



SB 330 Preliminary Application and Checklist

To request a preliminary application review for housing development pursuant to Senate Bill 330¹, this form must be completed and submitted along with the application fee and required plans. Please contact the Planning Division at (925) 671-3152 or zoning@cityofconcord.org for assistance on determining whether your housing development project qualifies for an SB 330 Preliminary Application review and additional information.

PART I. APPLICANT AND OWNER INFORMATION

APPLICANT OWNER CONTACT INFORMATION	PROPERTY OWNER'S CONTACT INFORMATION
NAME/COMPANY: _____	NAME/COMPANY: _____
ADDRESS: _____	ADDRESS: _____
CITY, STATE: _____ ZIP: _____	CITY, STATE: _____ ZIP: _____
BUSINESS PHONE: _____ CELL: _____	BUSINESS PHONE: _____ CELL: _____
FAX: _____ EMAIL: _____	FAX: _____ EMAIL: _____

Agent Authorization Note: If the Applicant is not the Property Owner, then the Property Owner **must** sign below to authorize the Applicant as his/her official representative.

I, _____, Owner, authorize _____

to act as the official representative on my behalf for this project and in all matters relating to this application. I have read and agree with all of the above (application must be signed by property owner).

Property Owner's Signature

Date

Applicant's Acknowledgement

I, _____, Applicant for this housing development, understand that this preliminary application shall not be considered submitted until all items required under Government Code Section 65941.1(a) are provided, and once submitted, this application shall expire under any of the following circumstances:

- Revisions to the project cause the number of residential units or square footage of construction to change by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, wavier, or similar provision;
- A formal application for the development project is not submitted within 180 days of submitting the complete preliminary application;
- The City deems the formal application incomplete, and the necessary information to complete the application is not submitted within 90 days of receiving the City's written identification of the necessary information.

¹ Government Code Section 65589.5 and 65941.1.

PART II. REQUIRED INFORMATION

A. Housing Development Project Type (check all that apply to the project)

- Residential units only.
- Mixed-use with at least two-thirds of total floor area dedicated to residential use².
- Transitional housing or supportive housing.³

B. General Site Information.

Address:

Parcel Number(s):

Zoning District:

Legal Description (Or copy of Preliminary Title Report that includes legal description)

C. Existing Site Condition. List existing uses on the project site and identification of major physical alterations (i.e. improvements or structures) to the property on which the project is to be located.

² For the purpose of calculating floor area for SB 330 eligibility, floor area dedicated to residential uses shall include dwelling units and enclosed residential amenities such as parking, recreation rooms, storage, etc.

³ "Transitional housing" means buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance. "Supportive housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an on-site or off-site service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

D. Existing Residential Units. Note if there are existing residential unit(s) on the project site that will be demolished and, if demolished, whether the existing unit(s) is occupied or vacant.

Unit Type	# Demolished ⁴ Units	# Occupied Units	# Vacant Units ⁵
Single-Family Detached			
Single-Family Attached/Townhomes			
Duplex			
Accessory Dwelling Unit			
Transitional/Supportive Housing			
Multifamily Housing			

E. Proposed Land Uses. Note the proposed land uses by number of units and square feet of residential and nonresidential development.

Use	# Units	Floor Area (sq. ft.)	% of Floor Area
Residential			
Non-Residential			

F. Parking. Provide the number of proposed and required parking spaces per Concord Development Code [Chapter 18.160](#) and [Section 18.155.060.J](#) (Standards for Small Lot and Medium Density Residential).

Unit/Parking Type	# Units/Sq. ft. ⁶	# Parking Spaces	# Required Spaces
Single Family			
2-4 bedrooms			
5-6 bedrooms			
>6 bedrooms			
Accessory Dwelling Unit			
Duplex			
Multifamily			
Studio/One Bedroom			
2-4 Bedrooms			

⁴ Only include units that will be completely demolished and removed. In accordance with Concord Municipal Code (CMC) Section 19.40.020, property owner shall notify tenant of intent to demolish a dwelling unit that will result in the termination of tenancy for a no-fault just cause, as defined by Civil Code Section 1946.2(b), and of the tenant's right to relocation assistance.

⁵ Include units that will be temporarily vacant due to substantial remodel. Pursuant to Civil Code Section 1946.2(b)(2)(D), a substantially remodeled unit means the "replacement or substantial modification of any structural, electrical, plumbing, or mechanical system that requires a permit from a governmental agency, or the abatement of hazardous materials, including lead-based paint, mold, or asbestos, in accordance with applicable federal, state, and local laws, that cannot be reasonably accomplished in a safe manner with the tenant in place and that requires the tenant to vacate the residential real property for at least 30 days." Termination of tenancy for a no-fault just cause resulting from substantial remodel is subject to tenant relocation requirements of CMC Section 19.40.020.

