



SB 330 & SB 35 PRELIMINARY APPLICATION

CITY OF CLAREMONT
DEPARTMENT OF COMMUNITY DEVELOPMENT
207 HARVARD AVENUE, P.O. BOX 880
CLAREMONT, CA 91711-0880
(909) 399-5470

Purpose

This form serves as the preliminary application for housing development projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019

General Information

An Applicant for housing development project that includes (1) residential units (2) a mix of commercial and residential uses with two-thirds of the project's square footage used for residential purposes; or (3) transitional or supportive housing, shall be deemed to have submitted a preliminary application upon provision of all of the information listed in this Preliminary Application form and payment of the permit processing fee to the city.

After submitting this Preliminary Application to the city, an applicant has 180 days to submit a full application of the Preliminary Application.

Notes

1. California Environmental Quality Act (CEQA) standards apply.
2. 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 the receipt of a density bonus, incentive, concession, waiver, or similar provision, the housing development project shall not be deemed to have submitted a preliminary application until the development proponent resubmits the required information so that it reflects the revisions.

APPLICATION TYPE (CHOOSE ONE)

- Preliminary Housing Application (SB-330) Affordable Housing Streamlined Approval (SB-35)

1. PROJECT LOCATION – The Specific location, including parcel numbers, a legal description, and a site address, if applicable.

Street Address: _____ Unit/Space Number _____

Legal Description (Lot, Block, Tract) _____ Attached? Yes No

Assessor Parcel Number(s) _____

2. EXISTING USES – The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located

File Number:	Fixed Fee:	Hourly Deposit:
Date:	Received By:	CEQA: ____ Exempt ____ Initial Study

3. **SITE PLAN** – A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied

Attached? Yes No

4. **ELEVATIONS** – Elevations showing design, color, material, and the massing and height of each building that is to be occupied.

Attached? Yes No

5. **PROPOSED USES** – The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.

a. **RESIDENTIAL DWELLING UNIT COUNT:**

Please indicated the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

Other notes on units:

6. **FLOOR AREA** – Provide the proposed floor area and square footage of residential and nonresidential development, by building (attach relevant information by building and totals here)

	Residential	Nonresidential	Total
Floor Area			
Square Footage of Construction			

7. PARKING – The proposed number of parking spaces and parking stall type:

Vehicle Parking			
	Residential	Nonresidential	Total
Open			
Covered			
Subterranean			
Podium			
Structured			
2-3 Car Garage			
Other			
Total No. of Parking			

If "Other," please, describe:

Bicycle Parking

Total Bicycle Parking	Residential Short Term	Residential Long term	Commercial Short Term	Commercial Long Term

8. AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS AND PARKING REDUCTIONS - Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915

YES NO

If "YES," please, describe:

9. SUBDIVISION – Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, or a condominium map?

YES NO

If "YES," please, describe:

10. POLLUTANTS – Are there any proposed point sources of air or water pollutants

YES NO

If "YES," please, describe:

11. EXISTING SITE CONDITIONS – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing			
To Be Demolished			

12. ADDITIONAL SITE CONDITIONS –

- a. Whether a portion of the property is located within any of the following:
 - i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178? YES NO
 - ii. Wetlands. As defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993) YES NO
 - iii. 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 Health and Safety Code? YES NO
 - iv. A special flood hazard area subject to inundation by the 1 percent annual change flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency? YES NO
 - v. 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? YES NO
 - vi. 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" to any, please, describe:

b. Does the project site contain historic and/ or cultural resources?

YES NO

If "YES," please, describe:

c. Does the project site contain any species of special concern?

YES NO

If "YES," please, describe:

d. Does the project site contain any species of special concern?

YES NO

If "YES," please, describe:

e. Does the project site contain a stream or other resource that may be subject to streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code? Provide 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.

YES NO

If "YES," please, describe:

13. PROJECT TEAM INFORMATION – the applicant’s contact information and, if the applicant does not own the property, consent from the property owner to submit the application

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

Applicant’s Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Optional: Agent/Representative Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

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

Applicant’s Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Primary Contact for Project: Owner Applicant Agent/Representative Other

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 Community Development Department of the City of Claremont 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 _____	Signature _____
Printed Name _____	Printed Name _____
Date _____	Date _____

COPYRIGHT MATERIALS RELEASE

To the extent that your application submittals include plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws and/or California Government Code Section 65103.5. The City of Claremont hereby requests permission to reproduce, publish, and otherwise make publicly available plans and drawings submitted with your submittal for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City’s website for public review and providing paper and/or electronic reproductions to the City’s Commissioners and Councilmembers, City staff and consultants, and members of the public. If you grant such permission, please provide below the signatures of all of those who have prepared plans and drawings submitted with this application.

Copyright Holder’s Name: _____

Signor’s Name (Printed): _____

Phone: _____

Email Address: _____

Signature: _____