



SB 35 Development Application Submittal Requirements

The SB 35 Development Application Submittal Requirements packet describes all of the materials required to submit a complete SB 35 application to the Community Development Department, Planning Division. Section 1 is a checklist of materials required for all projects; Sections 2-4 comprise a list of materials that may be required based on the project type or location. All documents, reports and plans must be provided in digital format.

Each submittal requirement on the checklist is described further in this packet, starting on page 3. Each description: 1) identifies whether an item is required, and 2) indicates how to prepare each document, drawing, material, and/or report.

Pages 1 and 2 of this packet must be completed and submitted with the Application. Staff will verify that the minimum submittal requirements have been included with your package. Only complete applications will be accepted for review.

(Please Note: Application packages will be received for the limited purpose of determining if they are complete so long as the plan check fees are paid. However, Application packages will not be accepted for processing until the City determines the Application Packages are complete. For more information contact the Planning Division at 310-544-5228 or planning@rpvca.gov)

Section 1 – Required for all SB35 Submissions

- A. Completed SB 35 Development Application
- B. Applicant Statement / Detailed Project Description
- C. SB 35 Eligibility Criteria Compliance Documentation
- D. Objective Zoning and Plan Standards Compliance
- E. Completed Tribal Consultation
- F. Fees

Section 2 – Plan Set

- A. Coversheet
- B. Site Plan
- C. Land Survey

- D. Topography survey
- E. Floor/Roof Plan
- F. Elevations
- G. Grading Plans

Section 3 – Supporting Documents, Studies, Graphics and Depictions for all Development Projects

- A. Biological Assessment
- B. Photo Simulations/Renderings
- C. Compliance with the State of California's Water Efficient Landscaping

Section 4 – Required for Projects Subject to Affordable Housing Requirements

- A. Housing Affordability Statement
- B. Anti-Discrimination Housing Policies Statement
- C. Density Bonus Eligibility Statement
- D. Area of Potential Effects (APE) Statement

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Section 1 – Required for All Submissions

A. SB 35 Project Application Form

- Submit a signed [Uniform Application](#).

B. Applicant Statement / Detailed Project Description

- Submit a written statement that describes the proposed project and how it satisfies the objective standards and regulations required by the Zoning Ordinance.

C. SB 35 Eligibility Criteria Compliance Documentation

- Submit required documentation to verify eligibility for processing under SB 35. [The SB 35 Eligibility Criteria Compliance](#) packet is available online.

D. Objective Zoning and Plan Standards Compliance

- Submit required documentation to verify compliance with objective zoning and plan standards.

E. Completed Tribal Consultation

- The City is required to notify the Native American tribes that are traditionally and culturally affiliated with the project area of the proposed project and invite these tribes to engage in a scoping consultation regarding the potential for the project to impact a tribal cultural resource. Though the scoping consultation is similar to the consultation process required pursuant to AB 52, there are significant differences regarding how the results of the scoping consultation may affect the project's ability to qualify for the streamlined ministerial review provided for in Section 65913.4.

The tribal consultation process must be concluded pursuant to Government Code, section 65913.4(b)(2)(A) or (B) prior to filing an application with the City Planning Division for the housing development project. If the tribal consultation process concludes pursuant to Government Code, section 65913.4(b)(2)(C), the project does not qualify for streamlined review under SB 35.

F. Payment of Applicable Application Fees

The application shall not be deemed submitted for purposes of Permit Streamlining Act deadlines until all applicable plan check fees are paid in full.

[City Fee Schedule](#)

Section 2 – Project Plan Submittal Requirements

A – F Plan Requirements

Plans that require preparation by a licensed California architect or engineer under the California Architects Practice Act (Business and Professions Code Sections 5537 and 6737) shall bear the architect or engineer's stamp and signature on each sheet. For further information, visit www.cab.ca.gov.

