



# CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT  
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Dana Point, CA 92629  
(949) 248-3564 | www.danapoint.org

# Preliminary Application Housing Projects

## PLANNING DIVISION

### Preliminary Application-Housing Development Projects (2+ units) (Govt. Code 65941.1)

**Purpose:** This form serves as the Preliminary Application for projects seeking vesting rights pursuant to SB330, the Housing Crisis Act of 2019. The form also serves as a referral to the Dana Point Planning Division for SB 330 vesting and streamlining purposes.

**General Information:** When submitting a Preliminary Application, this form shall be accompanied by the required documentation listed below. This form shall be completed by the applicant, fees paid, and reviewed and signed by the Planning Division staff prior to being deemed complete. Any modification to the content(s) of this form and submitted documentation after its authorization by the Planning Divisions staff is prohibited. Further, any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by the City Planning Division.

A "housing development project" for the purposes of SB330, consists of: (1) residential units only, (2) a mix of commercial and residential uses, with 2/3 of the project's square footage used for residential purposes, or (3) transitional or supportive housing.

### City Staff Use Only

<b>Case Number:</b>	
<b>Proposed No. of Dwelling Units<sup>1</sup>:</b>	<b>Total Proposed Square Footage:</b>
<b>Date Deemed Complete:</b>	<b>Last Day to File Entitlement Application<sup>2</sup>:</b>
<b>Fees: \$300</b>	<b>Date Fees Paid:</b>
<b>Staff Planner:</b>	<b>Staff Signature (Deemed Complete):</b>

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

<sup>1</sup> Vesting rights through the SB330 Preliminary Application process will be forfeited if the Housing Development Project is revised following the submittal of a Preliminary Application pursuant to Government Code Section 65941.1.

<sup>2</sup> One (1) year after the date the Preliminary Application is deemed complete.



<p>PROPERTY OWNER: <i>(if different)</i></p> <p>Name: _</p> <p>Mailing Address: _</p> <p>City, State, ZIP : _</p> <p>Phone: ( )                      Fax: ( )</p> <p>Email: _____</p>	<p>CHOOSE ONE:</p> <p><input type="checkbox"/> I am the sole owner and hereby authorize the filing of this application.</p> <p><input type="checkbox"/> I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners; or,</p> <p><input type="checkbox"/> I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application attached for additional property owner authorization/ acknowledgements</p> <p>Signature: _____ Date: _</p>
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PROJECT DESCRIPTION: _   
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PROJECT ADDRESS: _____
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LEGAL DESCRIPTION: _____	APN: _____
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COASTAL ZONE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Appeal Zone	PREVIOUS APPROVALS: _____
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<b>CERTIFICATION</b>	
<p>As the Property Owner or Applicant/Agent in the request made by this filing, I hereby certify that I acknowledge, understand and concur with the following statements:</p> <ul style="list-style-type: none"><li>(a) That there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body regarding this application.</li><li>(b) That major changes to the proposed project may require a new application and payment of new fees.</li><li>(c) That to the best of my knowledge the information I have presented in this form and the accompanying materials is true and correct. I also understand that additional data and information may be required prior to final action on this application.</li></ul>	
Signature(s) _____  <i>Property Owner or Agent</i>	Date: _



## PRELIMINARY APPLICATION HOUSING PROJECT FACT SHEET

	Existing	Proposed Development	Zone Code Requirement
General Plan Designation			
Zoning			
PRD			
Specific Plan			
Lot Area (sf)			
Lot Width (ft)			
Lot depth (ft)			

**Residential Dwelling Unit Count:** Please indicate the total number of dwelling units by affordability.

<i>Type of unit</i>	<i>Total Number of Units</i>		
<i>Market Rate</i>			
<i>Managers Unit(s)-Market Rate</i>			
<i>Extremely Low Income</i>			
<i>Very Low Income</i>			
<i>Low Income</i>			
<i>Moderate Income</i>			
<b><i>Total Number of Units Proposed</i></b>			
<b><i>Total Number of Affordable Units Proposed</i></b>			
<b><i>Total Number of Bonus Units Proposed</i></b>			

Other Notes on Units

Total Square Footage Proposed:	Floor Area Ratio:
Lot Coverage:	Total Number of Parking Spaces:
Number of Existing Dwelling Units:	Residential Parking Spaces:
Number of Dwelling Units to be Demolished:	Non-residential Parking Spaces:



## PRELIMINARY APPLICATION HOUSING PROJECT INFORMATION

1. Describe the existing conditions of the site, including the existing number of residential units, existing uses, and any major physical feature:

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2. Describe in detail the characteristics, scope, and/or operation of the proposed project. (A separate project narrative can be attached, and if so note below where it can be found in your Preliminary Application submittal)

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3. Describe any affordable housing incentives, waivers, concessions, and/or parking reductions being requested, including whether a Density Bonus is being requested pursuant to CA Government Code Section 65915.