⁶ Square footage is only required for nonresidential uses.

5+ Bedrooms			
Guest Parking			
Loading			
Motorcycle Parking			
Long-term (Employee and/or Resident) Bicycle Parking			
Short-term (Visitor) Bicycle Parking			
Non-Residential uses			

G. Pollutant Sources. Does the project propose any point sources of air or water pollutants?

YES NO

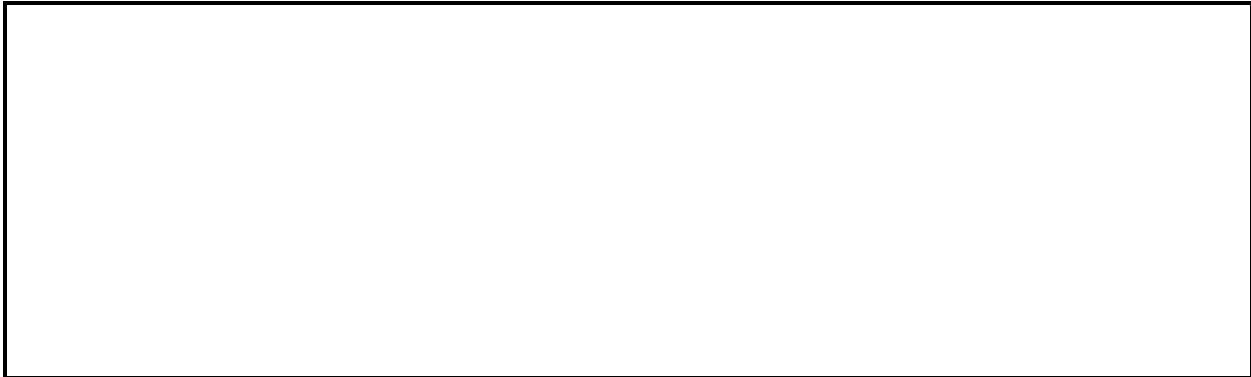
If yes, please explain below:

H. Affordable Housing Units. Provide the number of proposed below market-rate units and their affordability levels.

Affordability Level	Number of Units
Very Low (Earning < 50 percent AMI ⁷)	
Low (Earning < 80 percent AMI)	
Moderate (120 percent AMI Persons/Families in Common Interest Development)	

I. Density Bonus and Incentives. Note the number of density bonus units and describe any incentives, concessions, waivers, or parking reductions requested pursuant to Government Code Section 65915.

⁷ AMI, or Area Median Income, is based on the median family income determined by the Department of Housing and Urban Development (HUD) for their Public Housing and Section 8 Income Limits, and adjusted by the State of California Department of Housing and Community Development (HCD) to account for different variables. The Area Median Income for Contra Costa County in 2022 is \$142,800. Kirkeby, M. (2022, May 13). *State Income Limits for 2022* [Memorandum]. Department of Housing and Community Development.



J. Subdivision Maps. Note if any of the following are requested for the project.

- Tentative Map (five or more parcels)
- Tentative Parcel Map (four or fewer parcels)
- Condominium Map
- Phased Subdivision Map
- Lot Line Adjustment
- Parcel Merger

K. Special Regulations or Site Conditions. Check all that apply to the site or project.

- Located within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178.
- Contains any portion of a wetland as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
- Is a hazardous site listed pursuant to Government Code 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?
- Located within 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.

- Located within a delineated earthquake fault zone as determined in officially published maps 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.
- Contains 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.
- Contains historic and/or cultural resources.⁸
- Contains a Species of Special Concern (SSC) as defined by California Department of Fish and Wildlife.

If any of the above boxes are checked, the City of Concord recommends providing further information (e.g., written explanation, plans, official maps, correspondence from the responsible agency, etc.) explaining how the condition or regulation applies to the site or project and how the project will comply. Please attach any supporting information to the application and/or provide a written explanation below:

L. Required Plans. Provide the following.

- A site map showing any 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.
- A site plan showing the location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.

⁸ Applicants shall verify with the Planning Division if the subject property is a locally designated historical site or building. Applicants are also encouraged, though are not required, to request a report from the [California Historical Resources Information Center](#) on the existence of potential historical or architectural resources at the site.

- A site plan showing the location on the property each building(s) and approximate square footage.
- Elevations showing design, color, materials, the massing, and height of each building.