- A. Cover sheet with a detailed project description, including an existing & proposed square footage calculation (for main structure, garage, and any accessory structures), lot coverage calculation, linear wall demolition calculation, grading quantities (cut/fill depth & cubic yardage), etc.
- B. Site plan that accurately depicts lot dimensions, property lines, the street right-of-way, septic tank and leach field locations (if applicable), driveway location, impervious surfaces, parking areas, and easements on the lot to scale. The plans must indicate the location and dimensions of all existing and proposed structures and the distance structures are from property lines.
- C. Land survey stamped and signed by a licensed land surveyor or a licensed civil engineer legally authorized to survey or a civil engineer licensed prior to January 1, 1982, with a license number below C 33966 (BPC Code §§ 6731, 3731.1, 6731.2, 8725, 8726, 8730, 8731). The survey must identify elevation datum call-outs on the property.
- D. Topography of the lot with either elevation datum call-outs or topographic contours. Identify all slopes that are 0%-5%, 5%-34.99%, 35% grade or steeper, and any slope that is equal to or steeper than 50% grade. The topography plan must be stamped by a licensed land surveyor or licensed engineer.
- E. Existing and proposed floor plan.
 - Existing and proposed roof plan.
- F. Elevation drawings illustrating the maximum height of the proposed structure as measured from the highest point of the existing grade covered by the structure to the ridge as well as the maximum height of the proposed structure measured from the finished grade adjacent to the lowest foundation to the roof ridge.
 - Site Plan and elevation drawings illustrating the lowest finished grade elevation adjacent to the structure, the highest existing grade elevation adjacent to the structure, and the elevation of the highest roof ridgeline.

G. Grading Plan Requirements

- Grading plans that accurately (and to scale) identify contours (1 foot contour lines are preferred) of existing topographic conditions as well as finished contours of all proposed grading. The Grading plan shall be prepared and wet-stamped with a signature by a registered/licensed professional engineer.
- Highest/greatest point cross sections of retaining walls, as well as cut/fill slopes, including top of wall and bottom of wall call-outs as applicable.
- Drainage plans prepared by a licensed engineer.

Section 3 – Supporting Documents, Studies, Graphics and Depictions for all Development Projects

A. Biological Assessment

- A study identifying all biological resources, both existing on the site and potentially occurring or expected resources.

B. Photo Simulations/Renderings

- Include site photographs and/or photo simulations of the proposed development.

C. Landscape Plan Requirements

- Demonstrate the project complies with the Water Efficient Landscape Ordinance ([Ordinance No. 614](#)).

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Section 4 – Required for Projects Subject to Affordable Housing Requirements

A. Housing Affordability Statement

Submit a written statement describing the following:

1. How the project complies with the Inclusionary Housing Ordinance
2. Level of affordability that will be provided
3. Number and location of any affordable units
4. Size and amenities (bedrooms, bathrooms, parking facilities) of any affordable units.

B. Anti-Discrimination Housing Policies Statement

Submit a written statement answering the following questions, and provide the requested documentation, if applicable:

1. Does the applicant engage in the business of developing real estate, owning properties, or leasing or selling individual dwelling units in states or jurisdictions outside of California?
2. If the answer to (1) is yes, which state?
3. If the answer to (1) is yes, does the applicant have and enforce policies that prohibit discrimination based on sexual orientation, gender identity, and/or gender expression in the sale, lease, or financing of any dwelling units enforced applicable to every property in each state where the applicant or sponsor has an ownership or financial interest?
4. If the answer to (1) is yes, does the applicant have a national policy that prohibits discrimination based on sexual orientation and gender identity in the sale, lease, or financing of any dwelling units enforced on every property in the United States where the applicant has an ownership or financial interest?
5. If the answer to (3) or (4) is yes, submit a copy of each policy.

C. Density Bonus Eligibility Statement

Required for projects requesting a density bonus pursuant to Government Code Section 65915.

Submit the following information:

A written statement with the following information:

- a. Number of “base project” units
- b. Number and percentage of affordable units and level of affordability
- c. Percent density bonus requested and allowed pursuant to Government Code Section 65915
- d. Waivers or modifications of development standards necessary to physically accommodate “density bonus” units (e.g., increased height or FAR, reduced setbacks or parking, etc.)
- e. Explanation of why each waiver or modification is needed to accommodate “density bonus” units.

f. If the project is requesting an incentive or concession, describe each incentive or concession being requested in addition to (or instead of) waivers or modifications necessary to accommodate density bonus, and basis for the request under Section 65915.

D. Area of Potential Effects (APE) Statement

- Submit a statement identifying the project's "Area of Potential Effects" as defined in federal regulations (36 CFR Part 800). Contact the Housing Department at (510) 981-5400 for more information and requirements.