



SB 330 – PRELIMINARY APPLICATION FORM AND CHECKLIST

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

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Consistent with Section 8 of SB 330 and Section 65941.1 of California Government Code, the City of East Palo Alto has created a Preliminary Application process for eligible housing development projects. This form serves as the Preliminary Application for projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019.

CITY STAFF USE ONLY

Project & Receipt Numbers	Address & APN
Proposed No. of Units	Proposed Square Footage of Construction
Date Deemed Complete	Last Day to File Entitlement Application
Expiration Date (If applicable)	Type of Expiration
Planning Staff – Name & Title	Planning Staff Signature

General Information

This form must be accompanied by the required documentation listed on this form and checklist. In addition, all required preliminary application fees must be paid in full. This form shall be completed by the applicant and reviewed and signed by City of East Palo Alto Planning Division staff. Any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by Planning staff.

Any report, study, map or other information submitted to the City in furtherance of this Preliminary Application will be treated by the City as public records which may be reviewed by any person and if requested, a copy will be provided, in compliance with Government Code Section 65103.5 regarding architectural drawings, by the City to any person upon the payment of its direct costs of duplication.

Therefore, except otherwise provided for under State Law, the City will ensure the drawings are made available to the public in a way that does not facilitate duplication, including that they are not to be copied or posted to the internet by the Department.

There is no guarantee, expressed or implied, that any permit or application will be granted and there is no refund of fees paid with the Preliminary Application. Each matter must be carefully evaluated, and the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.

APPLICANT AND OWNER INFORMATION:

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's Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Optional: Other (Specify Architect, Engineer, CEQA Consultant, etc.) _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

SITE DEVELOPMENT INFORMATION

Please provide the information identified below; attach additional sheets when necessary.

1) **Project Location**

Provide specific project location(s), including addresses, assessor’s parcel numbers, and a legal description.

Street Address _____

Legal Description (Lot, Block, Tract) Attached? YES NO

Assessor’s Parcel Number(s) _____

2) **Existing Use(s)**

Describe the existing uses on the project site, including any major physical alterations.

3) **Plans and Elevations**

a) A site plan showing the building(s) location on the property and approximate square footage of each building.

Attached? YES NO

b) Elevations – Elevations showing design, color, material, and the massing, height of each building.

Attached? YES NO

- 4) **Proposed Use(s)**
Provide the proposed floor area and square footage of residential and nonresidential development:

	Residential	Nonresidential	Total
Floor Area (Zoning)			
Square Footage of Construction			

- 5) **Parking**
Provide the proposed number of automobile and bicycle parking spaces:

Automobile Parking		
	Residential	Nonresidential
Standard		
Compact		
Accessible		
Electronic Vehicle		
Total		

Bicycle Parking		
	Residential	Nonresidential
Long Term		
Short Term		
Total		

- 6) **Point Source Pollutants**
Does the project propose any point sources of air or water pollutants?

If "YES", please describe:

7) **Sensitive Species**

Does the project site include any known species of special concern, such as special status flora or fauna, protected trees, etc.?

If "YES", please describe:

8) **Environmental Information**

Please indicate whether the project is located within any of the following:

Location	Yes	No
A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Government Code Section 51178.		
Wetlands, as defined in the United States Fish and Wildlife Service Manual. https://www.fws.gov/policy/660fw2.html		
A hazardous waste site that is listed pursuant to Government Code Section 65962.5 or is designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code. https://dtsc.ca.gov/dtscs-cortese-list/		
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. https://msc.fema.gov/portal/home		
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, and by any local building department. https://www.conservation.ca.gov/cgs/alquist-priolo		
A stream or other resource that may be subject to a streambed alteration agreement pursuant to pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the California Fish and Game Code, including creeks and wetlands? ⁴ https://www.wildlife.ca.gov/conservation/lsa		

Please include documentation supporting your answers. This form and any submitted attachments and reports do not replace environmental analysis that may be required under the California Environmental Quality Act (CEQA). A site map and aerial photograph showing existing site conditions of environmental site features is required for streams or other resources subject to regulations by a public agency, including creeks and wetlands.

9) **Historic and Cultural Resources**

Do any known Historic Resources or Landmarks or Cultural Resources exist on the property?

