



## SB 330 / SB 35 HOUSING DEVELOPMENT PRELIMINARY APPLICATION FORM

### PURPOSE

The Preliminary Application form herein serves as the preliminary application, pursuant to Section 65941.1 of the Government Code, for a housing development project seeking to either:

- Invoke vesting rights pursuant to Senate Bill (SB) 330 (Housing Crisis Act); or
- Submit a notice of intent to invoke streamlined ministerial processing of an affordable housing project pursuant to SB 35. Review the SB 35 Eligibility Checklist.

### SUBMITTAL REQUIREMENTS

- Proposed Plans** - 1 digital set and 2 sets of folded hardcopy plans (24" x 36" and 11" x 17") including:
  - **Site Plan** showing the location of property lines and all proposed buildings (including building setback dimensions), and indicating land use(s) and square footage of each building. Show the location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way. Show the location of 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.
  - **Elevations** showing design, color, and material, massing, and height of each building.
  - **Cross-Sections** showing depth (linear feet) and amount (cubic yards) of proposed cut, fill, import, and export related to grading, excavation, or earthwork.
  - **Floor Plans (including demolition plan, and roof plan)** (Optional)
  - **Renderings** (Optional)
- Legal Description** of the project site.
- Aerial Photograph** showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.
- Fees.** Upon preliminary application submittal, staff will provide an invoice and payment instructions.

### FOR STAFF USE ONLY

#### SUBMITTAL DATE STAMP<sup>(\*)</sup><sup>(\*\*)</sup>:

Received By:

*(\*) This form shall be completed by the applicant and reviewed and signed by Planning staff prior to being deemed complete. Payment must be posted to be deemed complete.*

*(\*\*) If the number of residential units or the square footage of the construction project is revised by 20% or more, a new preliminary application and fee must be submitted.*

### SECTION A – PRELIMINARY APPLICATION TYPE (SELECT 1)

Preliminary Housing Application per SB 330   
(Housing Crisis Act)

Notice of Intent to Invoke SB 35   
(Affordable Housing Streamlined Ministerial Process)

### SECTION B – PROJECT SITE

Street Address(es):			
Assessor Parcel Number(s):			
Gross Lot Area (sq. ft.):			
General Plan Designation:		Zone:	

**SECTION C – APPLICANT AND PROPERTY OWNER INFORMATION**

Applicant / Primary Contact	
<input type="checkbox"/> Architect <input type="checkbox"/> Consultant <input type="checkbox"/> Property Owner <input type="checkbox"/> Developer <input type="checkbox"/> Other	
Name	
Company/Firm	
Address	
City/State/ZIP	
Telephone	
Email	

Property Owner	
<input type="checkbox"/> Check if Same as Applicant	
Name	
Contact Person	
Address	
City/State/ZIP	
Telephone	
Email	

Other Contact	
<input type="checkbox"/> Architect <input type="checkbox"/> Consultant <input type="checkbox"/> Developer <input type="checkbox"/> Engineer <input type="checkbox"/> Other	
Name	
Address	
City/State/ZIP	
Telephone	
Email	

Property Owner Authorized Signatory (if owner is an entity)	
Name	
Title	
Telephone	
Email	

**SECTION D - EXISTING SITE CONDITIONS**

**1. Is the project site located in any of the following areas? <sup>1</sup>**

<b>a) A Very High Fire Hazard Severity Zone</b> , as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>b) Wetlands</b> , as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>c) A hazardous waste site</b> 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 <input type="checkbox"/> NO <input type="checkbox"/>
<b>d) A special flood hazard area</b> subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>e) A delineated earthquake fault zone</b> 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.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>f) A stream or other resource</b> 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 <input type="checkbox"/> NO <input type="checkbox"/>
<b>g) A coastal zone</b> , as defined in Division 20 (commencing with Section 30000) of the Public Resources Code.	YES <input type="checkbox"/> NO <input type="checkbox"/>

<sup>1</sup> The applicant is required to verify this information pursuant to government Code sections that have been provided. Checking "No" indicates that you have verified compliance. Staff will not cross check verification until such time as a formal entitlement application is submitted.

