



**SB 330 PRELIMINARY APPLICATION FORM**

**PURPOSE:** Pursuant to Section [65941.1](#) of the Government Code (approved as part of Senate Bill 330, also known as the Housing Crisis Act of 2019), the City is required to accept a Preliminary Application for a Housing Development Project, as defined in Government Code Section 65905.5(3), so long as the application includes the payment of the City’s processing fee, if applicable, and the information required by State Law. Although this Preliminary Application is not required for housing development projects, an agency must accept it if submitted. This law sunsets on January 1, 2030.

The submittal of a complete SB 330 Preliminary Application allows the project to:

- Vest, or “lock in” zoning rules and development standards at the time a complete application is submitted. These vesting rights do not apply to changes in State law or to changes in building code.
- Limits the number of hearings on a project to a maximum of five (5).

Submittal of all the information listed and payment of the permit processing fee, if applicable, freezes fees and development standards as of the date of submittal. After submitting this Preliminary Application to the local agency, an applicant has 180 days to submit a full application or the Preliminary Application will expire.

The Preliminary Application shall be deemed to have been submitted if the applicant has submitted the following information (and where necessary, has substantiated the information with exhibits):

**PROJECT LOCATION**

The specific location, including parcel numbers, a legal description, and site address, if applicable.

Street Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

Assessor’s Parcel Number(s): \_\_\_\_\_

Legal Description (Lot, Block, Tract) \_\_\_\_\_ Included as attachment? YES  NO

**EXISTING USES**

The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.



**SITE PLAN**

A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied.

Attached?      YES    NO

**ELEVATIONS**

Elevations showing design, color, material, and the massing and height of each building that is to be occupied.

Attached?      YES    NO

**PROPOSED USES**

The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.

**RESIDENTIAL DWELLING UNIT COUNT:**

Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

**Other notes on units:**



**FLOOR AREA**

Provide the proposed floor area and square footage of residential and nonresidential development, by building (attach relevant information by building and totals here):

	Residential	Nonresidential	Total
Floor Area (Zoning)			
Square Footage of Construction			

**PARKING**

The proposed number of parking spaces: \_\_\_\_\_

Residential: \_\_\_\_\_

Commercial: \_\_\_\_\_

**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:

**SUBDIVISION**

Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, or a condominium map?

YES  NO

If "YES," please describe:



**POLLUTANTS**

Are there any proposed point sources of air or water pollutants?

YES  NO

If "YES," please describe:

**EXISTING SITE CONDITIONS**

Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing			
To Be Demolished			

**ADDITIONAL SITE CONDITIONS**

a. Whether a portion of the property is located within any of the following:

i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178?

YES  NO

ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?

YES  NO

iii. 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

iv. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by 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, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2?

YES  NO

vi. 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?

YES  NO

If "YES" to any, please describe:

b. Does the project site contain historic and/or cultural resources?

YES  NO

If "YES," please describe:

c. Does the project site contain any species of special concern?

YES  NO

If "YES," please describe:



d. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?

YES  NO

If "YES," please describe:

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 Fish and Game Code? Provide an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

YES  NO

If "YES," please describe and depict in attached site map:

**PROJECT TEAM INFORMATION**

The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.

Primary Contact for Project:  Owner  Applicant  Agent/Representative  Other

Applicant's Name \_\_\_\_\_ Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Are you in escrow to purchase the property? YES  NO

Property Owner of Record  Same as applicant  Different from applicant



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Owner Name (If different from Applicant) \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Letter of Authorization/Consent attached to Application **or**

Property Owner's Affidavit signed below

*Optional: Agent/Representative Name*

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

*Optional: Other (Specify Architect, Engineer, CEQA Consultant, etc.)*

Name \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER'S AFFIDAVIT**

I, \_\_\_\_\_ hereby certify that I am the property owner of the above-described property. I hereby declare under the penalty of perjury, that the facts, statements and information presented in this document are true and correct to the best of my knowledge and belief. I acknowledge and agree that the City of Burbank is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits.

Signature \_\_\_\_\_

Date \_\_\_\_\_



City of Burbank  
Planning Division

## Indemnification Agreement

150 North Third Street  
Burbank, CA 91502  
[www.burbankca.gov](http://www.burbankca.gov)  
T: 818-238-5250  
E: [Planning@burbankca.gov](mailto:Planning@burbankca.gov)

TO ALL APPLICANTS: This must be submitted with your application.

### Indemnification Agreement:

I, the Applicant, including my successors and assignees, hereby agree to defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, and City Council from any claim, action or proceeding brought against the City, its agents, officers, employees, agencies, boards, commissions, or City Council to attack, set aside, void or annul an approval of the subject application or related decision, including, but not limited to, the processing or adoption of any environmental documents or determinations under the California Environmental Quality Act or National Environmental Policy Act. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and any other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be applied.

Property Owner Signature  
(must be original wet signature):

Applicant Signature  
(must be original wet signature):

Date:

Date:

*Note: Pursuant to Burbank Municipal Code (BMC) 10-1-19401 this duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, commissions, or City Council shall apply even if the applicant fails or refuses to enter into the indemnification agreement.*