



## CITY OF SAN MATEO

### PRELIMINARY APPLICATION FOR HOUSING DEVELOPMENT PROJECTS (SB 330)

**Applicant Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Information (If different than applicant):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Property Owner Authorization

**I certify that as the property owner**, I authorize the filing of this planning application either by myself or by my authorized agent/applicant notified below. I understand that pursuant to the City of San Mateo Municipal Code, conditions of project approval are binding upon both the applicant and the property owner(s). I agree to implement the Planning Application Conditions of Approval subject only to the right to object at a public hearing on this application.

### Property Owner's Statement

I hereby certify that I am the owner of record of the property described in the above Project Location and that I approve of the requested action herein.

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Property Owner's Signature

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Date

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Print Property Owner's Name

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Property Owner's Signature

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Date

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Print Property Owner's Name

**I certify that I am authorized by the property owner(s) to file this Planning Application and submit, herewith, this authorization.** I understand that pursuant to the City of San Mateo Municipal Code, conditions of project approval are binding upon both the applicant and the property owner(s). I agree to implement the Planning Application Conditions of Approval subject only to the right to object at public hearing on this application.

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Authorized Agent's Signature

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Date

# Planning Application Processing Costs Form

## PLANNING APPLICATION DEPOSITS AND PROCESSING COSTS

1. City Council Resolution directs that Planning charges reflect the actual costs of staff time spent on each project and all direct costs (including but not limited to noticing, copying charges, and consultant staff time) associated with the application. Staff time is charged at the rate of \$291.50 per hour (through 6/30/2025) for all planning applications. The applicant is responsible for paying 100% of the costs of all staff/consultant time and all costs incurred pursuant to any appeal.

Upon submittal of your project, a deposit in the amount indicated in the City Fee Schedule is required for each application type and environmental review track at the time of the submittal. If the total deposit is not expended when the final decision is made on your project, the balance will be refunded to you. If 70% or more of the initial deposit is expended during processing, you will receive an invoice for an additional deposit. All outstanding invoices must be paid prior to any public hearing or issuance of any permits. Prior to submitting a new application, you are required to pay all past due fees.

2. The applicant shall pay the actual cost of any consultant services required to process a planning application. Consultants are used by staff for the preparation of environmental documents, project design review, traffic studies, parking studies or historic resource analysis.
3. SMMC 3.64.020 Penalties and Interest. Any fee imposed by this chapter shall be due and payable within thirty days after the bill is mailed by the City. The fees shall be delinquent if not paid within said thirty days. Any person who fails to remit any fee within the time required shall pay a penalty of ten percent of the amount due, per month to a maximum of three months, plus interest at the rate of 1-1/2 percent per month, or fraction thereof, computed from the delinquent date of the fee until and including the date of payment.
4. Under extenuating circumstances, the Community Development Director has the authority to set a deposit amount below the amount indicated in the fee schedule. Refer to adopted Comprehensive Fee Schedule.

## PROPERTY LOCATION

Project Address(es):

Assessor Parcel Number(s):

## PROPERTY OWNER'S CONTACT INFORMATION FOR FUTURE INVOICES

Name:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

## PROPERTY OWNER'S SIGNED STATEMENT

I hereby certify that I am the owner of record of the property described in the above Project Location and that I approve of the requested action herein. I have read the above Deposits and Maximum Job Cost/Charges and understand that the Planning charges reflect the actual staff time spent and other costs associated with the processing of this application(s). I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated above. I also understand that overdue invoices are subject to San Mateo Municipal Code section 3.64.020 Penalties and Interest.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner's Name



## SB330 Preliminary Application Checklist

The following is the City of San Mateo checklist and application form that applicants for housing development projects may use for the purpose of satisfying the requirements for submittal of a “preliminary application” pursuant to California Government Code Section 65941.1. An applicant for a housing development project, as defined in Government Code Section 65589.5(2)(h), shall be deemed to have submitted a preliminary application upon providing all the following information about the proposed project to the City and upon payment of the permit processing fee. In accordance with Government Code Section 65941.1, if any of the information listed below is missing, the preliminary application cannot be deemed submitted.

### ELIGIBLE HOUSING DEVELOPMENT PROJECTS

A Project must meet one of the following criteria per California Government Code Section 65589.5(h)(2) to be eligible for the Preliminary Application provisions of SB 330. Please indicate the Project’s eligibility by checking the applicable boxes below.

