



SB 330 – Housing Crisis Act Preliminary Application Checklist

The materials and information below are required for filing a SB 330 Preliminary Application. Plans must be dimensioned and drawn to scale. Full-size plans are required (24" x 36" minimum size).

- SB 330 Preliminary Application Form.** Provide all information requested on the form. The Property Owner Affidavit and Applicant Declaration included in the form must be signed for the application to be accepted.

- 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 must include 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 site plan shall include a summary of information table indicating the following:
 - Lot size, slope, and proposed 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
 - Height of buildings
 - Square footage of residential and nonresidential uses
 - 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.** Site plan must clearly show all existing trees on the project site and within the right-of-way adjacent to the property. Identify and label all trees (provide name/species and trunk diameter).

 - **Watercourses, storm drains, creeks streams, wetlands** (as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993) or as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations), or other resources 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.

- Building Elevations.** Building elevations are required showing the design, color, and massing of each proposed building. All proposed exterior materials shall be clearly labeled. The elevations will show the height from average top of curb level 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, window and door materials, and roofing materials. Building wall projections and recesses, decks, balconies, awnings, and ornamental features shall be dimensioned.

- ❑ **Site Map & Aerial Photograph.** Provide a site map if the site contains 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.
- ❑ **Electronic Copy of Application Documents.** Provide an electronic copy of your application forms, plans, reports, and materials. All plans shall be provided in PDF format.

Optional Related Items

The following items are **not** required for the submittal of a complete SB 330 Preliminary Application; however, these items may assist City Staff to provide a more comprehensive response and better direction to applicants for preparing a subsequent formal application.

1. **Floor Plans.** Show floor plans for all floors within the building(s), providing exterior wall dimensions. Label all proposed uses within the building.
2. **Parking & Circulation Plan.** Show location and types of parking spaces, dimensions of spaces and aisles, and proposed circulation patterns.
3. **Reports (as applicable).** Traffic Impact Analysis, Transportation Demand Management Plan, Historic & Cultural Resource Assessments, Biological Survey, Phase I or II Environmental Site Assessment, Arborist's Report, Title Report, Geotechnical Investigation, Archaeological Report, Health Risk Assessment and Air Quality Analysis, Hydrology Analysis, Sanitary Sewer Demand Analysis, and Noise and Vibration Assessment.
4. **Justifications & Pro Forma.** Provide a justification and pro forma, as applicable, if project will seek a density bonus, incentives, waivers, concessions, or parking reductions.
5. **Off-Site Improvements.** Show all proposed off-site improvements (i.e., sidewalk, travel way, bike lanes, street furniture, landscaping, and public plaza areas).
6. **Trash & Recycling.** Review trash and recycling requirements, and ensure that the circulation plan is adequate for removal services by contacting Recology San Mateo County at 650-595-3900. Additional information for new development projects may be obtained on line by visiting the Recology website at <https://www.recology.com/recology-san-mateo-county/new-development-projects/>.
7. **Fire Access & Protection Plan.** Show width of driveways, turning radii, any applicable turnaround areas, and the location of existing and proposed fire hydrants and stand pipes. Indicate if an Alternative Means and Measures Request (AMMR) will be submitted as part of the formal application.
8. **Exceptions.** Indicate if the project will seek Variances, Conditional Use Permits, Special Permits or other exceptions. Provide a rational or a response to the required findings for all requested exceptions.