



# SB 35 PRELIMINARY APPLICATION CHECKLIST

Date Stamp Received:

Please submit the following items to the Planning Division for preliminary review of a proposed streamlined ministerial project pursuant to Senate Bill 35 (SB 35). Consistent with Assembly Bill 168 (AB 168), the City will initiate tribal consultation with California Native American Tribes within 30 days of submission of an SB 35 preliminary application. The following are required items to submit for a Preliminary Application.

| Item Provided            | All application items are to be provided in electronic PDF format.   |
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| <input type="checkbox"/> | <p><b>1. APPLICATION FORM.</b> A completed Application Form, including property owner(s) and applicant contact information and property owner consent signature. Form is available online at: <a href="http://www.mountainview.gov/planningforms">www.mountainview.gov/planningforms</a>.</p>  |
| <input type="checkbox"/> | <p><b>2. WRITTEN PROJECT DESCRIPTION.</b> A written summary of the project which includes a description of:</p> <ul style="list-style-type: none"> <li>• Proposed alterations to the project site, including major physical alterations to the property on which the project is to be located;</li> <li>• Existing land uses on the project site; and</li> <li>• Any requested approvals under the Subdivision Map Act, including, but not limited to, a parcel map, or a condominium map.</li> </ul>  |
| <input type="checkbox"/> | <p><b>3. PROJECT PLANS.</b> Provide a plan set in a single, flattened/compressed PDF file not exceeding 125 MB. The plan set must include:</p> <p><b>A. Project Information</b></p> <ul style="list-style-type: none"> <li>• List project site address(es), including unit/space number;</li> <li>• List Assessor’s Parcel Number(s);</li> <li>• Total number of proposed residential units;</li> <li>• Total approximate square footage of each building to be occupied by land use (per unit/tenant space/floor/building, and combined total). Separately list residential and nonresidential development; and</li> <li>• Proposed number of parking spaces.</li> </ul> <p><b>B. Site Plan</b></p> <ul style="list-style-type: none"> <li>• Location of all structures on the project site; and</li> <li>• Location of any recorded public easement, such as storm drains, water lines, or public rights-of-way.</li> </ul> <p><b>C. Elevations</b></p> <ul style="list-style-type: none"> <li>• Show the proposed building(s) design, color, and material; and</li> <li>• Massing and height of each building to be occupied.</li> </ul> <p><i>For Reference:</i> The City measures height of wall-plate from adjacent grade and total height measured from top of existing/planned curb.</p> |
| <input type="checkbox"/> | <p><b>4. A LEGAL PROPERTY DESCRIPTION.</b></p>   |

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| <input type="checkbox"/> | <p><b>5.</b> Identify the number of proposed <b>BELOW MARKET RATE UNITS</b> and their affordability levels. Also include, if applicable, the number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Government Code Section 65915.</p> <p>Also, provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.</p> <p><i>For Reference:</i> To confirm a project’s compliance with the City’s affordable housing requirements (which includes the information listed above), City staff encourages all applicants to complete the Affordable Housing Compliance Plan worksheet, which is available online at <a href="http://www.mountainview.gov/planning">www.mountainview.gov/planning</a>.</p> |
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**Please indicate “Yes” or “No” to whether any of the following conditions affect the project site. If “Yes,” provide documentation or information of the condition, sources, species, or resource.**

| Yes or No  |   |
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| <input type="checkbox"/> <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/> | <p><b>7. ENVIRONMENTAL INFORMATION</b> and documentation of any conditions on, or which may affect, the project site as listed below:</p> <p>A. Any proposed point sources of air or water pollutants.</p> <p>B. Any species of special concern known to occur on the project site.</p> <p>C. Whether the project site is located wholly or partially within any of the following:</p> <ul style="list-style-type: none"> <li>• A very high fire hazard severity zone as determined by the Department of Forestry and Fire Protection.</li> <li>• Wetlands as defined by U.S. Fish and Wildlife.</li> <li>• A hazardous waste site designated by the Department of Toxic Substances Control.</li> <li>• A special flood hazard area subject to inundation by the one percent (1%) annual chance of flood (100-year flood) as determined in official maps published by FEMA.</li> <li>• A delineated earthquake fault zone as determined and published by the State Geologist, unless the development complies with the applicable seismic protection building code standards adopted by the California Building Standards Commission and by any local building department.</li> <li>• A stream or other resource which may be subject to a streambed alteration agreement per the Fish and Game Code; and a site map and an aerial site photograph showing existing site conditions of environmental site features subject to regulations by a public agency, including creeks and wetlands.</li> </ul> |

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| <input type="checkbox"/> <input type="checkbox"/> | <p><b>8.</b> Any <b>HISTORIC OR CULTURAL RESOURCES</b> known to exist on the property.</p> |
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## ADDITIONAL MATERIALS AND INFORMATION

City staff strongly encourages applicants to submit additional information during the SB 330 Preliminary Application to get early feedback on compliance with other City requirements in preparation for a formal application. The items and information requested below are optional to provide with an SB 330 Preliminary Application.