- The project is residential only (not including hotels) and creates two or more new dwelling units on a project site.
- Mixed-use developments consisting of residential and nonresidential uses that meet any of the following conditions:
  - At least two-thirds of the new or converted square footage is designated for residential use.
  - At least 50 percent of the new or converted square footage is designated for residential use and the project meets both of the following:
    - (I) The project includes at least 500 net new residential units.
    - (II) No portion of the project is designated for use as a hotel, motel, bed and breakfast inn, or other transient lodging, except a portion of the project may be designated for use as a residential hotel, as defined in Section 50519 of the Health and Safety Code.
  - At least 50 percent of the net new or converted square footage is designated for residential use and the project meets all of the following:
    - (I) The project includes at least 500 net new residential units.
    - (II) The project involves the demolition or conversion of at least 100,000 square feet of nonresidential use.
    - (III) The project demolishes at least 50 percent of the existing nonresidential uses on the site.
    - (IV) No portion of the project is designated for use as a hotel, motel, bed and breakfast inn, or other transient lodging, except a portion of the project may be designated for use as a residential hotel, as defined in Section 50519 of the Health and Safety Code.
- The project is transitional housing or supportive housing
- Farmworker housing, as defined in subdivision (h) of Section 50199.7 of the Health and Safety Code.

## REQUIRED INFORMATION

1. **Owner Authorization** – Provide a grant deed or title report dated within one year for all parcels associated with the application to verify a property's ownership.  
Does the applicant own the property? YES  NO   
If NO, provide Owner Authorization Form signed by all property owners.  
Provided? YES  NO
2. **Planning Application Processing Costs Form** – The property owner and applicant shall review and return the signed Processing Costs Form.  
 NO  YES
3. **Project Location** - The specific location, including the parcel numbers, legal description, and site address, if applicable.

Street Address \_\_\_\_\_

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

Legal Description (Lot, Block, Tract)

Attached? YES  NO

4. **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. For existing uses, be specific as to the type of land use(s), number and type of dwelling units, square footage of existing buildings and parking spaces (covered and uncovered).

**Existing Commercial Uses**

	Office	Retail	Other (please specify)
Floor Area			
To Be Demolished (sq.ft.)			

**Existing Residential Uses**

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

**Existing Parking**

	Covered Spaces	Uncovered Spaces
Existing		
To Be Demolished/Removed		

5. **Proposed Major Physical Alterations** - Please describe the proposed major physical alterations to the property.

6. **Site Plan and Elevations** - A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.

Included in the submission?

YES  NO

7. **Proposed Uses** - The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the City of San Mateo Zoning Code: <https://sanmateo.ca.us.open.law/us/ca/cities/san-mateo/code/27>

Provide relevant information by building in the tables below and add additional tables if needed:

	Residential (units)	Retail (sq.ft.)	Office (sq.ft.)	Others (sq.ft.)	Covered Parking
<b>Building 1</b>					
<b>Building 2</b>					
<b>Building 3</b>					
<b>Building 4</b>					

Total uncovered parking spaces \_\_\_\_\_

Please provide additional development below.

8. **Pollutants** - Are there any proposed point sources of air or water pollutants (e.g. fume hood for commercial kitchen, diesel generator, hazardous materials, etc.)?      YES  NO   
If "YES," please describe:

9. **Additional Site Conditions** – Whether a portion of the property is located within any of the following:

- a. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178?      YES  NO
- b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?      YES  NO
- c. 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
- d. 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

e. 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

f. 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

10. Does the project site contain **historic and/or cultural resources** known to exist? YES  NO

If "YES," please describe:

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

YES  NO

If "YES," please describe:

12. **Affordability/Density Bonus** - Provide the number of proposed below market rate units and their affordability levels, the number of density bonus units, and the percentage of the base density units.

	# of Units
Market Rate	
Managers' Unit(s)- Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total # of Units	
Total # of Affordable Units	
Total # and % of base units by affordability for Density Bonus Eligibility	

Note any incentives/concessions, waivers, and/or parking reductions requested pursuant to Government Code Section 65915:

**13. Subdivision** - Are any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, being requested?      YES     NO

If "YES," please describe:

**14.** 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:

1. **What is the primary purpose of the study?** (10 points)

2. **What are the key variables being studied, and how are they measured?** (10 points)

3. **What are the main findings of the study, and what conclusions can be drawn?** (10 points)

4. **What are the implications of the findings for the field of study?** (10 points)

5. **What are the strengths and limitations of the study?** (10 points)

After submittal of all of the information required above, if the development proponent revises the project such that the number of residential units or square footage of construction changes by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, the housing development project shall not be deemed to have submitted a preliminary application until the development proponent resubmits the information required above so that it reflects the revisions. For purposes of this form, "square footage of construction" means the building area, as defined by the California Building Standards Code (Title 24 of the California Code of Regulations).

Within 180 calendar days after submitting a preliminary application with all the information required above to the City, the development proponent shall submit an application for a development project that includes all of the information required to process the development application consistent with California Government Code Sections 65940, 65941, and 65941.5.

If the City determines that the application for the development project is not complete pursuant to Government Code Section 65943, the development proponent shall submit the specific information needed to complete the application within 90 days of receiving the City's written identification of the necessary information. If the development proponent does not submit this information within the 90-day period, then the preliminary application shall expire and have no further force or effect.