



CITY OF ORINDA

Preliminary Application (SB 330)

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ orindaplanning@cityoforinda.org

Staff Use Only

Submittal Date

A Preliminary Application shall be submitted for housing development projects seeking vesting rights pursuant to Senate Bill 330 (SB 330). Submittal of all the following information listed below and payment of application fees freezes fees and development standards as of the submittal date listed above, unless exceptions per Government Code §65889.5(o) are triggered.

A "housing development project" means a use consisting of any of the following:

- a) Residential units only.
- b) Mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use.
- c) Transitional housing or supportive housing.

After submitting this Preliminary Application, a full application with the [Planning Application Form](#) must be submitted within 180 days or the Preliminary Application will expire.

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 Density Bonus Law, the development proponent must resubmit the required information so that it reflects the revisions.

PROPERTY

Address:

Assessor's Parcel Number:

PROPERTY OWNER(S)

Name:

Mailing Address:

Phone:

Email:

APPLICANT(S) (If not the property owner)

Name:

Mailing Address:

Phone:

Email:

PROJECT DESCRIPTION

1. 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.

2. 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 indicate 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 Number of Units	
Total Number of Affordable Units	
Total Number of Density Bonus Units	

Other notes on units:

3. 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			

4. PARKING

The proposed number of parking spaces:

5. 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:

6. 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:

7. POLLUTANTS

Are there any proposed point sources of air or water pollutants?

☐ Yes

☐ No

If Yes, please describe:

8. 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			

9. ADDITIONAL SITE CONDITIONS

a. Is the property located within any of the following:

A very high fire hazard severity zone?

(determined by Department of Forestry and Fire Protection Section 51178)

☐ Yes

☐ No

A wetland?

(defined by United States Fish and Wildlife Service Manual, Part 660 FW 2) (June 21, 1993)

☐ Yes

☐ No

A hazardous waste site?

(listed pursuant to Section 65962.5 or designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code)

☐ Yes

☐ No

A special flood hazard area subject to inundation by the 1 percent annual change flood (100-year flood)? <i>(determined by any official maps published by the Federal Emergency Management Agency)</i>	☐ Yes	☐ No
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
A stream or other resource that may be subject to a streambed alteration agreement? <i>(pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code)</i>	☐ Yes	☐ No

If Yes to any of the questions under (a) listed above, please describe:

b. Does the project contain historic and/or cultural resources?	☐ Yes	☐ No
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If Yes, please describe:

c. Does the project site contain any species of special concern?	☐ Yes	☐ No
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If Yes, please describe:

d. Does the project contain any recorded public easement, such as easements for storm drains, water lines, or other public rights of way?	☐ Yes	☐ No
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If Yes, please describe:

e. 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
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If Yes, please describe:

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 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.
1. I hereby certify that I am the owner of record of the herein previously described property located in the City of Orinda 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 Orinda Planning Department 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 the City of Orinda Planning Department 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.

PROPERTY OWNER(S)

Print Name: _____

Signature: _____

Date: _____



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FEES

Application fee	\$584.00
13% Surcharge fee	\$75.92
TOTAL	\$659.92

SUBMITTAL REQUIREMENTS

How To Submit Your Application – Applications are only accepted electronically. Submit your complete application online at <https://www.cityoforinda.org/527/Application-Submittal>.

1. Preliminary Application Form

2. Plans

One PDF (electronic) set of plans. The plan set shall include a site plan, elevations, and square-footage calculations. See the [Plan Set Checklist](#) for required plan set details.