



City of Westlake Village SB 330 Preliminary Application Form and Checklist

Senate Bill (SB) 330, the Housing Crisis Act of 2019, provides vesting opportunities for housing development projects through filing a preliminary application. Subject to Government Code Sections 65589.5(o)(2), (6), (7) and 65941.1(d), a housing development project will be subject only to the ordinances, policies, and standards adopted and in effect at the time a preliminary application is submitted and deemed complete. A preliminary application is deemed complete when an applicant has provided the City with all information required by Government Code Section 65941.1(a). All required information is incorporated into this Preliminary Application Form and Checklist and its required attachments.

A preliminary application may be filed for a housing development project as defined in Government Code Section 65589.5(h)(2). A housing development project includes a project composed of any one the following:

- Residential units only
- Mixed-use development with at least two-thirds of the project's square footage designated for residential use
- Transitional or supportive housing

When a preliminary application is received and deemed complete, the ordinances, policies, and standards in effect as of that date will remain applicable to the project for the duration of the review and entitlement process, subject to exceptions provided by law, and provided that all of the following provisions are satisfied:

- The project square footage and number of units stated in the preliminary application cannot change by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentives, concession, waiver, or similar provision.
- A complete development project application must be submitted within 180 days of submission of a complete preliminary application. If the City determines, within 30 days of receipt of the development project application, that the application is incomplete, and so advises the applicant in writing within that 30-day period, then the applicant must submit the specific information needed to complete the application within 90 days of the incomplete notification. If the additional requested information is not provided within this 90-day period, the preliminary application shall expire.

This Preliminary Application Form and Checklist is strictly for the purposes of meeting the requirements set forth in the Housing Crisis Act of 2019 and does not constitute a development project application.

Required Project Information

All boxes below must be completed for this preliminary application to be accepted as complete.

Project site address:	
Assessor's Parcel Number(s):	
Legal description:	
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:	

Total number of existing residential units on the project site that will be demolished:	
Occupied units:	
Unoccupied units:	
Total number of new residential units:	
Density Bonus units:	
Extremely Low Income units:	
Very Low Income units:	
Low Income units:	
Moderate Income units:	
Above Moderate Income units:	
Total gross floor area:	
Residential floor area:	
Non-Residential floor area:	
Parking garage area:	
Total parking spaces:	
Resident parking spaces:	
Dedicated guest parking spaces:	
Dedicated non-residential parking spaces:	
Shared guest/non-residential parking spaces:	
Describe any incentives, waivers, concessions, and parking reductions being requested pursuant to Government Code Section 65915, or indicate if none:	
Describe any proposed point sources of air or water pollutants, or indicate if none:	
Describe any species of special concern known to occur on the property, or indicate if none:	
Is any portion of the property located within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Government Code Section 51178? If yes, describe:	
Is any portion of the property located within a wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)? If yes, describe:	

<p>Is any portion of the property located within a hazardous waste site that is listed pursuant to Government Code Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Health and Safety Code Section 25356? If yes, describe:</p>	
<p>Is any portion of the property located within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by official maps published by the Federal Emergency Management Agency? If yes, describe:</p>	
<p>Is any portion of the property located within a delineated earthquake fault zone as determined by official maps published by the State Geologist? If yes, describe:</p>	
<p>If the previous answer is yes, will the development comply with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 of Division 1 of Title 2? Describe:</p>	
<p>Does the property 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 Fish and Game Code?</p> <p>If yes, describe here <u>and attach to this form a site map and an aerial site photograph</u> showing existing environmental resources on the site that would be subject to regulations by a public agency, including creeks and wetlands:</p>	
<p>Describe any historic or cultural resources known to exist on the property, or indicate if none:</p>	
<p>Describe any approvals that will be requested under the Subdivision Map Act, including but not limited to a parcel map, tentative map, or condominium map, or indicate if none:</p>	

Additional Preliminary Application Requirements

All documents listed below must be provided and include all required information stated below for this preliminary application to be deemed complete.

- **Site plan.** Attach to this form a site plan showing the location on the property and approximate square footage of each building that is to be occupied.

Check this box to indicate that a site plan containing the required information is attached

- **Elevations.** Attach to this form elevations showing the design, color, material, and the massing and height of each elevation of each building that is to be occupied.

Check this box to indicate that elevations containing the required information are attached

- **Easements map.** Attach to this form a site map showing the location of any recorded public easement, including but not limited to easements for storm drains, water lines, or other public rights-of-way.

Check this box to indicate that a site map showing the location of public easements is attached

OR

Check this box to indicate that a site map is not attached because there are no recorded public easements on the property

Contact Information

Applicant

Representative/Contact (if different from Applicant)

Name

Name

Title

Title

Company

Company

Address

Address

Phone

Phone

Email

Email

Is the applicant also the owner? Yes No

Is the property currently in escrow? Yes No

Property ownership: Individual(s) Partnership Corporation LLC Trust Other _____

The Property Owner Affidavit on the following page must be completed and submitted with the Preliminary Application Form and Checklist. If the property is owned by more than one individual or entity or if multiple signatures are required, a separate Property Owner Affidavit must be submitted for each signature.

Check this box to indicate that one or more Property Owner Affidavit forms are attached

Total number of Property Owner Affidavit forms attached: _____

PROPERTY OWNER AFFIDAVIT

Site Address _____ **Assessor's Parcel Number(s)** _____

Before the preliminary application can be accepted, the owner(s) 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 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 of 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 Property Owner Affidavit 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 Property Owner Affidavit. 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 a copy of the Grant Deed if the ownership of the property does not match County Assessor 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, 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 Westlake Village, 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 Westlake Village Planning Department 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 the Westlake Village Planning Department 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

Date Signed

Printed Name

Address

Title/Ownership Role

Phone

Company/Ownership Entity

Email