



CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT
33282 Golden Lantern, Suite 209
Dana Point, CA 92629
(949) 248-3564 | www.danapoint.org

PRELIMINARY APPLICATION CHECKLIST HOUSING PROJECTS

OFFICE USE ONLY:

PLANNER SIGNATURE: _____

DATE: _____

PLANNING DIVISION

PRELIMINARY APPLICATION CHECKLIST-HOUSING DEVELOPMENT PROJECTS (2+ UNITS)

General Information:

This form serves as the preliminary checklist 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. 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 Community Development staff prior to being deemed complete. Any modification to the content(s) of this form and submitted documentation after its authorization by Community Development 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. The Community Development Department cannot consider an application that is incomplete or incorrectly prepared. Particular attention should be given to the preparation of the Site Plans, Floor Plans, & Elevations. Both existing and proposed conditions must be shown. ***The applicant or agent must electronically submit all required plans and exhibits to eTRAKiT.***

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

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

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

¹ 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.

² One (1) year after the date the Preliminary Application is deemed complete.



PROPERTY OWNER: *(if different)*

Name: _

Mailing Address: _

City, State, ZIP : _

Phone: () Fax: ()

Email: _

CHOOSE ONE:

- ☐ I am the sole owner and hereby authorize the filing of this application.
- ☐ 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,
- ☐ 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

Signature: _____ Date: _

PROJECT DESCRIPTION: _

PROJECT ADDRESS: _

LEGAL DESCRIPTION: _

APN: _

COASTAL ZONE: ☐ Yes ☐ No ☐ Appeal Zone

PREVIOUS APPROVALS: _

CERTIFICATION

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:

- (a) That there are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body regarding this application.
- (b) That major changes to the proposed project may require a new application and payment of new fees.
- (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.

Signature(s) _____

Property Owner or Agent

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.

Type of unit	Total Number of Units		
Market Rate			
Managers Unit(s)-Market Rage			
Extremely Low Income			
Very Low Income			
Low Income			
Moderate Income			
Total Number of Units Proposed			
Total Number of Affordable Units Proposed			
Total Number of Bonus Units Proposed			

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:

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).

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.



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

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.

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.

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.

Area Intentionally Left Blank



YES NO

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:



Required Supplemental Information

Additional information and studies may be required during the entitlement application phase of the

*project. **Submitted electronically as an attachment to eTRAKiT.***

- 1) Legal description of the property, including a recent (within the last six (6) months) preliminary title report.
- 2) **Site Plan:**
 - ☐ Vicinity map which clearly shows the location of the site
 - ☐ Title Block (name and address or property owner of record)
 - ☐ Scale, north arrow, and date prepared
 - ☐ Property lines of building site and their dimensions
 - ☐ Setbacks (Front/Rear/Sides)
 - ☐ Ultimate street right-of-way line
 - ☐ Streets: location, name, and width, and existing improvements, including sidewalks and bike facilities
 - ☐ Identify all easements: locations, purpose, and width on site plan as identified on Title Report
 - ☐ Identify utilities, dedications, and relevant development features
 - ☐ Existing and proposed off-street parking.
 - ☐ Tabulations of lot area, proposed gross floor area and proposed lot coverage.
 - ☐ Buildings (existing and proposed, location, illustrate building footprint and cantilevered, enclosed, portions of buildings counter toward lot coverage, size, showing distances from property lines)
 - ☐ Building Projections (e.g. Eaves, overhangs, balconies, exterior stairways, HVAC, pool equipment, etc.)
 - ☐ Access (existing locations, proposed location, and materials)
 - ☐ Fencing, non-retaining walls: existing and proposed, type, location, height, and materials
 - ☐ Retaining walls: existing and proposed type, location, height, and materials
 - ☐ Indicate in writing and with graphics the nature, situation, and development of existing uses, buildings, and structures within 100 feet of the subject property and the effect the proposed application may have on those uses, buildings, and structures
 - ☐ Provide a detailed site plan indicating the existing and proposed area and dimensions of a project site; all existing features (streets, alleys, driveways, buildings, vegetation, walls, fences) within 50 feet of the project boundary
 - ☐ Indicate dimensions and state of improvement of existing and proposed streets or easements providing access to the subject site (include all access features on, and within 50 feet of the subject site).
 - ☐ Applications proposing access from a Circulation Element roadway shall provide plans showing all access features within 150 feet of the subject site as determined by the Director of Public Works.
 - ☐ Topography: showing existing conditions (including buildings) and grades, proposed contours & elevations)
 - ☐ Orange County Fire Authority Fuel Modification Zones
 - ☐ Trash facilities: Show location and method of screening for trash containers
 - ☐ Show all improvements and/or existing uses within 100 feet of the subject property
 - ☐ _____.



3) Floor Plans:

- ☐ Overall building and individual room dimensions, including square footage calculations
- ☐ All proposed interior walls and partitions
- ☐ Room identification
- ☐ Window and door locations

4) Elevations & Sections:

- ☐ All existing and proposed building and structural elevations
- ☐ Materials and colors of all existing and proposed structural and surface components
- ☐ Identify maximum height limit and proposed height on elevations as measured from structure low point (Refer to DPZC Sec 9.05.110)
- ☐ Cross-sections of project area
- ☐ Height dimensioned above grade of all floors, eaves, and ridges
- ☐ Roof pitches
- ☐ All roof mounted equipment and screening locations
- ☐ Exterior wall opening locations
- ☐ Identify all exterior finish materials
- ☐ Architectural elevations shall be to a scale of either 1":8' or 1":4', or other scale appropriate to the project



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.*

(Signature)

(Date)

Print Name: _____