



**REFERRAL FORMS:**

**HOUSING CRISIS ACT of 2019 – SB 330  
PRELIMINARY APPLICATION**

**PURPOSE**

This form serves as the Preliminary Application for projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019. The form also serves as a referral to the Los Angeles City Planning Development Services Center for SB 330 vesting and streamlining purposes.

**GENERAL INFORMATION**

When submitting a Preliminary Application, this form shall be accompanied by the required documentation listed on the SB330 Preliminary Application Instructions form (CP-4063). This form shall be completed by the applicant and reviewed and signed by Department of City Planning staff prior to being deemed complete. Any modifications to the content(s) of this form after its authorization by the Department of City Planning staff is prohibited. Further, any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by City Planning staff in the Preliminary Application Review Program (PARP) unit.

*CITY STAFF USE ONLY*

<b>Case Number</b>	
<b>Proposed No. of Dwelling Units<sup>1</sup></b>	<b>Proposed Square Footage of Construction<sup>1, 2</sup></b>
<b>Date Deemed Complete</b>	<b>Last Day to File Entitlement Application</b>
<b>Invoice Number</b>	<b>Receipt Number</b>
<b>City Planning Staff Name and Title</b>	<b>City Planning Staff Signature</b>

***Provide all information requested. Missing, incomplete or inconsistent information will delay the vesting date.***

*All terms in this document are applicable to the singular as well as the plural forms of such terms.*

*Filing Instructions are found on form CP-4063.*

**A. SITE INFORMATION**

**1. PROJECT LOCATION**

Street Address<sup>3</sup> \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

Legal Description<sup>4</sup> (Lot, Block, Tract) \_\_\_\_\_

Assessor Parcel Number(s) \_\_\_\_\_ Lot Area \_\_\_\_\_

<sup>1</sup> Vesting rights through the SB 330 Preliminary Application process will be forfeited if the Housing Development Project is revised following the submittal of a Preliminary Application pursuant to Section 65941.1 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.

<sup>2</sup> "Square Footage of Construction," when used in this form, means the building area, as defined by the California Building Standards Code (Title 24 of the California Code of Regulations) – California Government Code Section 65941.1(c)

<sup>3</sup> Street Address must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)

<sup>4</sup> Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

**2. EXISTING USE(S)**

Describe in detail the existing uses on the project site, including any major physical alterations \_\_\_\_\_

**B. PROPOSED PROJECT**

**1. PROPOSED USE(S)**

Describe in detail the characteristics, scope and/or operation of the proposed project \_\_\_\_\_

**2. RESIDENTIAL DWELLING UNIT COUNT:**

Please indicate the total number of dwelling units proposed as well as a breakdown by levels of affordability set by each category (HCD or HUD). For information on HCD and HUD levels of affordability please contact the Housing and Community Investment Department of Los Angeles (HCIDLA) at (213) 808-8843 or hcidla.lacity.org<sup>5</sup>.

	<u>Total</u>	<u>HCD (State)</u>	<u>HUD (TCAC)</u>
Market Rate	_____	N/A	N/A
Managers Unit(s) - Market Rate	_____	N/A	N/A
Extremely Low Income	_____	_____	_____
Very Low Income	_____	_____	_____
Low Income	_____	_____	_____
Moderate Income	_____	_____	_____
TOTAL No. of Units Proposed	_____		
TOTAL No. of Affordable Units Proposed	_____		
TOTAL No. of Bonus Units Proposed	_____		

Other Notes on Units: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. FLOOR AREA**

Provide the proposed floor area and square footage of residential and nonresidential development:

	<b>Total</b>	<b>Residential</b>	<b>Nonresidential</b>
<b>Floor Area (Zoning)</b>			
<b>Square Footage of Construction</b>			

**4. PARKING**

Provide the proposed number of automobile and bicycle parking spaces:

<b>Total Automobile Parking</b>	<b>Residential</b>	<b>Nonresidential</b>

<sup>5</sup> HCD (State) = Published affordability levels per California Department of Housing and Community Development. HUD (TCAC) = Published affordability levels per the United States Department of Housing and Urban Development.

**4. PARKING (Continued from previous page)**

Total Bicycle Parking	Residential Long Term	Residential Short Term	Nonresidential Short Term	Nonresidential Short Term

**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?<sup>6</sup> YES  NO

If "YES", please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. SUBDIVISION**

Will the proposed project include a request for an approval pursuant to the Subdivision Map Act, including a vesting or tentative tract map, a preliminary parcel map, condominium map, a lot lone adjustment, or a certificate of compliance? YES  NO

**7. ADDITIONAL INFORMATION**

1. Does the project propose any point sources of air or water pollutants?<sup>7</sup> YES  NO

If "YES", please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. EXISTING SITE CONDITIONS**

**1. HOUSING<sup>8</sup>**

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

	Residential Units	Occupied Residential Units	Unoccupied Residential Units
Existing			
To be Demolish(ed)			

<sup>6</sup> Projects proposing Density Bonus incentives, waivers, concessions and parking reductions through a discretionary process must be reviewed by the Los Angeles City Planning Housing Services Unit and obtain a signed Affordable Housing Referral Form prior to filing an application requesting approval of a discretionary action.

