

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 a housing development project includes either (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. The development proponent (i.e., Applicant) 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 filing fee. **Planning Review flat fee of one hour of Planning Review (PRF) as provided on the [Planning Fee Schedule](#) is due at the time of application submittal.**

After submitting this Preliminary Application and filing fee to the Sacramento County Office of Planning and Environmental Review (PER), an applicant has 180 calendar days to submit a complete planning entitlement application for the proposed housing development project, or the Preliminary Application will expire.

Notes:

1. Applicants intending to invoke vesting rights pursuant to SB 330 Housing Crisis Act of 2019 must fill out this application completely and provide all required supporting documentation for each question as applicable to demonstrate eligibility along with the required application filing fee of one hour of Planning Review (PRF). Incomplete applications that do not address each question and/or include required attachments or supporting documentation will not be accepted and signed off by staff as received and therefore your request will not be considered vested. ***Signature on this form does not indicate project review has begun. Project review will commence once a full application for the necessary entitlements needed to pursue the project described in this Preliminary Application has been submitted and deemed complete for processing.***
2. California Environmental Quality Act (CEQA) will apply; however, CEQA review will not be conducted until a complete planning entitlement application for the project has been received.
3. After submittal of this Preliminary Application Form, if the development proponent (Applicant) revises the project such that the number of residential units (excluding any increase resulting from Density Bonus Law) or square footage changes by 20 percent or more, the Applicant must resubmit a new Preliminary Application Form reflecting the revisions and pay the applicable processing fee. The date PER receives the new Preliminary Application Form and payment is processed, will be the new vesting date.

Submittal Date Stamp^{*1}:

*1 Submittal of all the information listed and payment of the filing fee freezes fees and development standards as of this date, unless exceptions per Government Code § 65889.5(o) are triggered.

SITE INFORMATION

1. **PROJECT LOCATION** - The specific location, including parcel numbers, a legal description, and site address, if applicable.

Street Address _____ Unit/Space Number _____

Assessor Parcel Number(s) _____

Legal Description (Lot, Block, Tract)

Attached? YES ☐ NO ☐

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.

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 land use categories in Table 3.1 and as permitted in the applicable zoning district.

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a. **RESIDENTIAL DWELLING UNIT COUNT:**

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

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:

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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 (Zoning)			
Square Footage of Construction			

7. **PARKING** – Provide the total number of proposed parking spaces. For mixed-use developments, separate the number of parking spaces for Residential and Non-Residential uses in the table below. Refer to Table 5.19 for Residential Parking Requirements. For Non-Residential uses, refer to Tables 5.20, 5.21 & 5.22.

Is the Project Site within ¼ mile of Transit Stop?

YES ☐ NO ☐

[Transit stop refers to stops along a light rail line, bus rapid transit line, or other trunk line providing high frequency bus service with 20 minute or better headways, which is in existing service, under construction, or planned for service in *Regional Transit's Short-Range Transit Plan Ten Year Capital Program of Projects*.]

RESIDENTIAL		
Unit Type	# of Units	# of Parking Spaces Provided (for the Unit Type)
Studio		
1-Bedroom		
2 – 3 Bedrooms		
4+ Bedrooms		
Visitor / Guest Spaces	N/A	
Total Parking Spaces		
NON-RESIDENTIAL		
Type of Use	Square footage	# of Parking Spaces Provided
Total Parking Spaces		

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 the Health and Safety Code?

YES ☐ NO ☐

- iv. A special flood hazard area 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 ☐ 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:

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

YES ☐ NO ☐

If "YES," please describe:

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

YES ☐ NO ☐

If "YES," please describe:

d. Does the project site contain 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? 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 and depict in attached site map:

13. PROJECT TEAM INFORMATION – Provide the applicant's contact information below. If the applicant does not own the property, complete a Property Owner Consent form and submit with 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

Name (if different from applicant) _____

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.) _____

Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Primary Contact for Project: ☐ Owner ☐ Applicant ☐ Agent/Representative ☐ Other

Compliance Acknowledgment

By signing below you acknowledge that the submitted preliminary application is complete, contains the required information (supporting documentation), and that you are requesting vesting rights pursuant to SB 330 Housing Crisis Act of 2019.

Name: _____

Signature: _____

Date: _____

TO BE FILLED OUT BY COUNTY STAFF	
Control No. _____	Expiration Date _____ (180 days from application acceptance date):

Date Accepted

Planner's Name

Signature

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 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 of 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. Submit additional forms as needed.

1. I hereby certify that I am the owner of record of the herein previously described property located in Unincorporated Sacramento County APN:_____ 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 Office of Planning and Environmental Review 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 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 _____
Printed Name _____
Date _____

Signature _____
Printed Name _____
Date _____