### 9. ADDITIONAL PROJECT INFORMATION

A written summary included in the written project description:

- The design concept.
- Sustainable aspects of the project.
- Existing land uses and operations (e.g., hours of operation, number of employees/ customers).

### 10. PHOTOGRAPHIC DISPLAY

Color photographs of the project site and the relationship of the proposed project to adjacent buildings and surrounding neighborhood.

### 11. PROJECT PLANS

Plan sets must show:

#### A. Vicinity Map

- Small schematic map of the project site location within the City (one-half-mile radius).
- Small schematic map showing transit links and distance to nearest nodes (e.g., bus stops, train station, bike lanes, etc.).

#### B. Additional Project Information

Include on cover sheet or subsequent sheet:

- Proposed construction and occupancy type(s) as defined in the Building Code.
- Current zoning and General Plan Designations.
- Lot area.
- Site coverage (if required by zoning).
- Floor area ratio (FAR) calculation.
- Common usable open space area (total area in square feet with area dimensions and percentage of site area).
- Private usable open space area (square feet of private balcony/patio areas per unit and combined total).
- Storage areas in square feet, including personal storage per unit.
- Pavement coverage (as percentage of site area, if applicable).

### C. Additional Site Plan Information

Include site plans showing existing and proposed site conditions, with the following:

- Scale and graphic scale.
- North arrow (orient all sheets in the same direction).
- Dimensioned property lines, including any underlying lot lines.
- Adjacent streets (labeled with street names), buildings, and uses.
- Openings on adjacent buildings.
- Dimensioned parking area, parking stalls, driveways/drive aisles, and pathways/paseos/sidewalks.
- Zoning setback lines (dashed with labeled distance from property line).
- Site contours and topography.
- Trash, recycling, and equipment enclosures (label proposed containers or related equipment and interior dimensions).
- Creeks or waterways on, adjacent to, or within 50' of the project site with "top of bank" indicated.

### D. Neighborhood Context

Show project in context to its surroundings with streetscape elevations, photographs, and/or building section sketches showing the proposed project and adjacent properties on each side of the project site.

### E. Floor Plans

Submit sufficient floor plans:

- To indicate how the interior of the building affects the exterior design, particularly window and door placement, required emergency exits, space usage, stairs, elevators, etc.
- Graphic illustration showing how floor area was calculated per unit, tenant space, or floor (note areas excluded from FAR).
- Dimensioned parking garage(s), if applicable.

**F. Schematic Landscape Plan**

- Include the following tree information on a site plan(s) with building(s) footprint:
  - Existing tree locations, species, size (provide circumference at 54" above natural grade), and drip line area.
  - Existing trees on neighboring properties that overhang the project site.
  - Label existing designated Heritage trees and City street trees.
  - New tree locations, species, and box size (e.g., 24", 36").
  - Label all trees and vegetation proposed to be removed, retained, relocated, and/or planted.
- Conceptual layout and dimensions of common usable open space and private open space with amenities labeled.

**G. Parking Layout and Circulation**

- Fully dimensioned parking plan with location and number of vehicular and bicycle parking spaces, and dimensioned driveway aisles and parking stalls. Show traffic flow and points of entry/exit with arrows.
- Conceptual pedestrian, bicycle, and vehicular circulation plan, including emergency access and trash service.

**11. Complete the following worksheets on the CITY'S AFFORDABLE HOUSING AND TENANT RELOCATION REGULATIONS, available online at [www.mountainview.gov/planningforms](http://www.mountainview.gov/planningforms):**

- An **AFFORDABLE HOUSING COMPLIANCE PLAN** for projects which include new housing development. If applicable, include a density bonus letter identifying the proposed density bonus, number of bonus units and affordability levels, and requested incentives, concessions, waivers, or parking standards with graphic illustrations from plan set to support the requests.
- A **TENANT RELOCATION ASSISTANCE COMPLIANCE PLAN** for projects that include the demolition of an existing housing unit(s). If the Tenant Relocation regulations apply, a reimbursement payment must be paid and a contract executed between the Applicant and City.

**12. An ARBORIST REPORT prepared by an ISA Certified Arborist identifying all trees on and adjacent to the project site which may be impacted by development and includes: tree species, health, size (circumference measured 54" above natural grade), Heritage or City street tree designation, and proposed status (e.g., remove, retain, relocate), accompanied by a graphic site plan labeling all tree locations.**

**13. A summary of HAZARDOUS OR CONTAMINATED MATERIALS used, stored, and/or contained on the project site, including identification of any authorized permits by local, regional, or State agencies, and any current or anticipated remediation activities.**

**14. A completed TRANSPORTATION INFORMATION WORKSHEET to determine compliance with Vehicle Miles Traveled (VMT) requirements, which is available online at [www.mountainview.gov/landdevelopment](http://www.mountainview.gov/landdevelopment).**