



**CITY OF LAKE FOREST  
PRELIMINARY APPLICATION/CHECKLIST FOR HOUSING DEVELOPMENT  
PROJECTS PURSUANT TO THE HOUSING CRISIS ACT of 2019 (SB 330)**

Civic Center: 100 Civic Center Drive, Lake Forest, CA 92630 | Tel: (949) 461-3460

**PURPOSE**

This Preliminary Application/Checklist shall be used for projects seeking vested rights pursuant to California Government Code Section 65589.5 [SB 330 – Housing Accountability Act].

**GENERAL INFORMATION**

This checklist and application form shall be used for the purpose of satisfying the requirements of California Government Code Section 65941.1. The process is intended to encourage development of housing projects by vesting codes, policies, and fees for the project at the time a completed application is submitted to the City. An applicant for a housing development project shall be deemed to have submitted a complete preliminary application upon submittal of a complete application, including all of the required information (as stipulated herein), and upon payment of the application processing fee.

As defined in Government Code Section 65589.5(h)(2) a housing development project is one of the following:

- Project with residential units only;
- Mixed-use development consisting of commercial and residential uses, where at least 2/3 of the floor area is designated for the residential uses; and
- Transitional or Supportive housing projects.

Within 180 days of submitting a complete preliminary application, applicant shall submit an application for a Site Development Permit, Tentative Map (if applicable), and any other land use entitlement required for the project. If the City determines that the application[s] is/are not complete pursuant to Government Code Section 65943, the applicant shall submit the information needed to complete the application within 90 days of receiving the City's incomplete notice. If applicant does not submit this information within the 90-day period, the preliminary application shall expire and have no further force or effect.

<i>CITY STAFF USE ONLY</i>	
<b>Case Number</b>	<b>Date Received</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>City Planning Staff Name and Title</b>	<b>City Planning Staff Signature</b>

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

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

<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)

**A. SITE INFORMATION**

**a. PROJECT LOCATION**

Street Address <sup>3</sup> :		Unit Number:	
Legal Description <sup>4</sup> (Lot, Block, Tract):			
Assessor Parcel Number(s):		Lot Area 1:	

**b. EXISTING USE(S)**

Describe in detail the existing condition of, and uses on, the project site, including any major physical improvements/alterations:

**B. PROPOSED PROJECT**

**1. PROPOSED USE(S)**

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

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<sup>3</sup> Street Address must include all addresses corresponding to the subject/application site

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

**2. RESIDENTIAL DWELLING UNIT COUNT:**

Please indicate the total number of dwelling units proposed and levels of affordability by each category (HCD or HUD). For information on HCD and HUD levels of affordability please contact the Development Services Department Housing Division at (949) 461-3449.<sup>5</sup>

	Total	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:			
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 of residential and nonresidential development:

	Total	Residential	Nonresidential
<b>Floor Area:</b>			

**4. PARKING**

Provide the proposed number of automobile and bicycle parking spaces:

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

**5. PROJECT PLANS**

A site plan showing the location of proposed improvements on the property and approximate square footage, of each building, and elevations showing the design, color(s), material(s), massing, and height shall be submitted with this application.

Project plans accompany this application.

<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.

**6. 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:

**7. 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 tentative parcel map, condominium map, a lot line adjustment, or a certificate of compliance?  YES  NO

**8. ADDITIONAL INFORMATION**

Does the project propose any point sources of air or water pollutants?<sup>6</sup>  YES  NO  
If "YES", please describe:

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<sup>6</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 and/or the Regional Water Quality Control Board.

**C. EXISTING SITE CONDITIONS**

**1. HOUSING<sup>7</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:

	<b>Residential Units</b>	<b>Occupied Residential Units</b>	<b>Unoccupied Residential Units</b>
<b>Existing</b>			
<b>To be Demolish(ed)</b>			

**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 subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations?  YES  NO
  - iii. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code?  YES  NO
  - iv. 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
  - v. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist?  YES  NO
  - vi. 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?  YES  NO If "YES", please describe:

<sup>7</sup> A Housing Development Project, as defined in Government Code Section 65589.5(h)(2), associates 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 Lake Forest Community Development Department as a component of the City Planning application.

- c. Does the project site contain any species of special concern such as special status flora or fauna, protected trees, or wildlife?<sup>8</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 If "YES", please describe and provide a site map showing a stream or other resources that would be impacted:

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<sup>8</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.

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

<b>Applicant<sup>9</sup> Name</b>		Company/Firm	
Address #	Street	Unit/Space Number	
City	State	Zip Code	
Telephone No.		E-mail:	

Same as applicant     Different from applicant:

<b>Property Owner of Record Name</b>		Company/Firm	
Address #	Street	Unit/Space Number	
City	State	Zip Code	
Telephone No.		E-mail:	

**Optional:**

<b>Agent/Representative Name</b>		Company/Firm	
Address #	Street	Unit/Space Number	
City	State	Zip Code	
Telephone No.		E-mail:	

**Optional:**

<b>Other (Specify Architect, Engineer, CEQA Consultant etc.) Name</b>		Company/Firm	
Address #	Street	Unit/Space Number	
City	State	Zip Code	
Telephone No.		E-mail:	

<b>Primary Contact for Project Information (select only one)</b>			
<input type="checkbox"/> Owner		<input type="checkbox"/> Applicant	
<input type="checkbox"/> Agent/Representative		<input type="checkbox"/> Other	

<sup>9</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**

- E. 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 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.

I hereby certify that I am the owner of record of the herein previously described property located in the City of Lake Forest 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.

I hereby consent to the filing of this Preliminary Application on my property for processing by the Community Development 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. 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% 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.

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.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_