



SB 35 Preliminary Application

City of Irwindale Community Development Department
5050 Irwindale Avenue • Irwindale, California 91706 • (626) 430-2208

PRELIMINARY APPLICATION

This form serves as the Preliminary Application for multifamily residential projects seeking streamlined ministerial approval pursuant to Section 65913.4 of the California Government Code.

CHECKLIST

Preliminary Application Fee Site Plan (one copy 11" X 17")

GENERAL INFORMATION

This form shall be completed by the applicant and reviewed and signed by Community Development Department ("CD") staff prior to being deemed complete. Any modifications to the content(s) of this form after its authorization by CD staff is prohibited. Further, any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by CD staff.

Community Development Staff Use Only	
APPL No.	APN(s):
Proposed No. of Dwelling Units:	Proposed Square Footage of Construction:
Date Deemed Complete:	Last Day to File Entitlement Application (180 days from date deemed complete):
CD Staff Name & Title:	CD Staff Signature:

A. SITE INFORMATION

1. PROJECT LOCATION

Street Address: _____

Legal Description (Lot, Block, Tract) _____

Assessor Parcel Number(s): _____

Lot Area (sf) : _____

Are there any recorded Covenants, affidavits or easements on this property? Yes No

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

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 (attach additional pages if needed):

2. RESIDENTIAL DWELLING UNIT COUNT

Please indicate the total number of dwelling units proposed as well as a breakdown by levels of affordability¹ set by each category (HCD or HUD).

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

3. FLOOR AREA

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

	Total SF	Residential SF	Commercial SF
Floor Area			
Square Footage of Construction			

4. PARKING

Provide the proposed number of vehicle and bicycle parking spaces

Total Vehicle Parking	Residential	Nonresidential

Total Bicycle Parking	Residential Short Term	Residential Long Term	Commercial Short Term	Commercial Long 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? 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 vesting or tentative parcel map, a lot line adjustment, or a certificate of compliance? Yes No

7. ADDITIONAL INFORMATION

Does the project propose any point sources of air or water pollutants? Yes No
 If "YES", please describe: -

C. EXISTING SITE CONDITIONS

1. HOUSING

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

	Total Residential Units	Occupied Residential Units	Unoccupied Residential Units
Existing			
To Be Demolished			

2. ADDITIONAL SITE CONDITIONS

a. Is the project site located wholly or partially within:

i. A Very High Fire Hazard Severity Zone as identified by the State Department of Forestry and Fire Protection, or the state responsibility area as defined in Section 4102 of the California Public Resources Code ? Yes No

ii. A Wetlands, as defined in United States Fish and Wildlife Service Manual, Part 660 FW (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 (FEMA) in any official maps published by FEMA? 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 Government Code Section 65962.5 or a hazardous waste site designated by the CA 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? If "YES," please describe: Yes No

c. Does the project site contain any species of special concern such as special status flora or fauna, protected trees, or wildlife? 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?
If "YES", please describe and/or depict on the site plan:

D. COASTAL

Is the project site located wholly or partially within the Coastal Zone and meet one or more of the following conditions? Yes No

- i. The site is not subject to a certified local coastal program or a certified land use plan.
- ii. The site is not zoned for multifamily housing
- iii. The site is vulnerable to five feet of sea level rise
- iv. The site is within a 100-foot radius of a wetland
- v. The site is located on prime agricultural land

Does the project site contain one or more of the following conditions: Yes No

- a. A Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code
- b. An Environmentally Sensitive Habitat Area (ESHAs), as defined in Section 30240 or the California Public Resources Code?
- c. A tsunami run-up zone?
- d. An area used for public access to or along the coast?

E. PUBLIC MEETING REQUIREMENT

- a. Once the department has received a developer's notice of intent, in the form of a preliminary application, staff will determine if the proposed development is located in a census tract that is designated as any of the following:
 - i. Moderate resource area,
 - ii. Low resource area, or
 - iii. An area of high segregation and poverty
- b. If located in any of the above areas, the department has 45 days from receiving the notice of intent to complete a public meeting on this item at the Regional Planning Commission.
- c. ***Note: If the department fails to hold the hearing within 45 days after receiving the notice of intent, the development proponent must hold a public meeting on the proposed development before submitting an application. This must be complete before the development proponent submits an application for the proposed development that is subject to the streamlined, ministerial approval process.***

F. PROJECT APPLICANT INFORMATION (Complete all applicable fields)

Applicant Name _____
Company/Firm _____
Address _____ Unit _____
City _____ State _____ Zip Code _____
Telephone _____ Email _____
Are you in escrow to purchase the subject property? Yes No

Property Owner(s) of Record Same As Applicant Different from applicant

Name _____
Address _____ Unit _____
City _____ State _____ Zip Code _____
Telephone _____ Email _____

Optional: Agent/Representative

Name _____
Company/Firm _____
Address _____ Unit _____
City _____ State _____ Zip Code _____
Telephone _____ Email _____

Optional: Other

Name _____
Company/Firm _____
Address _____ Unit _____
City _____ State _____ Zip Code _____
Telephone _____ Email _____

Primary Contact for Project Information (select only one)

- Owner
- Agent/Representative
- Applicant
- Other _____

Proof of Ownership: If the project is owned by LLC, corporation, partnership, or trust, an ownership disclosure is required. The disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles partnership agreement, or trust document as applicable.

If the applicant signs on behalf of the owner(s) please submit a notarized letter of authorization from the owner(s) with original ink signature(s)

Signature _____
Print name _____
Date _____

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 (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 _____ 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 _____ 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 _____ 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.

Signature _____
 Printed Name _____
 Date _____

Signature _____
 Printed Name _____
 Date _____