b>	
<b>Applicant Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	
<b>Signature(s)</b>	

*\*\*If the applicant does not own the property, include a consent from the property owner to submit the application.*

**SECTION C: PROJECT INFORMATION -- PRELIMINARY HOUSING DEVELOPMENT**

The following information must be provided as part of a complete Preliminary Housing Development application, pursuant to Government Code, 65941.1.(a)

1. Does the project include any point sources of air or water pollutants?

YES  NO

If yes please list below and describe:

2. Are any species of local concern known to occur on the property?

YES  NO

If so, please list them:

3. Is any portion of the property located within any of the following?

- a. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Government Code Section 51178:

YES  NO

- b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993):

YES  NO

- c. A hazardous waste site that is listed pursuant to Government Code 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

- 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 (FEMA):

YES  NO

- e. A delineated earthquake fault zone as determined by the State Geologist in any official map 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

- f. Will the project impact 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, provide a site plan (on a separate attachment) 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 Wildlife 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.

4. Are any historic or cultural resources known to exist on the property?

YES  NO

If so, please list them:

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5. Will the project have below market rate units:

YES  NO

If yes, fill out the Table 1:

**Table 1: Residential Dwelling Unit Count**

	Total
<b>Market Rate:</b>	
<b>Extremely Low Income:</b>	
<b>Very Low Income:</b>	
<b>Low Income:</b>	
<b>Moderate Income:</b>	
<b>Total No. of Units Proposed:</b>	
<b>Total No. of Affordable Units Proposed:</b>	
<b>Total No. of Density Bonus Units Requested:</b>	

6. Will the project proponent seek a Density Bonus (Citrus Heights Zoning Code Section 106.32.030) along with any associated incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

YES  NO

If yes, please describe:

7. Parking: Provide the proposed number of automobile and bicycle parking spaces in the Table 2 below:

**Table 2: Parking Spaces**

	Vehicular Parking	Bicycle Parking
<b>Total of Spaces:</b>		

8. Provide the proposed floor area and square footage of residential and nonresidential development in the Table 3 below, using the zoning districts of the Citrus Heights Zoning Code. Attach additional sheets if necessary:

**Table 3: Square Footage**

	Total	Residential	Non-Residential
<b>Floor Area</b>			
<b>Square Footage of Construction</b>			

9. Will the project require any approvals under the Subdivision Map Act, such as a parcel map, a tentative map, condominium map or a certificate of compliance?

YES  NO

10. Is any portion of the property subject to any recorded public easement, such as easements for storm drains, water lines, and other public right-of-way?

YES  NO

If yes, provide a site map or list indicating the location of all public easements.

11. Are there any existing residential units on the site?

YES  NO

If yes, provide the number that will be demolished and whether each existing unit is occupied or unoccupied in the Table 4 below.

**Table 4: Existing Site Conditions**

	Residential Units	Occupied Units	Unoccupied Units
<b>Existing Units</b>			
<b>To Be Demolished</b>			



## PROPERTY OWNER AFFIDAVIT

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.

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 Department of \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_