If "YES", please describe:

10) **Residential Dwelling Unit Count:**

Indicate the total number of dwelling units proposed as well as a breakdown by levels of affordability set by each category (HCD or HUD).

	Total	HCD (State)	HUD
Market Rate		N/A	N/A
Manger's Unit(s) – Market Rate		N/A	N/A
Extremely Low Income			
Very low Income			
Low Income			
Moderate Income			
TOTAL No. of Units			
TOTAL No. of Affordable Units			
TOTAL No. of Bonus Units			

11) **Affordable Housing**

Will the project proponent seek Density Bonus¹ incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

If "YES", please describe:

¹ Also see Chapter 18.36 of the East Palo Alto Municipal Code (EPAMC)

12) **Subdivision²**

Will the proposed project include a request for an approval pursuant to the Subdivision Map Act, including a vesting or tentative tract map, a preliminary parcel map, condominium map, a lot line adjustment, or a certificate of compliance?

If "YES", please describe:

13) **Effect of Project on Existing Housing**

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

	Residential Units	Occupied Units	Unoccupied Units
Existing			
To be Demolished			

If any existing residential units are proposed for demolition, please describe why they are and how the project will ensure there is no resulting net decrease in density:

14) **Easements**

Does the project site contain any recorded easement, such as easements for storm drains, water lines, and other public rights of way?

If "YES", please describe:

² See Chapter 18.50 of the EPAMC

PROPERTY OWNER AFFIDAVIT

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.

1. I hereby certify that I am the owner of record of the herein previously described property located in the City of East Palo Alto 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 (pursuant to Section 65941.1, subdivision (d) of the Government Code). 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 or 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 East Palo Alto Planning Division within 180 days of the date that the Preliminary Application is deemed complete.
3. I hereby certify that the information provided in this Preliminary Application, including plans and other attachments, is accurate and correct to the best of my knowledge.
4. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this Preliminary Application and any accompanying documents are true and correct,.

Submittal Authorization:	
_____	_____
Owner's Name:	Date:

Owner's Signature	

ADDITIONAL INFORMATION FOR SB330 PRELIMINARY APPLICATION MATERIALS

The following is provided to assist applicants with information that may facilitate the review of the required submittal materials for the SB 330 Preliminary Application process. Full size plans are recommended (24" x 36"). All information on the plans must be dimensioned and drawn to scale. The greater the level of details the more staff would be able to give more specific feedback.

Submittals:

- ❑ **1. Site Plan.** A legible site plan that is dimensioned and drawn to scale is required. The site plan must include all contiguous parcels under the applicants' ownership and any contiguous parcels proposed to be part of the project site. The site plan should identify which parcels are/are not a part of the proposed project, and the location of any recorded public easements, such as easements for storm drains, water lines, and other public right-of-way. The site plan will show property lines, adjacent streets, sidewalks, curbs, public and private rights-of-way, easements, existing and proposed structures, existing and proposed setbacks, paved areas and parking spaces, emergency vehicle access and location of fire hydrants. The plan shall include a summary of information table indicating the following:
 - Lot size, slope & floor area ratio (FAR)
 - Building and hardscape coverage
 - Square footage of each building that is to be occupied.
 - Floor area of each floor of all buildings
 - Proposed land uses
 - Proposed number of dwelling units
 - Square footage of residential and nonresidential uses
 - Height of buildings
 - All measurements that establish the proposed location of the proposed buildings and structures, including property lines, yards, setbacks, space between buildings and structures, and building footprint dimensions.
 - Trees. Plans must clearly show all existing trees on the project site and within the right-of-way adjacent to the property.
- ❑ **2. Elevations.** Elevations are required showing the design, color, massing, and height of each building that is proposed. The elevations will show the height from finished grade to the uppermost portion of the roof, and the height and location of any rooftop equipment and equipment screens. The plate height of each building story shall also be delineated. Exterior architectural features shall be indicated, including dimensioned window and door sizes and roofing materials. Building wall projections and recesses, decks, balconies, awnings, and ornamental features shall be dimensioned. All proposed exterior materials shall be labeled.
- ❑ **3. Site Map & Aerial Photograph.** 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.

- ❑ **4. Electronic Copy of Application Documents.** Provide an electronic copy of your application forms, plans, reports, and materials on a flash drive. All plans shall be provided in PDF format.