<sup>7</sup> A project that proposes point sources of air or water pollutants may trigger review and permitting by, but not limited to, the South Coast Air Quality Management District, the Los Angeles Regional Water Quality Control Board, or the Los Angeles Bureau of Sanitation.

<sup>8</sup> A Housing Development Project, as defined in Government Code Section 65589.5(h)(2), associate with a City Planning application requesting approval of a discretionary action is subject to the provisions of Government Code Section 66300(d) and will require an SB330 Determination from the Los Angeles Housing and Community Investment Department as a component of the City Planning application.

**2. ADDITIONAL SITE CONDITIONS**

- a. Is the project site located wholly or partially within:
  - i. A Very High Fire Hazard Severity Zone (VHFHSZ)? YES  NO
  - ii. A Wetlands, as defined in United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)? YES  NO
  - iii. 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 Agency? YES  NO
  - iv. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist? YES  NO
  - v. 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? YES  NO
- b. Does the project site contain a designated or potentially historic and/or cultural resource?<sup>9</sup> YES  NO   
If "YES", please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Does the project site contain any species of special concern such as special status flora or fauna, protected trees, or wildlife?<sup>10</sup> YES  NO   
If "YES", please describe and/or depict on the site plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Does the project site contain any recorded easement, such as easements for storm drains, water lines, and other public rights of way? YES  NO   
If "YES", please describe and/or depict on the site plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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 California Fish and Game Code, including creeks and wetlands? YES  NO

<sup>9</sup> Information regarding historic resources that have been identified by the City or another public agency can be found in SurveyLA, HistoricPlacesLA, or ZIMAS

<sup>10</sup> An Arborist Report or a Biological Survey and Impact Assessment may be required following the filing of an application requesting approval of a discretionary action if the project site is on or adjacent to open space or previously undisturbed land in order to demonstrate whether the site provides habitat for any special status flora or fauna, including those identified in a Specific Plan or Zoning Overlay.

If "YES", please describe and/or depict on the site plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. COASTAL**

- 1. Is the project site located wholly or partially within the Coastal Zone? YES  NO
- 2. Does the project site contain:
  - a. A Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations?<sup>11</sup> YES  NO
  - b. An Environmentally Sensitive Habitat Area (ESHAs), as defined in Section 30240 or the California Public Resources Code?<sup>12</sup> YES  NO
  - c. A tsunami run-up zone? YES  NO
  - d. An area used for public access to or along the coast? YES  NO

**E. OPTIONAL RELATED DOCUMENTS**

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please provide a copy of any applicable form and reference number, if known.

- 1. Affordable Housing Referral Form \_\_\_\_\_
- 2. Any recorded Covenants, affidavits or easements on this property \_\_\_\_\_

<sup>11</sup> A Wetlands may include a watercourse or a storm drain. A Wetlands Delineation Report may be required following the filing of an application requesting approval of a discretionary action in the Coastal Zone if the site contains a watercourse or a storm drain.

<sup>12</sup> ESHAs are mapped areas in the certified Venice Land Use Plan and the San Pedro Coastal Land Use Plan.

**F. PROJECT TEAM INFORMATION** (Complete all applicable fields)

**Applicant<sup>13</sup> name** \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you in escrow to purchase the subject property? YES  NO

**Property Owner of Record**     Same as applicant     Different from applicant

Name (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

**Optional: Agent/Representative name** \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

**Optional: Other** (Specify Architect, Engineer, CEQA Consultant etc.) \_\_\_\_\_

Name \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

**Primary Contact for Project Information**     Owner     Applicant  
(*select only one*)     Agent/Representative     Other

<sup>13</sup> An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

**PROPERTY OWNER**

**G. 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% 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 the 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 a-c 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 a Copy of the Grant Deed if the ownership of the property does not match City 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 Los Angeles 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 Department of City Planning 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. 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 or 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 City Planning within 180 days of the date that the Preliminary Application is deemed complete.
3. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**APPLICANT**

**H. APPLICANT DECLARATION.** A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the Preliminary Application can be accepted.

1. I hereby certify that the information provided in this Preliminary Application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
2. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this Preliminary Application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
3. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
4. I understand that if this Preliminary Application cannot be deemed complete, there is no refund of fees paid.
5. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
6. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this Preliminary Application and any accompanying documents are true and correct, with full knowledge that all statements made in this Preliminary Application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

*The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_