



# City of Moorpark

## Housing Crisis Act of 2019 – SB 330

### Preliminary Application

#### Community Development Department

Please submit this application in person, along with the required submittal materials.  
**Incomplete applications will not be accepted.**

**PURPOSE**

This form serves as the Preliminary Application for projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019.

**GENERAL INFORMATION REGARDING SB 330**

An applicant for a housing development project, as defined Government Code Section 65589.5(2)(h), shall be deemed to have submitted a preliminary application upon providing all of the following information about the proposed project to the agency from which approval for the project is being sought and upon payment of the permit processing fee.

Although this Preliminary Application is not required for housing development projects, an agency must accept it if submitted. Agencies may customize this application if the revised form includes all 17 provisions as required by The Housing Crisis Act. The Preliminary Application must be made available in print and on the agency’s website.

Agencies may only request the statutorily required information in the preliminary application. An applicant has 180 days to submit a full application following receipt of a complete and compliant preliminary application by the agency.

**Note: The Housing Crisis Act (SB 330) does not apply to a housing development projects located within a Very High Fire Hazard Severity Zone, as designated by the Director of Forestry and Fire Protection. To find out if your project location is located in a very high fire hazard severity zone, review the map online at <https://osfm.fire.ca.gov/media/6020/moorpark.pdf>**

Note: CEQA standards apply.

**A. SITE INFORMATION**

**1. PROJECT LOCATION**

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

Legal Description (Lot, Block, Tract) \_\_\_\_\_

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

**Submittal Date Stamp\*:**

  
  
  
  
  
  
  
  
  
  

**Project Name:**

\_\_\_\_\_

**Permit Number:**

\_\_\_\_\_

A complete and compliant Preliminary Application submittal freezes fees and development standards as of this date, unless exceptions triggered, per GC Sec. 65889.5(o)

**2. EXISTING USES** – Describe in detail the existing uses on the project site and any major physical alterations to the property on which the project is to be located.

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**B. PROPOSED PROJECT**

**3. SITE PLAN** – Provide a site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied and elevations showing design, color, material, and the massing and height of each building that is to be occupied.

Attached? YES  NO

**4. 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.

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

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b. **RESIDENTIAL DWELLING UNIT COUNT:**

Please indicate the number of dwelling units proposed as well as a breakdown of levels by affordability set by each income category (HCD or HUD).

|                                  | Total | HCD | HUD |
|----------------------------------|-------|-----|-----|
| 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               |       |     |     |
| Total No. of Affordable Units    |       |     |     |
| Total No. of Density Bonus Units |       |     |     |

Other notes on units:

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**5. FLOOR AREA** - Provide the proposed floor area and square footage of residential and nonresidential development:

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

**6. OFF-STREET PARKING** - The proposed number of off-street parking spaces.

**Automobile Parking**

| Residential | Nonresidential | Total Automobile Parking |
|-------------|----------------|--------------------------|
|             |                |                          |

**Bicycle Parking**

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

**7. 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:

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**8. 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, a condominium map, a lot line adjustment, or a certificate of compliance?

YES  NO

If "YES," please describe:

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**9. POLLUTANTS** – Are there any proposed point sources of air or water pollutants?

YES  NO

If "YES," please describe:

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**10. 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, if applicable.

|                  | Residential Units | Occupied Residential Units | Unoccupied Residential Units |
|------------------|-------------------|----------------------------|------------------------------|
| Existing         |                   |                            |                              |
| To Be Demolished |                   |                            |                              |

**11. ADDITIONAL SITE CONDITIONS** –

a. Identify whether the project site is located wholly or partially 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 Government Code 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 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 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

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

YES  NO

If "YES," please describe and depict on the site plan:

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- c. Does the project site contain any species of special concern, such as special status flora or fauna, protected trees, or wildlife?

YES  NO

If "YES," please describe and depict on the site plan:

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- 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 and depict on the site plan:

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- 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 and 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 on the site plan:

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**12. COASTAL ZONE** - For housing development projects proposed to be located within the coastal zone, whether any portion of the property contains any of the items listed below. If "YES", please identify these features on the site plan.

- a. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.

YES  NO

- b. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.

YES  NO

- c. A tsunami run-up zone.

YES  NO

- d. Use of the site for public access to or along the coast.

YES  NO

**13. 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.

**Applicant's Name** \_\_\_\_\_

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

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

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you in escrow to purchase the property? YES  NO

**Property Owner of Record**       Same as applicant       Different from applicant

Name (If different from applicant) \_\_\_\_\_

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

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Optional: Agent/Representative Name** \_\_\_\_\_

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

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

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

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

Name \_\_\_\_\_

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

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

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Primary Contact for Project:  Owner     Applicant     Agent/Representative     Other

**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 to 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 1-3 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 local 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.

1. I hereby certify that I am the owner of record of the herein previously described property located in \_\_\_\_\_ 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.
2. I hereby consent to the filing of this Preliminary Application on my property for processing by the Community Development Department for the City of Moorpark \_\_\_\_\_ 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 percent 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 \_\_\_\_\_ within 180 days of the date that the Preliminary Application is deemed complete.
3. 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**APPLICANT AFFIDAVIT**

A separate signature from the applicant, whether or not they are the property owner, attesting to the following is required before the Preliminary Application can be accepted.

1. I hereby certify that the information provided in this Preliminary Application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
2. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this Preliminary Application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
3. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
4. I understand that if this Preliminary Application cannot be deemed complete, there is no refund of fees paid.
5. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
6. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this Preliminary Application and any accompanying documents are true and correct, with full knowledge that all statements made in this Preliminary Application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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