



SUBMITTAL REQUIREMENTS & CHECKLIST FOR SB 330 PRELIMINARY HOUSING DEVELOPMENT APPLICATION

Community Development Department, Planning Division

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General Application Submittal Information

Senate Bill 330- Housing Crisis

California Senate Bill 330, “The Housing Crisis Act of 2019”, was signed into law and became effective January 1, 2020. The bill establishes a statewide housing emergency to be in effect until January 1, 2025. Senate Bill 330 provides eligible housing development projects seeking discretionary approval enhanced streamlining and an optional vesting opportunity, through a process initiated by filing a Preliminary Housing Development Application. A housing development project shall be subject only to the ordinances, policies, and standards adopted and in effect when a Preliminary Housing Development Application was submitted and upon payment of the processing fee. A housing development project must consist of any of the following in order to be considered for Preliminary Application submittal:

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

The Preliminary Housing Development Application checklist is designed to help you prepare a complete application. The Preliminary Housing Development Application must be filed with the Planning Division prior to filing an application requesting approval of any discretionary action. It is important that your application contain complete and accurate information.

Once your completed application form and related materials are submitted to the Community Development Department, a case planner will be assigned to your project. The case planner is responsible for coordinating the processing of your project and will work with you during each step of the process. We will make every effort to process your application as expeditiously as possible. You will typically receive a written confirmation on the status of your application within 30 days from the date of your initial submittal.

After submitting a complete Preliminary Housing Development Application to the local agency, an applicant has 180 days to submit a full application requesting approval of a discretionary action or the Preliminary Application will expire.

Section 1: Required for all SB 35 submittals

- 1. Standard Application Form.
- 2. Project Description Form, Project Contact List Form, and Project Owner’s Authorization Form.
- 3. Environmental Information Form.
- 4. Residential Summary Table.
- 5. **HCD SB 330 Preliminary Application Form.**
- 6. **Four (4) sets of the developmental plans, FOLDED** (see Section 4), to be reviewed by staff for completeness and accuracy of filing. All plan sets shall be collated, stapled, and folded to the size of 8” x 13” for each set of plans. **ALL PLANS ARE TO BE FOLDED, BY THE APPLICANT, PRIOR TO SUBMITTAL.**

- 7. Supplemental Materials and Information listed under Section 5.
- 8. **One (1) flash drive with complete digital submittal packet AND plans (files smaller than 12.5 mb are acceptable as PDF attachments, larger files must be sent via a google link, dropbox link or similar service). DO NOT embed a google link.**
- 9. Filing Fees (see Section 2).
- 10. Legal description of Properties, a Title Insurance Report not more than 90 days old.
- 11. Color and material sample board to the size of 8½" x 11." Identify manufacturer name, product, style and other information on the sample board. Cutouts from product brochure/catalog are acceptable.

SECTION 2: FILING FEES

Contact the Planning Division to determine which fees are applicable

- Site Plan Review (Major)See current fee list
- Public Works – Engineering, Environmental Services SectionSee current fee list
- Los Angeles County Fire Department Review:
 - Single Family Residential
 - Commercial/Industrial/Multi-Family Residential
 - Subdivision

SECTION 3: PLAN PREPARATION REQUIREMENTS

Plans not conforming to these requirements will not be accepted for processing

- 1. All plans should be drawn on uniform size sheets no greater than 24" x 36".
- 2. All site and landscape plans should be drawn to an engineering scale no smaller than 1":40' and no smaller than 1":40' for Grading Plan. All elevations should be drawn to an architectural scale no smaller than ¼" = 1'.
- 3. All required plans shall be collated and stapled together as an individual development package set; each set shall be folded to size of 8" by 13" and secured with a rubber band .
- 4. All plans should be clear, legible and accurately scaled.
- 5. All plans should be clearly labeled with the sheet title, project name and project location.
- 6. All plans need to contain a north arrow, a scale clearly labeled and a legend identifying any symbols.
- 7. Each set of plans shall have the following sequence of development plans:
 - a) Title Sheet
 - b) Subdivision Map (if applicable)
 - c) Detailed Site Plan
 - d) Conceptual Landscape and Irrigation Plans
 - e) Conceptual Grading Plans
 - f) Building Elevations
 - g) Floor Plans
 - h) Roof Plans
- 8. A one-sheet index map should be provided when a plan cannot contain the entire project on a single sheet.
- 9. Existing versus proposed improvements must be clearly identified and all items may not apply to all projects.

SECTION 4: CONTENTS OF DEVELOPMENT PLANS

The items listed below are considered a minimum; additional information may be necessary for clarification during the review process

- A. Title Sheet.** Include project name, location, assessor's parcel numbers, prior development approvals, and table of contents listing all the plan sheets with content, page numbers, and date prepared. Include a vicinity map

showing north arrow, the location and boundaries of the project, major cross streets and the existing street pattern in the vicinity with the following information: General Plan Designation and Zoning Classification.