If "YES" to any of the items listed under Question 1, please describe:

<p><b>2. Does the project site contain any species of special concern such as special status flora or fauna, protected trees, or wildlife?</b>          If "YES", please describe and/or depict on the site plan.</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><b>3. Does the project site contain a designated or historic and/or cultural resource?</b>          If "YES" please describe:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><b>4. Have any major physical alterations or soil disturbance previously occurred at the site?</b>          If "YES", please describe:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><b>5. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?</b>          If "YES", please describe:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	YES <input type="checkbox"/> NO <input type="checkbox"/>

**SECTION E - PROPOSED PROJECT INFORMATION**

**6. Provide a brief project description:**

**7. Estimated Project Valuation: \$** \_\_\_\_\_

8. Fill in the following Project Data Summary table completely.  
 Plans shall identify areas counted toward residential and non-residential floor area.

	Existing	To Be Demolished	Proposed
Number of Residential Units		Occupied units:	
		Unoccupied Units:	
Residential Floor Area (sq. ft.)			
Non-Residential Land Uses			
Non-residential Floor Area (sq. ft.) (excluding below grade areas)			
Number of Parking Spaces			
Parking garage area (sq. ft.)			At or above grade:
			Below grade:
Total Project Floor Area (sq. ft.) (excluding below grade areas)			
Building Height(s) (feet and stories)			

9. Please indicate the number of dwelling units proposed, including a breakdown of levels of affordability, set by each income category. Mark "0" for unit types that will not be included in the project.

Unit Type	Proposed Number of Units
Market Rate (excluding manager's units)	
Manager's Unit(s) - Market Rate	
Affordable - Extremely Low Income	
Affordable - Very Low Income	
Affordable - Low Income	
Affordable - Moderate Income	
Affordable - Workforce	
Other Unit Types (specify):	
<b>TOTAL</b>	

10. Fill in the following Unit Size Summary table completely. (Optional)

Bedroom Count	Unit Size (Sq. Ft.)	Number of Market Rate Units	Number of Affordable Units	Total Number of Units
Studio Micro-Units (<500 sq. ft.)				
Studio (≥500 sq. ft.)				
1 Bedroom				
2 Bedrooms				
3 Bedrooms				
4+ Bedrooms				
Accessory Dwelling Units				

**11. Will the proposed Project require grading, excavation, or earthwork?**

YES  NO

If "YES", indicate amount of grading (cubic yards): \_\_\_\_\_ and depth of excavation (feet): \_\_\_\_\_ and describe:

**12. Does the project propose any point sources of air or water pollutants?**

YES  NO

If "YES", please describe:

**13. Will the project request any approvals under the Subdivision Map Act, including but not limited to, a parcel map, tentative map, or condominium map?**

YES  NO

If "YES", please explain:

**14. Will the proposed Project be a 100% affordable housing/mixed-use project?**

YES  NO

**15. Will the proposed Project use SB 35 in conjunction with the State Density Bonus?**

YES  NO

If "YES", describe any incentives/concessions, or waivers requested pursuant to Government Code Section 65915:

- Concessions/Incentives (requests must result in actual cost reductions for the project):

- Waivers/reductions to development standards that would physically preclude the development from being built:

16. Is the project within one-half mile of a major transit stop (as defined in Public Resources Code Section 21155)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
17. Will the proposed Project use SB 35 in conjunction with the Culver City Community Benefit Density Bonus?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
18. If "YES" to Question 16, will the project request a micro-unit density bonus?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>

**SECTION F – PROPERTY OWNER AFFIDAVIT**

**PROPERTY OWNER AFFIDAVIT**

Before the preliminary housing 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 at \_\_\_\_\_ 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 City of Culver City 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 Culver City 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.

<b>Signature</b>		<b>Signature</b>	
<b>Printed Name</b>		<b>Printed Name</b>	
<b>Date</b>		<b>Date</b>	