



CITY OF DUBLIN  
APPLICATION SUBMITTAL REQUIREMENTS FOR

**SENATE BILL 35**  
**HOUSING PROJECTS ELIGIBLE FOR STREAMLINED APPROVAL**  
**PRELIMINARY APPLICATION**

**PURPOSE**

This form serves as the Preliminary Application for housing development projects seeking vesting rights pursuant to [Senate Bill \(SB\) 35 \(Planning and Zoning: Affordable Housing: Streamlined Approval Process\)](#).

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_

Accessor Parcel Number(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Project Name: \_\_\_\_\_

Zoning District: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Specific Plan Designation: \_\_\_\_\_

Brief Project Description (include a detailed project description as an attachment):

**APPLICANT & PROPERTY OWNER INFORMATION**

***Applicant***

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Yes  No  Is the applicant also the property owner?

Yes  No  Are you in escrow to purchase the property?

***Property Owner of Record (if different from Applicant)***

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ELIGIBILITY CRITERIA**

SB 330 is intended to encourage development of housing projects by vesting codes, policies, and fees for the project at the time a *complete* Preliminary Application is submitted to the City. A Preliminary Application for a housing development includes residential units, a mix of commercial and residential uses with two-thirds of the project’s square footage used for residential purposes, or transitional or supportive housing. Within 180 days of submitting a *complete* Preliminary Application, the applicant must submit a formal application for a Site Development Review Permit, Conditional Use Permit, Tentative Map, or any other land use entitlement required for the project. After submittal of all the required information, if the applicant 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 units allowed under [Density Bonus Law](#), the applicant must resubmit the required information so that it reflects the revisions.

If the City determines that the Preliminary Application is incomplete pursuant to [Government Code § 65943](#), the applicant must submit the specific information needed to complete the application within 90 days of receiving the City’s written incompleteness letter. If the applicant does not submit this information within the 90-day period, then the Preliminary Application shall expire and have no further force or effect. Please note:

- SB 330 does not apply to projects that require Rezoning or General Plan Amendments.
- SB 330 projects are subject to the requirements of the California Environmental Quality Act (CEQA).

**PRELIMINARY APPLICATION REQUIREMENTS<sup>1</sup>**

An applicant for a housing development project, as defined in Government Code § 65905.5(b)(3), shall be deemed to have submitted a Preliminary Application upon payment of the permit processing fee and upon providing all of the following information about the proposed project:

**1. Project Location**

Yes  No  Is a specific location, including parcel numbers, a legal description (i.e., title report), and site address (if applicable) provided?

**2. Existing Uses**

Describe the existing uses on the project site and identify the major physical alterations to the property on which the project is to be located.

**3. Site Plan and Elevations**

Yes  No  Is a Site Plan provided showing the location of existing buildings to be retained (if any), proposed building(s), and approximate square footage of each building that is to be occupied on the property?

Yes  No  Are Elevations provided showing the design, color, material, and the massing and height of each existing and/or proposed building that is to be occupied?

**4. Proposed Uses**

Describe the proposed land uses by number of residential units and nonresidential square footage using the land use designations provided in the City’s Zoning Ordinance.

**5. Parking**

Provide the proposed number of parking spaces: \_\_\_\_\_

<sup>1</sup> Pursuant to Government Code § 65941.1.

**6. Pollutants**

Yes  No  Are there any proposed point sources of air or water pollutants? If "Yes," please explain.

**7. Special Species**

Yes  No  Are there any species of special concern known to occur on the property? If "Yes," please explain.

**8. Additional Site Conditions**

Is the property or a portion of the property located within any of the following:

- Yes  No  **A.** A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to [Government Code § 51178](#)?
- Yes  No  **B.** Wetlands, as defined in the [United States Fish and Wildlife Service Manual, Part 660 FW 2](#) (June 21, 1993)?
- Yes  No  **C.** A hazardous waste site that is listed pursuant to [Government Code § 65962.5](#), or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to [Health and Safety Code § 25356](#)?
- Yes  No  **D.** A special flood hazard area subject to inundation by the one percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps published by FEMA?
- Yes  No  **E.** 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 [§ 18901](#)) of [Division 13](#) of the [Health and Safety Code](#), and by any local building department under [Chapter 12.2](#) (commencing with [§ 8875](#)) of [Division 1](#) of [Title 2](#) of the [Government Code](#)?
- Yes  No  **F.** A stream or other resource that may be subject to a streambed alteration agreement pursuant to [Chapter 6](#) (commencing with [§ 1600](#)) of [Division 2 of the Fish and Game Code](#)?

If "Yes," please describe and 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.

**9. Historical/Cultural Resources**

Yes  No  Are there any historic or cultural resources known to exist on the property? If "Yes," please explain and/or depict on project plans.

**10. Affordability**

Provide the number of proposed residential units and their affordability levels.

	<i>Number of Units</i>
Market Rate:	
Managers Unit(s) – Market Rate:	
Extremely Low Income:	
Very Low Income:	
Low Income:	
Moderate Income:	
<b>Total Number of Units:</b>	
<b>Total Number of Affordable Units:</b>	
<b>Total Number of Density Bonus Units:</b>	
<i>Other Notes on Units:</i>	

**11. Density Bonus, Incentives, Concessions, Waivers, and Parking Reductions**

Yes  No  Does the project seek a Density Bonus and any incentives, concessions, waivers, or parking reductions pursuant to [California Government Code § 65915](#)? If “Yes,” please attach a written explanation.

**12. Subdivision**

Yes  No  Does the project seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map? If “Yes,” please explain and/or depict on project plans.

**13. Property Owner Consent**

Yes  No  Has the property owner provided an affidavit to verify the Preliminary Application is being filed with their knowledge?

**14. Existing Residential Units**

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.

	<i>Occupied Residential Units</i>	<i>Unoccupied Residential Units</i>	<i>Total Residential Units</i>
Existing:			
To be Demolished:			

**15. Streambed Alteration**

Provide a site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to California Department of Fish and Game Code Section 1600 and following and provide an aerial photograph showing existing site conditions of environmental features that would be subject to regulations by a public agency, including creeks and wetlands.

**16. Public Easements**

Yes  No  Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way? If "Yes," please explain and/or depict on project plans.

**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 or 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.** A Letter of Authorization (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 through 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 Grant Deed must correspond exactly with the ownership listed on the application.

**Multiple Owners.** If the property is owned by more than one individual, 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 Dublin, California, 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 Community Development Department of the City of Dublin 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 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.

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*Signature*

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*Printed Name*

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*Date*

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*Signature*

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*Printed Name*

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*Date*

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*Signature*

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*Printed Name*

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*Date*

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*Signature*

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*Printed Name*

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*Date*