



City of Brisbane
 Community Development Dept.
 50 Park Place
 Brisbane, CA 94005
 (415) 508-2120

FILE NUMBER: _____
 DATE FEES PAID: _____
 FEE: _____
 RECEIPT NO.: _____

SB 330 PRELIMINARY APPLICATION

This form serves as the Preliminary Application for housing development projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019. Please refer to the SB 330 Guide to learn more.

A "housing development project" means a project that consists of: (1) residential units only, (2) a mix of commercial and residential uses, with 2/3 of the project's square footage used for residential purposes, or (3) transitional or supportive housing.

PROJECT INFORMATION

Address: _____ APN(s): _____

Existing Use(s): _____ Proposed Use(s): _____

APPLICANT INFORMATION

Name: _____ Contact Type: Agent/Representative Owner
 Other: _____

Mailing Address: _____

Email: _____ Phone: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

REQUIRED ATTACHMENTS

- Supporting documentation/plans as listed on the SB 330 Preliminary Application Checklist and Development Plans Checklist
- SB 330 Preliminary Application processing fee (line P15a or P15b) (Note: Additional funds may be required to complete environmental analysis under CEQA)

AGENCY USE ONLY

<i>Proposed Number of Dwelling Units¹:</i>	<i>Proposed Square Footage¹:</i>
<i>Case Number:</i>	<i>Submittal Date:</i>
<i>Planning Staff Name:</i>	<i>Date Deemed Complete:</i>
<i>Planning Staff Signature:</i>	<i>Discretionary application items DUE: (180 days after submittal date)</i>

¹ Vesting rights through the SB330 Preliminary Application process will be forfeited if the Housing Development Project is revised following the submittal of a Preliminary Application pursuant to Government Code Section 65941.1.

PLEASE PROVIDE ALL INFORMATION REQUESTED. MISSING, INCOMPLETE, OR INCONSISTENT INFORMATION WILL DELAY THE VESTING DATE.

- I hereby certify that my SB 330 Preliminary Application is complete pursuant to Gov. Code §65941.1, as demonstrated in the checklist I have completed below.

- LICENSURE STATEMENT:** California Business and Professions Code §5536.2 requires the person responsible for preparing the plans and specifications for the construction, alteration, improvement, or repair of a structure to be appropriately licensed, unless exempt under §5537 and §5538. I acknowledge that the accompanying plans and specifications may be subject to design licensure requirements per §5536.1 and §5536.2 of the California Business and Professions Code, and that approval of the requested planning permit does not relieve the applicant from providing proof of design professional licensure to prepare the plans and specifications prior to issuance of any Building Permit.

Applicant Signature: _____ Date: _____

- I hereby certify that I am the Owner of Record of the subject property and that I approve of the action requested herein.**

Property Owner Signature: _____ Date: _____

The proper person(s) or entity as shown on the title report for the property must be listed as the Property Owner. Please notify the City of any changes of ownership name or address.

- **ELECTRONIC SUBMITTAL REQUIRED.** PLEASE SUBMIT THIS FORM WITH YOUR [PLANNING APPLICATION](#) AS A PDF.

SB 330 PRELIMINARY APPLICATION FACT SHEET

	Existing:	Proposed:
General Plan Designation:		
Zoning District:		
Lot Area (sf)		
Lot Width (ft)		
Lot depth (ft)		

Proposed Lot Coverage:	Proposed Floor Area Ratio:	
Proposed Number of Existing Dwelling Units:	Proposed Building Height:	
Proposed Number of Dwelling Units to be Demolished:		
Total Square Footage Proposed:	<i>Residential:</i>	<i>Nonresidential:</i>
Total Number of Parking Spaces:	<i>Covered:</i>	<i>Uncovered:</i>
Residential Parking Spaces:	<i>Covered:</i>	<i>Uncovered:</i>
Non-residential Parking Spaces:	<i>Covered:</i>	<i>Uncovered:</i>

Residential Dwelling Unit Count: Please indicate the total number of dwelling units by affordability.

<i>Type of unit</i>	<i>Total Number of Units</i>
<i>Market Rate</i>	
<i>Managers Unit(s)-Market Rage</i>	
<i>Extremely Low Income</i>	
<i>Very Low Income</i>	
<i>Low Income</i>	
<i>Moderate Income</i>	
<i>Total Number of Affordable Units Proposed</i>	
<i>Total Number of Bonus Units Proposed</i>	
<i>Total Number of Units Proposed</i>	

Other Notes on Units:

Project Description: _____

Please check “YES” to indicate that your application includes the information required of items 1 – 6 and identify the sheet number where it can be found. Use “N/A” for items that are not applicable to your project.

SB 330 PRELIMINARY APPLICATION CHECKLIST	Yes	N/A	Sheet No.
1. The applicant’s contact information and, if the applicant does not own the property, consent from the property owner to submit the application.	<input type="checkbox"/>		
2. The specific location, including parcel numbers, a legal description, and site address, if applicable.	<input type="checkbox"/>		
3. The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.	<input type="checkbox"/>		
4. 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.	<input type="checkbox"/>		
5. The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.	<input type="checkbox"/>		
6. The proposed number of parking spaces.	<input type="checkbox"/>		
7. Any proposed point sources of air or water pollutants.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Any species of special concern known to occur on the property.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Whether a portion of the property is located within any of the following:	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Check all that apply:</p> <p><input type="checkbox"/> (A) A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.</p> <p><input type="checkbox"/> (B) Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p>			
10. Any historic or cultural resources known to exist on the property.	<input type="checkbox"/>	<input type="checkbox"/>	
11. The number of proposed below market rate units and their affordability levels.	<input type="checkbox"/>	<input type="checkbox"/>	
12. The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Government Code §65915.	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	N/A	Sheet No.
13. 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.	<input type="checkbox"/>	<input type="checkbox"/>	
14. The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.	<input type="checkbox"/>	<input type="checkbox"/>	
15. 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.	<input type="checkbox"/>	<input type="checkbox"/>	
16. The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way. (Attach Title Report.)	<input type="checkbox"/>	<input type="checkbox"/>	

➤ **ELECTRONIC SUBMITTAL REQUIRED:**

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.
 - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department’s plan preparation guidelines. Please note additional information and studies may be required during the entitlement application phase of the project.
 - Site Plan
 - Floor Plans
 - Exterior Elevations
 - Conceptual Grading/Drainage Plan
 - Conceptual Landscape Plan
 - Topographic Map
 - Boundary Survey
 - Demolition Plan
 - PHOTOS – Photos of the site and surrounding area. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.