- B. Tentative Subdivision Maps.** Tentative subdivision maps shall be drawn to an engineering scale no smaller than 1"=40' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:

- Graphic scale and north arrow.
- Name, address and phone number of the applicant, engineer and/or architect, all applicable utility agencies, as well as any soils engineers or geologist whose services were utilized in the preparation of the project.
- The date map was prepared, including any subsequent revision dates.
- Vicinity map showing the precise location of the project.
- All boundary lines of the project site, proposed lots or parcels, and all adjacent (abutting) properties.
- Location of all existing structures on adjacent properties, including storage areas, landscape areas, parking lots and driveways.
- Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater.
- Indicate whether the trees are to be preserved in place, relocated or removed.
- Existing land uses and zoning on all adjacent properties.
- A summary to appear as notes on the map, as follows:
 1. Adjusted gross and net acreage
 2. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions)
 3. Minimum and average net lot area
 4. Minimum lot dimensions (width and depth) for interior and corner lots
 5. Assessor's parcel number
- Proposed building pad elevations, and existing and proposed ground contours. Existing contour should extend a minimum of 50-feet past the map boundary.
- Surface watercourses and land subject to inundation.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- Existing and proposed adjacent rights-of-way (both public and private), alleys and easements, including all curve data and street grades.
- Typical cross sections of all streets, alleys and easements, including railroads.
- Nearest cross streets on both sides of the project site, with plus or minus distances from the site.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- If the map is to be phased, indicated the limits of the phasing. All projects phasing must be disclosed at the time of initial application submittal and review. A phased map which is not disclosed "up-front" will require the filing of a supplemental application ("Modification"), with appropriate fees to defray cost associated with additional City review and expenses.

- C. Detailed Site Plans shall include the following.** Detailed Site Plan shall be drawn to an engineering scale no smaller than 1"=40' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:

- Name, address and phone number of the applicant, engineer and/or architect.
- The date the plan was prepared, including any subsequent revision dates.
- Property lines and lot dimensions.
- Location of all existing structures on the project site and on adjacent properties for a distance of 100-feet beyond the project site, including storage areas, landscape areas, parking lots and driveways.

- Show Internal circulation pattern for pedestrian and vehicular access, showing service areas, points of ingress and egress, and truck turning radii where applicable.
- Show all off-street parking and loading areas, ADA parking, indicating exact location, number and typical dimensions of spaces and drive aisles.
- Setbacks/distance of buildings and structures from property lines and each other.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- All driveway locations, to scale, on adjacent properties and properties located across the street, for a distance of 100 feet beyond the project site and across the street.
- Existing and proposed curbs, gutters, sidewalks and paving widths within 100-feet of the project site and across the street.
- Existing and proposed adjacent rights-of-way (both public and private), alleys and easements.
- Typical cross sections of all streets, alleys and easements, including railroads.
- Existing median islands within 100 feet of the project site, if applicable.
- Nearest cross streets on both sides of the project site, with plus-or-minus distances from the site.
- Location and dimension of outdoor storage areas, trash enclosures and mechanical service areas.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).

You must contact SCE to confirm location of transformer. Planning Division requires written confirmation from SCE of approved location of transformer when applicant submits Formal Application.

- A summary table:
 1. Adjusted gross and net acreage
 2. Gross floor area per building and total floor for all buildings
 3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions)
 4. Lot coverage ratio (percentage of site covered by buildings or structures)
 5. Landscape coverage ratio (percentage of lot covered by landscaping)
 6. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable)
 7. Required and proposed number of parking spaces (covered and uncovered, as applicable)
- If the project is to be phased indicate the limits of the phasing. All projects phasing must be disclosed at the time of initial application submittal and review. A phased map that is not disclosed up front will require the filing of a supplemental application (“modification”), with appropriate fees to defray costs associated with additional City review and expenses.

D. Conceptual Landscape Plans shall include the following. Landscape plans shall be drawn to an engineering scale no smaller than 1”=40’ with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:

- All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
- A comprehensive legend that include the botanic and common name for trees, shrubs, ground cover and vines, the number, the proposed size and the planting distance.
- Location of proposed plants and indicate the function of plants i.e. street tree, accent tree, parking lot and canopy tree, screening hedge, etc.
- Location of existing trees, indicate the species and size of the trees, and indicate whether the trees are to be preserved in place, relocated or removed.
- Street trees, light standards, parkway treatments.
- Location and type of all passive and active recreation equipment or amenities, or outdoor equipment provided for employee welfare (benches, tables, etc.).
- Line of Sight.

- Walls or fences and their materials.
- Plazas, sidewalks or other hardscape elements such as paving material or rock-scape, water element and public art.

