



Planning Division Preliminary Housing Application Checklist (SB 330 – Housing Crisis Act of 2019)

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

This checklist shall be used for projects seeking vested rights pursuant to California Government Code Section 65589.5(o).

PLEASE NOTE THE FOLLOWING TIMEFRAMES AND INFORMATION:

After submitting this preliminary application, an applicant has 180 calendar days to submit the Tentative Tract/Parcel Map, Development Review and/or any other land use entitlements application(s) required, provided all the information as required under the checklist is addressed and fee has been paid.

If the City determines that the application for the development project is **not complete** pursuant to Government Code Section 65943, the applicant shall submit the specific information needed to complete the application **within 90 days** of receiving the City's written comments. If the applicant does not submit this information within the 90-day period, **then this preliminary application shall expire and have no further force or effect.**

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 **by 20 percent or more**, excluding any increase resulting from the Density Bonus Law, the development proponent must resubmit the required information so that it reflects the revisions.

Section 1: Applicant Information

Provide the contact information for the property owner, applicant and other parties (e.g., architect, engineer, etc.) who are involved with the preparation of plans/documents for this Housing Development Project in Section 3 of this Preliminary Housing Application Checklist.

Section 2: Plan Preparation Guidelines

☐	1.	All plans shall be drawn on uniform sheets of 24"x36" or 30"x42".
☐	2.	All site and landscape plans shall be drawn to an engineering scale of 1"=20', 1"=30', 1"=40' and shall not exceed 1"=50'. Grading plan scale shall not exceed 1"=40'.
☐	3.	All required plans shall be collated and stapled together into sets and shall be folded to the size of 9" x 14".
☐	4.	All plans shall be clear, legible, and accurately scaled.

☐	5.	All plans shall contain a title block to include the architect/designer's name, address, phone number, email address, and property owner and project address.
☐	6.	All plans shall be clearly labeled with the title of each sheet and the type of application.
☐	7.	All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
☐	8.	A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
☐	9.	Existing versus proposed improvements shall be clearly identified. Existing features/improvements should be shown by short dashes or lightly shaded. Future improvements should be shown by long dashes.

Section 3: Supporting Information - The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

☐	A.	PROJECT LOCATION
	☐	Street Address/Unit Number:
	☐	Legal Description (Lot, Block, Tract):
	☐	Assessor Parcel Number (APN):
	☐	Size/Gross Acres:
☐	B.	EXISTING USES - Describe the existing land uses. Detail existing structures, wall/fencing, paved areas, landscaping, etc. currently within the project site boundary.
☐	C.	PROPOSED USES – Describe the proposed land uses and include the number of units and square feet of residential and non-residential development using the categories in the applicable zoning ordinance.

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

Types of Units	Number of Units	Floor Area (Square Footage)
Market Rate		
Managers Unit(s) – Market Rate		
Moderate Income		
Low Income		
Very Low Income		
Extremely Low Income		
Total Number of Units		
Total Number of Affordable Units		
Total Number of Density Bonus Units		

Non-Residential Units:

Types of Units	Square Footage
Medical	
Office	
Personal Services (e.g., barbershop)	
Retail	
Restaurant	
Others (please specify below):	
Total Number of Units	

Additional Comments/Notes:

☐	D. Detailed Site Plan—This plan shall include the following:
☐	A description of any major physical alterations to the property on which the proposed project is to be located.
☐	Property lines and lot dimensions.
☐	Indicate street names, widths and distances to the face of curb, and centerline of the street.
☐	Existing and proposed square footage.
☐	Lot size.

