



# SB 330 - PRELIMINARY APPLICATION

The SB 330 creates a Preliminary Application process which an applicant for residential or mixed-use development is guaranteed continuing review under the ordinances, policies and standards in effect when a Preliminary Application is deemed complete. The following items below are required for a Preliminary Application to be deemed complete. **A submittal missing any of the items below will not be accepted.**

*Preliminary Applications will only be accepted by the Planning Division between 1 p.m. and 4:30 p.m. on Planning Application closing dates. Closing dates generally occur on alternating Wednesdays, starting on January 15, 2020. Refer to the 2020 Public Hearing Process and Schedule brochure for exact dates.*

**Date:** \_\_\_\_\_ **Staff Contact:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Combining District:** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

## SUBMITTAL REQUIREMENTS (ONE COPY OF EACH ITEM):

- Application** signed by the current legal property owner.
- Project Description Letter** with the following information:
  - The project location, including parcel numbers, a legal description, and site address, if applicable.
  - Detailed narrative of existing uses on the project site and identification of major proposed physical alterations to the property.
  - Proposed project details, including:
    - Approximate square footage of each proposed building,
    - Breakdown of approximate square feet of proposed residential and nonresidential uses,
    - Proposed building height (measured from top of nearest curb),
    - Number of proposed residential units,
    - Number of proposed parking spaces,
    - Number of proposed below market rate units and their affordability levels,
    - Number of proposed bonus units requested pursuant to Government Code 65915 (Density Bonuses),
    - Number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
  - Information regarding requested approvals, including:
    - Any requested incentives, concessions, waivers, or parking reductions pursuant to Government Code 65915 (Density Bonuses),
    - Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.
  - Any proposed point sources of air or water pollutants, or a note indicating no point sources proposed.
  - Any species of special concern known to occur on the property, or a note indicating none are known to occur.
  - Any historic or cultural resources known to exist on the property, or a note indicating none are known to exist.
- Circle YES or NO** to whether a portion of the property is or is not located within any of the following:  
YES NO A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178,

- YES NO Wetlands, as defined by the U.S. Fish and Wildlife Service Manual, Part 660 FW 2,
- YES NO A hazardous waste site designated pursuant to Government Code Section 65962.5 or Health and Safety Code Section 25356,
- YES NO A special flood hazard area subject to inundation by the 1% annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any of their official maps,
- YES NO 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,
- YES NO A stream or other resource that may be subject to a streambed alteration agreement.

- Aerial image (24"x36")** - Showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.
- Site plan (24"x36")** - Showing proposed location and approximate square footage of buildings, any recorded public easements, and streams that will be altered.
- Architectural elevations (24"x36")** - Showing design, colors and materials, and height.
- Electronic copy of all submittal materials (flash drive)**
- Fee (non-refundable)** \_\_\_\_\_

**CERTIFICATION:**

I confirm that I am submitting a residential or mixed-use project that qualifies for a Preliminary Application review under SB 330. I understand that this Preliminary Application will expire under any of the following circumstances:

1. Revisions to the project cause the number of residential units or square footage of construction to change by 20% or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision;
2. The City of Sunnyvale deems the Preliminary Application incomplete;
3. The City of Sunnyvale deems the Preliminary Application complete, but I do not submit a formal application for a development project within 180 calendar days of submitting the complete Preliminary Application;
4. The City of Sunnyvale deems the Preliminary Application complete, I submit a formal application for a development project, but the formal application is incomplete, and I do not provide the required information within 90 calendar days of receiving the City’s written identification of the necessary information.

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Property Owner Signature	Date
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**NEXT STEPS:**

1. Submit a Preliminary Review application (highly recommended but not required).
2. Submit a formal application. Refer to the following brochures and documents:  
 Submittal Checklist  
 Fees  
 Public Hearing Schedule - <https://sunnyvale.ca.gov/civicax/filebank/blobload.aspx?BlobID=25320>

**RESOURCES:**

- General Plan - <https://sunnyvale.ca.gov/government/codes/plan.htm>
- Zoning Standards - <https://sunnyvale.ca.gov/business/planning/permit/nonresidential.htm>
- Design Guidelines - <https://sunnyvale.ca.gov/business/planning/permit/standards.htm>

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One-Stop Permit Center at City Hall, 456 W. Olive Ave., 408-730-7444  
 Building and Planning Division representatives are available 8 a.m. - 12:30 p.m. and 1 p.m. - 5 p.m.  
 Sunnyvale.ca.gov - Search “Planning and Building”