- E. Conceptual Grading Plan shall include the following.** Conceptual Grading plans shall be drawn to an engineering scale no smaller than 1"=40' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:
 - A **HYDROLOGY/GRADING REPORT** will be required for those development projects that would result in an increase in storm water run-off as specified by the City Engineer. A hydrology analysis showing existing and proposed storm flows for a 25-year storm frequency (50-year if SUSMP Conditions) to Los Angeles County Modified Rational Methodology.
 - Proposed grading – structures, curbs, walls (height), gutters, pavement drainage structures, swales, mounding, slopes, open space, and trails.
 - The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
 - Proposed items shall be designated with solid lines and existing items with short dashes or screened.
 - Location of existing trees, indicate the species and size of the trees, and indicate whether the trees are to be preserved in place, relocated or removed.
 - Existing grading – same as for proposed grading, except shall be screened as a background for the proposed grading information.
 - Structures – footprints, pad and floor elevations, retaining walls, stem walls, etc.
 - Cross-sections at all site boundaries shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets.
 - Sections shall be drawn where the adjacent property is affected to the greatest extent.
 - Separate cut and fill areas with a clearly identified line.
 - Easements, property lines, rights-of-way.
 - Natural areas to preserved (undisturbed – no grading).
 - Parkway culverts where drainage is directed to streets, except for single family residences.
 - Provide all wall and retaining wall height, both existing and proposed with top and footing elevations.
 - Location, elevation, and size of proposed building pads.
 - Low Impact Development (LID). Any new development and significant redevelopment projects must address the quality and quantity of storm-water runoff through the incorporation of permanent (post-construction) best management practices (BMPs) in project design. Provide a separate Preliminary Storm Water Pollution Prevention Plan (SWPPP) and Standard Urban Storm Water Mitigation Plan (SUSMP). The purpose is to prevent and control the discharge of pollutants to the storm-drain system and the receiving waters. Examples of best management practices may include but are not limited to infiltration basin/trench and its size, bio-retention and its size, water quality inlets, etc. Show the proposed types of facilities used for the project site. **(CMC Section 8.50)**
 - Streets – existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.
 - Existing and proposed sewers or other method of sewerage .
 - Existing and proposed domestic water.
 - Indicate location of benchmark(s).
 - Line of sight.
 - All sheets must have the Geotechnical Engineer and Civil Engineer's California registration seal and original signature prior to plan submittal.

- Cut and fill quantities, exclusive of street quantities in cubic yards. These shall also be placed on the plan cover sheet in addition to submittal by letter.
 - Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains.
 - Provide dimensions, elevations, or proposed contours to be achieved by the grading.
 - Show side yard and rear yards swale.
 - Show the actual setbacks (property line to structure and all distance between structures).
 - Provide cross-sections along the property perimeter and typical interior lots.
 - Provide percent of slope for driveways.
 - Total existing impervious area (square feet), total new impervious area (square feet) and total removal and replacement of impervious area (square feet).
- F. Building Elevations shall include the following.** Building elevations shall be drawn to an architectural scale no smaller than 1/8" to 1' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:
- Illustrative elevations of all sides of all buildings and structures. "Illustrative" building elevations means drawn with shadows to give depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars or people – place them behind or on the side.
 - Conceptual uniform sign program (location, size, type) for commercial development.
 - Illustrative elevations of all walls and/or fences.
 - Illustrative cross sections and enlargements or architectural elements or details as needed.
 - All exterior building materials shall be clearly labeled on each sheet of elevations.
 - Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas.
 - All building elevations shall be fully dimensioned and the plan shall be of sufficient size to show architectural detail.
 - All sides of existing and proposed structures.
 - Indicate vertical dimensions and all proposed materials, textures and finishes.
- G. Floor Plans shall include the following.** Floor plans shall be drawn to an architectural scale no smaller than 1/8" to 1' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:
- Fully dimensioned floor plans.
 - Show the locations of all existing and proposed walls and partitions, and the use of all rooms and areas.
 - Show the location of permanent fixture and stationary equipment.
 - Show placement of wall mounted equipment such as but are not limited to tankless water heaters, EV chargers and storage equipment, storage of trash barrels, placement of washer and dryers, etc.
- H. Roof Plan.** Roof plans shall be drawn to an architectural scale no smaller than 1/8" to 1' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:
- Show locations of roof mounted equipment, solar panels, and/or roof projections.
 - Cross sections to demonstrate the roof parapet can screen the roof mounted equipment and/or projections.

Section 5: Supplementary Materials and Information:

- Supplementary materials and information that may be required are listed below. You are encouraged to discuss your proposed project with Planning/Engineering Division staff prior to submission of your application for City review and action to determine whether the submission of additional materials and information is necessary. Provide 1 hard copy and 1 digital format for any submission of supplemental materials and information.

- A BIOLOGICAL REPORT (Raptor Study)** shall be required for removal of existing trees. (Migratory Bird Treaty Act)
- An ARBORIST REPORT** shall be required for removal of any Oak trees. (Covina Municipal Code 17.83)
- A PHASE I Report shall** be required for demolition of the existing site improvements and structures.
- A TRIBAL RESOURCE REPORT AND CONSULTATION WITH NATIVE AMERICAN TRIBE AFFILIATED WITH COVINA** shall be required. (California AB 52 and SB 18)
- A CULTURAL RESOURCE REPORT** shall be required if existing structure(s) on project site is more than 50 year of age, or the project site contributes to the significance of an historic area.
- AFFORDABLE HOUSING PLAN** shall be required to demonstrate compliance with the 50% affordable units.
- OBJECTIVE DESIGN STANDARDS CONSISTENCY REPORT** shall be provided in the format of a chart or table demonstrating compliance with applicable objective development and design standards.