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4. Please indicate if the project site contain a designated or potentially historic and/or cultural resources. If Yes, please provide additional information.

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5. Please indicate if the project site contains any species of special concern such as special status flora or fauna, protected trees, environmentally sensitive habitat area (ESHA), or wildlife. If Yes, please provide additional information.

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6. Please indicate if the project site contains any recorded easements such as: utility easements, storm drain easements, drainage easements, and other public rights of way easements. If Yes, please provide additional information.

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7. Please indicate if the project site contains 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. If Yes, please provide additional information.

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***Area Intentionally Left Blank***



**YES**

**NO**



8. Does the proposed project include a request for approval of a subdivision compliant with the provisions of the Subdivision Map Act?
9. Does the proposed project propose any point sources of air or water pollutants?
10. Is the proposed project site located within a Very High Fire Hazard Severity Zone (VHFHSZ)?
11. Does the project site have a wetland(s), as defined in US Fish and Wildlife Service Manual, Part 660 FW2 (June 21, 1993)?
12. Is the project in a special flood hazard area subject to inundation by the one (1) percent annual chance flood (100-year flood) as determined by FEMA and the official published FEMA maps?
13. Does the site have a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist?
14. IS the site a hazardous waste site that is listed pursuant to Government Code Section 65962.5, or a hazardous waste site pursuant to Section 25356 of the Health and Safety Code?
15. Is the project site located wholly or partially within the Coastal Zone?
16. Is the project site in a tsunami run-up zone?
17. Is the project site an area used for public access to or along the coast?
18. Does the site have existing Conditions, Covenants, and Restrictions recorded?

Please provide information for any question answered with a “yes.” Additional sheets can be attached, but please indicate below where the information can be found within the Preliminary Application:

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## **Required Supplemental Information**

*All plans can be submitted in 11"x17" format, but must include an electronic copy of all plans by CD, DVD, or thumb drive in a PDF format. Additional information and studies may be required during the entitlement application phase of the project.*

- 1) Legal description of the property, including a recent (within the last six (6) months) preliminary title report.
- 2) A Site Plan, including the following information:
  - Vicinity map which clearly shows the location of the site
  - Title Block (name and address or property owner of record)
  - If located in a floodzone
  - Scale, north arrow and date prepared
  - Property lines of building site and their dimensions
  - Ultimate street right-of-way lines designated
  - Streets: location, name, and width, and existing improvements including sidewalks and bike facilities
  - Identify all easements: locations, purpose, and width on site plan
  - Buildings: existing and proposed, location and size, showing distances from property lines, existing and proposed rooflines
  - Access: (driveways, etc.) existing and proposed location, add dimensions and materials
  - Fencing, non-retaining walls: existing and proposed, type, location, height, and materials
  - Retaining walls existing or proposed: type, location, height, and materials
  - Topography, showing existing and proposed grades
  - Trash facilities: Show location and method of screening for trash containers
  - Proposed land uses by number of units and square feet of residential and nonresidential development (*as applicable*).
  - Proposed number of parking spaces
  - Any area identified with identified wetlands, very high fire zone, or hazardous waste
  - Identify any historic and/or cultural resources on-site
- 3) Floor Plans, including the following information:
  - Overall building and individual room dimensions, including square footage calculations
  - All proposed interior walls and partitions
  - Room identification
  - Window and door locations
- 4) Elevations/Cross Sections, including the following information:
  - Provide views of elevations for all areas of improvement
  - Indicate height limit and proposed height on elevations
  - Height dimensioned from lowest point of structure
  - Height dimensioned above grade of all floor, eaves, and ridges
  - Roof pitches
  - All roof mounted equipment and screening locations
  - Exterior wall openings locations



## *Certification*

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. *The City requires an original signature from the applicant.*

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(Signature)

(Date)

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