



Housing Crisis Act of 2019– SB 330 Instructions for Filing a Preliminary Application Form

Senate Bill 330- Housing Crisis

California Senate Bill 330, “The Housing Crisis Act of 2019”, was signed into law and became effective January 1, 2020. The bill establishes a statewide housing emergency to be in effect until January 1, 2025. Senate Bill 330 provides eligible housing development projects seeking discretionary approval enhanced streamlining and an optional vesting opportunity, through a process initiated by filing a Preliminary Application. A housing development project shall be subject only to the ordinances, policies, and standards adopted and in effect when a Preliminary Application was submitted and upon payment of the processing fee.

Applicability

A housing development project must consist of any of the following in order to be considered for Preliminary Application submittal:

- (1) Residential units only;
- (2) Mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use; or
- (3) Transitional or supportive housing.

Application Process

California law, the City of Tustin General Plan, and Zoning Code require many types of development or construction projects to have the timely approval of City staff, the Zoning Administrator, Planning Commission, and/or City Council. Projects brought before the Zoning Administrator, Planning Commission, and City Council may also require a public hearing. This Instructions for Filing a Preliminary Application Form package has been designed to help you submit a complete application submittal for a Preliminary Application, established by SB 330. The Preliminary Application must be filed with the Planning Division prior to filing an application requesting approval of any discretionary action. It is important that your application contain complete and accurate information.

Once your completed application form and related materials are submitted to the Community Development Department, a case planner will be assigned to your project. The case planner is responsible for coordinating the processing of your project and will work with you during each step of the process. We will make every effort to process your application as expeditiously as possible. You will typically receive a written confirmation on the status of your application within 30 days from the date of your initial submittal.

After submitting a complete Preliminary Application to the local agency, an applicant has 180 days to submit a full application requesting approval of a discretionary action or the Preliminary Application will expire.

Assistance in the application process or clarification of submittal requirements can be obtained from the Community Development Department at the address or number above during office hours between 7:30 a.m. and 5:30 p.m. Monday through Thursday and between 8:00 a.m. and 5:00 p.m. on Fridays.

Application Submittal Requirements

The following page identifies minimum submittal requirements that must be provided at the time of application submittal for a Preliminary Application. This minimum information is requested for your initial submittal. Further information may be requested as determined necessary.

A. Application Submittal Requirements

Preliminary Application Form

All required information, including applicable signatures, must be provided on the form. Signatures on the Preliminary Application must be notarized. An attached description detailing business operation information is recommended for mixed-use projects.

Application Fee

Fees are to be paid at the time of application submittal.

Sets of Plans

Size: Maximum 36" x 48"; Folded to 8½" x 11" with title block visible

Scale: Plans are to be drawn to scale and large enough to clearly show the details and text.

Quantity: Ten (10) sets of plans and a CD containing digital versions of the submitted plans

Plans: *The following list contains the sheets that make up a full set of plans.*

Conceptual site plan

Floor plans

Conceptual architectural elevations - all sides of buildings

Conceptual roof plan

One (1) set of color elevation drawings

Property survey

Conceptual grading plan

Conceptual landscape/hardscape (i.e., walkway, driveways, paving, walls, etc.), and other site amenities

Photometric plan

Tentative parcel or tract map or lot line adjustment

Color and Material Samples

Please provide a sample color/material board showing one sample per of all proposed building colors and materials (may be more than one board). The samples must cross reference to elevation drawings. Color/material boards may not be accepted if overly large.

Environmental Assessment Form

Preliminary Title Report

Quantity: Two (2) copies prepared within the last 3 months

Contents: This report must be prepared by a Title Company and identify the subject property, easements, their purpose, and in whose benefit, liens, restrictions, current ownership information, and other information to make a complete report. A corresponding exhibit illustrating the subject parcels shall be included.

Parking Summary

Quantity: One (1) copy

Contents: The address, suite number, business name, type of use, square feet occupied, and amount of parking spaces required by the Tustin City Code for each business or residential use on the subject property.



Preliminary Application Form (SB 330-Housing Crisis Act)

Senate Bill 330 provides eligible housing development projects seeking discretionary approval enhanced streamlining and an optional vesting opportunity through a process initiated by filing a Preliminary Application. A housing development project shall be subject only to the ordinances, policies, and standards adopted and in effect when a Preliminary Application is submitted and upon payment of the processing fee. Please note that if not extended, SB 330 will sunset on January 1, 2025.

Project Description *(An attached description detailing business operation information is recommended for mixed-use projects.)*

Project Address _____ Assessor's Parcel Number(s) _____

Zoning District: Existing _____ Proposed _____

General Plan Land Use: Existing _____ Proposed _____

Present Use of Property _____

Proposed Use(s) of Property _____

Existing Entitlement(s) Affecting the Property _____

Lot Size _____ Building Size: Existing _____ Proposed _____

Property Owner Information

Name _____ E-mail: _____

Company _____

Address _____

City, State, ZIP _____

Phone: _____ Cell Phone: _____ Fax: _____

Applicant Information (if different)

Name _____ E-mail: _____

Company _____

Address _____

City, State, ZIP _____

Phone: _____ Cell Phone: _____ Fax: _____

Are you in escrow to purchase the property? YES NO

Consultant or Contact Information (if different)

Name _____ E-mail: _____

Company _____

Address _____

City, State, ZIP _____

Phone: _____ Cell Phone: _____ Fax: _____

Office Use Only			
Project No. _____	Preliminary No. _____	Fees Paid _____	Receipt # _____
Date Received _____	Received By _____	Itemize _____	OCFA SR# _____

Designation of Person(s) to whom notices should be sent pursuant to Code of Civil Procedures Section 1094.6

Name _____

Address _____

City, State, ZIP _____

E-mail: _____

Name _____

Address _____

City, State, ZIP _____

E-mail: _____

Additional Property Information

Identify the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.

Identify the number of density bonus units and any incentives, concessions, waivers, or parking reductions pursuant to Section 65915.

List the number of proposed below market rate units and their affordability levels .

Proposed no. of units	Residential	
Total Floor Area	Residential	Nonresidential
Proposed no. of parking spaces	Enclosed	Unenclosed

List any historic or cultural resources known to exist on the property.

Any recorded easement(s), such as easements for storm drains, water lines, and other public rights of way?

Will the proposed project include a request for an approval pursuant to the Subdivision Map Act, including but not limited to, a lot line adjustment, tentative parcel map or tract map, final parcel map or tract map, or condominium map?

Legal Description of Property (Attach a separate sheet if necessary)

Signatures and Acknowledgements

I hereby certify that I am the owner of the real property described in this application. I hereby acknowledge that this application may not be considered complete until I have completed all of the information above and have paid the processing fee. I hereby acknowledge that this Preliminary Application will be terminated 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 and/ or a full application requesting approval of a discretionary action is not filed within 180 days of the date that the Preliminary Application is deemed complete. I hereby certify that all of the information contained in this application is to the best of my knowledge and belief, true and correctly represented. Should any or all of the information submitted be false or incorrect, I hereby agree to defend, indemnify, and hold the City of Tustin harmless from liability and loss by reason of its reliance on any such information.

Property Owner's Notarized Signature Print Name Date

Applicant's Notarized Signature Print Name Date

If the signature is by an agent, notarized, written authorization from the land owner must be attached to this application. The property owner's and/or agent's signatures on the written authorization also must be notarized.