☐		Lot coverage calculation, including square-footage and percentage.
☐		Zoning and existing use.
☐		Vicinity map.
☐		Dimensioned locations of:
		☐ Existing and proposed setbacks (minimum) from all buildings to front, side, and rear property lines.
		☐ Street dedications and improvements (existing and proposed), including overhead utilities.
		☐ Driveway widths at the property line.
		☐ Parking space location and dimensions.
		☐ Distances between building and/or structures.
		☐ Location and setback dimensions for building and accessory structures, including but not limited to: pavement/sidewalks, patio covers/trellises, trash enclosures, pools/spas, pool equipment, air conditioning units, etc.
		☐ Location, height and materials of existing and proposed walls and fences.
		☐ Streets-existing and proposed cross-sections, improvements, rights-of-way, etc. Show center line radii and gradient.
		☐ Existing and proposed rear yard improvements.
		☐ Existing and proposed sewers.
		☐ Existing easements and restricted use areas.
☐	E.	Elevations—This plan shall include the following:
	☐	Illustrative elevations of all sides of buildings and structures.
	☐	Illustrative elevations of all walls and/or fences.
	☐	Illustrative cross sections and enlargements of architectural elements or details as needed.
	☐	All exterior building materials shall be clearly labeled on each sheet of elevations.
	☐	Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas, etc..
☐	F.	AFFORDABLE HOUSING/DENSITY BONUS – Indicate the number of density bonus units and any incentives, concessions, waivers or reductions of development standards, and parking reductions, if any, that will be requested pursuant to California Government Code Section 65915.
		1.
		2.
		3.

☐	G.	PARKING – Indicate the proposed number of parking spaces:																																																			
	☐	<table border="1"> <thead> <tr> <th>Types of Units</th> <th>Parking Required</th> <th>Parking Provided</th> </tr> </thead> <tbody> <tr><td>Residential</td><td></td><td></td></tr> <tr><td>Medical</td><td></td><td></td></tr> <tr><td>Office</td><td></td><td></td></tr> <tr><td>Personal Services (e.g., barbershop)</td><td></td><td></td></tr> <tr><td>Retail</td><td></td><td></td></tr> <tr><td>Restaurant</td><td></td><td></td></tr> <tr><td>Others (please specify below):</td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td>Total:</td><td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Type of Parking Spaces</th> <th>Parking Required</th> <th>Parking Provided</th> </tr> </thead> <tbody> <tr><td>Standard</td><td></td><td></td></tr> <tr><td>Americans with Disabilities (ADA)</td><td></td><td></td></tr> <tr><td>Electric Vehicle (EV) Charging</td><td></td><td></td></tr> <tr><td>Carpool</td><td></td><td></td></tr> <tr><td>Vanpool</td><td></td><td></td></tr> </tbody> </table> Additional Comments/Notes:				Types of Units	Parking Required	Parking Provided	Residential			Medical			Office			Personal Services (e.g., barbershop)			Retail			Restaurant			Others (please specify below):						Total:			Type of Parking Spaces	Parking Required	Parking Provided	Standard			Americans with Disabilities (ADA)			Electric Vehicle (EV) Charging			Carpool			Vanpool		
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☐	H.	EXISTING HOUSING 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.																																																			
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		City unless the project contains at least as many units as are being demolished, and all “protected units” are replaced. “Protected units” is defined in Government Code Section 66300.6 and include, without limitation: 1. Units that have been subject to any form of rent control within the past 5 years (including rent control imposed by the state); 2. Units that are or were rented by lower or very low income households within the past five years (regardless of rent paid); 3. Residential dwelling units that were withdrawn from rent under the Ellis Act within the past ten years. Additional Comments/Notes:
☐	I.	REQUESTED APPROVALS – Provide details as to whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested for the proposed project.
☐	J.	ENVIRONMENTAL FACTORS – Clarify if the project site is wholly or partially within the following areas/zones, or contains the following features. Attach separate sheet(s) to this application and provide an answer for each of the items below. Include any documentation that supports the determinations below.
☐		A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178?
☐		Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?
☐		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?
☐		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?
☐		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?
	☐	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?
	☐	Contain any historic or cultural resources known to exist on the property?
	☐	Contain any species of special concern?
	☐	Contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?
	☐	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.
	☐	Contain any proposed point sources of air or water pollutants?
	☐	Additional environmental material/data may be required based upon further review of the proposed project. The applicant will be notified of the required additional information, studies, reports, etc.