

SB 330 Preliminary Application Instructions

The purpose of the City of Sacramento's SB 330 Preliminary Application is to provide an application process for housing development that complies with the Housing Crisis Act of 2019 (SB 330, Skinner). A housing development project is subject to the ordinances, policies, and standards adopted at the time of completion of this Preliminary Application as stated in Government Code § 65589.5.

An applicant for a housing development project, as defined in paragraph (2) of subdivision (h) of Section 65589.5, shall be deemed to have submitted a preliminary application only upon providing both of the following:

1. Information about the proposed project as required by California Government Code section 65941.1 using the attached application form; and
2. Payment of the permit processing fee as specified in Administrative Permit Fee sheet ([form CDD-0028](#)).

A complete planning entitlement application that includes all information necessary for the City to review the housing development project must be submitted within 180 days of completing this Preliminary Application for the provisions of Government Code § 65589.5 to remain in effect.

Applications may be submitted electronically using the [e-Planning Submittal](#) process, or by visiting the Community Development public counter at 300 Richards Blvd, 3rd floor.

All questions can be directed to the Planning Helpdesk: planning@cityofsacramento.org, or by visiting the public counter.

Please note that once this document is submitted to the City of Sacramento, your information may be posted online and is part of the public record; however, the City will not sell your data or information for any purposes.

SB 330 Preliminary Application

Please complete all sections of this application and provide the required exhibits as described:

Subject Site Information

Assessor's Parcel Number(s): _____

Site Address(es), if applicable: _____

Property Owner Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Ext: _____

Fax: _____

Email Address: _____

Applicant Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Ext: _____

Fax: _____

Email Address: _____

Staff Use Only

Date Filed: _____

Received By: _____

File Number: _____

I. Letter of Agency

This section of the application is required to be completed **only if** this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

to apply for a Preliminary Review application for a proposed project on my property.

Signature of Owner of Record: _____

II. Required Exhibits

I am submitting the following exhibits. One copy of each exhibit is required and may be provided electronically:

(A) A legal description of the parcels subject to this application.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(B) A site plan exhibit that shows the location of development on the property.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(C) Elevation exhibit(s) showing design, color, and material, and the massing, height, and approximate square footage of each building that is to be occupied.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(D) 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. <i>If there are no resources, state "Not Applicable."</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable
(E) An exhibit demonstrating the location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way. <i>If there are no public easements, state "Not Applicable."</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable

III. General Project Information

(A) Describe existing uses on the project site and identify major physical alterations to the property on which the project is to be located:

(B) Proposed number of **parking spaces**: _____

(C) Are any approvals under the **Subdivision Map Act** being requested, including, but not limited to, a parcel map, a tentative map, or a condominium map? YES NO

IV. Residential Unit Information

(A) Identify the proposed number of units, square feet of residential development, and square feet of non-residential development:

Unit Type:	#	Min. sq. ft.	Max. sq. ft.
# of Single Unit Dwellings:	_____	_____	_____
# of Duplex Units:	_____	_____	_____
# of Condominium/Halfplex Units:	_____	_____	_____
# of Multi-Unit Dwellings/3+ Units:	_____	_____	_____
Total Number of Dwelling Units:	_____		
Total Square Footage of Residential Development:	_____		
Accessory Dwelling Units:	#	Min. sq. ft.	Max. sq. ft.
# of ADUs:	_____	_____	_____
Bedroom Types (For Multi- Unit /3+ Units/Apartments):	#	Min. sq. ft.	Max. sq. ft.
# of Studio Units	_____	_____	_____
# of 1-Bedroom Units	_____	_____	_____
# of 2-Bedroom Units	_____	_____	_____
# of 3-Bedroom Units	_____	_____	_____
# of 4+ Bedroom Units	_____	_____	_____
Total Square Footage of Non-Residential Development:	_____		

(B) Are any of these proposed units to be **below market rate units**? YES NO
If yes, please state the number of units and their affordability levels:

(C) Identify the number of existing residential units on the project site that will be **demolished** and whether each existing unit is occupied or unoccupied:

(D) List and describe the number of **bonus units and any incentives**, concessions, waivers, or parking reductions requested pursuant to Section 65915 of the California Government Code (Density Bonuses and Other Incentives).

V. Environmental Information

(A) Are there any proposed point sources of **air or water pollutants**? YES NO
If yes, please describe:

(B) Are there any **species** of special concern known to occur on the property? YES NO
 If yes, please describe:

(C) Are there any **historic or cultural resources** known to exist on the property? YES NO
 If yes, please describe:

Please identify whether a portion of the property is located within any of the following:

(D) A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(E) Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).	<input type="checkbox"/> YES <input type="checkbox"/> NO
(F) 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(G) 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(H) 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(I) 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO

VI. Certification

I understand that an applicant for a housing development project, as defined in paragraph (2) of subdivision (h) of Section 65589.5, shall be deemed to have submitted a preliminary application only upon providing both of the following:

1. Information about the proposed project as required by California Government Code section 65941.1 using the attached application form; and
2. Payment of the permit processing fee (\$1,260 plus 8% technology fee (\$1,360.08 total).

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this Preliminary Application to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Signature of Applicant

Date

FOR STAFF USE ONLY:

The Preliminary Application includes all application submittal requirements consistent with the requirements of SB 330:

Signature of Staff

Vesting Date

(Date of Complete Submittal and Fee Paid)

File Number

Signed Copy of this form provided to the Applicant (date provided)

Please attach all exhibits to this application and upload to the permit system under the file number. Update workflow status to “Deemed Complete” using Vesting Date.

Note: If any of the information requested by the application is not provided, please inform the applicant that they do not have a deemed complete application within two weeks of the submittal date and note the communication in the project workflow. The applicant then has 30 days to provide the information to complete the application. After 30 days, the file can be closed.

A complete planning entitlement application that includes all information necessary for the City to review the housing development project must be submitted within 180 days of the Vesting Date for the provisions of Government Code § 65589.5 to remain in effect.