

## City of Menlo Park Preliminary Application Checklist for Housing Projects

### Purpose

The purpose of this handout is to inform potential applicants of recent legislative changes regarding housing project applications and requirements for submittal of the Preliminary Application as defined in Senate Bill 330, otherwise known as the Housing Crisis Act of 2019, and to detail steps for submittal of a complete project application. The subsequent checklist will serve as a comprehensive set of required materials for a preliminary application to be considered complete.

### General Information

On January 1, 2020, Senate Bill 330 (Housing Crisis Act) went into effect. The bill is intended to streamline housing projects that are subject to discretionary review under local zoning laws. The bill establishes a two-step process by which an applicant can “lock in” applicable fees and development regulations by submitting a Preliminary Application. The Preliminary Application does not require as much detail as a typical project application package and ensures a project is only subject to the applicable development regulations and fees in effect at the time the Preliminary Application is accepted as complete by the local jurisdiction. Submittal of a Preliminary Application begins a timeline in which the project must be reviewed and acted upon by the decision-making body.

The Preliminary Application process only applies to projects that are considered to be housing projects as defined by SB 330. The Statute defines a housing project as any of the following:

- Residential units only.
- Mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use.
- Transitional housing or supportive housing.

If a proposed project meets any of the above criteria, the applicant may submit a Preliminary Application. The City will review the completeness of the Preliminary Application within 30 days. If a written determination is not made within the 30-day period, the application together with the submitted materials shall be deemed complete for purposes of SB 330. If the Preliminary Application is deemed complete, the applicant will be subject to the applicable development regulations and fees in place at the time of submittal. The applicant must submit a complete development permit application, including all required materials necessary to process the permit, **within 180 days of submittal** of a Preliminary Application. If no subsequent development permit application is submitted within the allotted time frame, the Preliminary Application shall expire.

The density and floor area of a proposed project may be revised between the submittal of a Preliminary Application and submittal of a complete development permit application. However, if the number of units or floor area is revised by more than 20 percent, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, the proposed development project shall not be deemed to have submitted a Preliminary Application that satisfies these requirements until the applicant resubmits the information in the checklist so that it reflects the revisions.

### Preliminary Application Checklist

The following table describes materials required for a complete Preliminary Application. All materials must be provided in order for the City to accept the Preliminary Application. A determination of whether an application is complete will be made following review of the submitted application materials. Please check off all materials and requested information as they are provided.

Item	Description/Requirement
Application Form	<p>Please fill out all information on the application form and ensure the form has been “wet signed” by both the applicant and the property owner.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/building/development-permit-application-201608_201608181105356134.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/building/development-permit-application-201608_201608181105356134.pdf</a></p> <p>Complete_____</p>
Project Description Letter	<p>Please include the following information in the letter:</p> <ul style="list-style-type: none"> <li>• Project description_____</li> <li>• Proposed number of units_____</li> <li>• Existing number of residential units proposed to be demolished, whether each unit is currently occupied, and if so, whether units are deed restricted or occupied by lower or very low income households within the past five years. (If applicable) _____</li> <li>• Number of proposed Below Market Rate (BMR) units and their affordability levels_____</li> <li>• The number of bonus units and any incentives, concessions, waivers, or parking reductions requested_____</li> <li>• Any requested approvals under the Subdivision Map Act (parcel map, tentative map, condominium map, etc.) _____</li> </ul> <p>Complete_____</p>
Project Data Sheet	<p>Please include the project location (address, parcel number, and legal description), existing and proposed uses, and all applicable development standards.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/data-sheet-for-projects_201402101542375801.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/data-sheet-for-projects_201402101542375801.pdf</a></p> <p>Complete_____</p>

<p>Full Boundary and Topographic Survey</p>	<p>The survey will be used to identify any recorded easements on the property. Please review the survey requirements and include all requested information on the survey. In particular, note that it must be a field-based boundary survey, with a note to that effect on the document itself. The survey may be used in lieu of a separate existing site plan if it denotes the proposed alterations to the site, e.g. demolition of existing buildings.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/boundary-and-topographic-survey-requirement-criteria.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/boundary-and-topographic-survey-requirement-criteria.pdf</a></p> <p>Complete ____</p>
<p>Existing Site Plan</p>	<p>Please identify major physical alterations to the property, e.g. structures to be demolished, structures to remain, etc. Please note that a separate boundary and topographic survey may be requested to verify the location of existing easements.</p> <p>Complete ____</p>
<p>Proposed Site Plan</p>	<p>Please review the Application Submittal Guidelines for guidance on site plan requirements.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/application-submittal-guidelines-202008_202008171749206397.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/application-submittal-guidelines-202008_202008171749206397.pdf</a></p> <p>Complete ____</p>
<p>Floor Plans and Floor Area Diagrams</p>	<p>Please provide floor plans and demonstrate the total square footage of the project. For mixed-use projects, clearly differentiate between residential and non-residential square footage. Shared spaces in mixed-use projects (e.g., corridors and elevator/stairs) should be allocated per the proportional square footage of the uses that utilize the shared space. Please review the Floor Area and Building Coverage Diagram handout for guidance.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/building/floor-area-and-building-coverage-diagrams_201409181552550789.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/building/floor-area-and-building-coverage-diagrams_201409181552550789.pdf</a></p> <p>Complete ____</p>

<p>Architectural Elevations</p>	<p>Please include the design, color, materials and height of each proposed building. Please review the Application Submittal Guidelines for guidance on elevation requirements.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/application-submittal-guidelines-202008_202008171749206397.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/application-submittal-guidelines-202008_202008171749206397.pdf</a></p> <p>Complete ____</p>
<p>Environmental Information Form for Preliminary Applications</p>	<p>Complete the Environmental Information Form for Preliminary Applications and attach it to this checklist. This form does not fulfill environmental review requirements under CEQA and additional environmental analysis may be required after a complete application is submitted.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/building/environmental-information-form_201407141310434295.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/building/environmental-information-form_201407141310434295.pdf</a></p> <p>Complete ____</p>
<p>Historical Evaluation</p>	<p>Complete the Request for Historical Resource Evaluation worksheet.</p> <p><a href="https://menlopark.gov/files/sharedassets/public/community-development/documents/building/historical-evaluation-form-2015_201508201225097807.pdf">https://menlopark.gov/files/sharedassets/public/community-development/documents/building/historical-evaluation-form-2015_201508201225097807.pdf</a></p> <p>If it is determined that a site-specific historic resources study is required, the study shall be prepared by a qualified architectural historian meeting the Secretary of the Interior’s Standards for Architecture or Architectural History. At a minimum, the study shall consist of a records search of the California Historical Resources Information System, an intensive-level pedestrian field survey, an evaluation of significance using standard National Register Historic Preservation and California Register Historic Preservation evaluation criteria, and recordation of all identified historic buildings and structures on California Department of Parks and Recreation 523 Site Record forms. The study shall describe the historic context and setting, methods used in the investigation, results of the evaluation, and recommendations for management of identified resources. If applicable, the specific requirements for inventory areas and documentation format required by certain agencies, such as the Federal Highway Administration and California Department of Transportation (Caltrans), shall be adhered to.</p> <p>Complete ____</p>

Cultural Resources	<p>Attach a description of any cultural resources known to occur on the property. A registered archaeologist may provide a survey of known cultural resources or analysis of potential cultural resources that may occur on the property. Please note that consultation with Native American tribes with historical ties to the Menlo Park area may be required. Please contact the Menlo Park Planning Division for more information.</p> <p>Complete _____</p>
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