



**PRELIMINARY DEVELOPMENT PROJECT APPLICATION (SB 330) SUBMITTAL REQUIREMENTS**  
CITY OF FOSTER CITY ▪ COMMUNITY DEVELOPMENT ▪ PLANNING/CODE ENFORCEMENT

The Preliminary Development Project Application (SB 330) Submittal Requirements packet describes all of the materials required to submit a complete Preliminary Development Project Application to the Community Development Department, Planning Division. Section 1 includes the application and associated fees; Section 2 is a checklist that must be included for all projects applying under SB 330. All documents, reports, and plans must be provided either in hard copy: two (2) copies of 11" by 17" plan set, two (2) copies of a 24" by 36" plan set, or one (1) electronic submittal on a USB Drive, or electronic submittals can be made via online: <https://permit.fostercity.org/etrakit/>

**This packet must be completed and submitted with the Application.** Pursuant to Government Code Section 65941.1.(a), an applicant for a housing development project shall be deemed to have submitted a preliminary application upon providing all of the following information about the proposed project to the city, county, or city and county from which approval for the project is being sought and upon payment of the permit processing fee:

**SECTION 1 – APPLICATION AND FEES**

1.  Completed SB 330 Preliminary Application Packet comprised of the following sections:
  - a.  Preliminary SB 330 Application Form

2.  Payment of Application Fees (Please Refer to Current Fee Schedule)

**SECTION 2 – REQUIRED FOR ALL HOUSING DEVELOPMENT PROJECTS UNDER SB 330**

1.  **Site Location Information** – The specific location, including parcel numbers, a legal description, and site address, if applicable.
2.  **Existing Uses** – The existing uses on the project site and identification of proposed major physical alterations to the property on which the project is to be located.
3.  **Plans** - 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.
4.  **Proposed Land Uses** – The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning district.
5.  **Parking** – The proposed number of parking spaces.
6.  **Pollutants** – Any point sources of air or water pollutants.
7.  **Species of Concern** – Whether any species of special concern are known to occur on the property.
8.  **Special Site Characteristics** – Whether a portion of the property is characterized by any of the following (Check all that apply):
  - a.  A **very high fire hazard severity zone**, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178. Fire Hazard Severity Zone Viewer: <https://egis.fire.ca.gov/FHSZ/>

- b.  **Wetlands**, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993). Wetland Mapper:  
<https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper>
- 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.
- EnviroStor: <https://www.envirostor.dtsc.ca.gov/public/>
  - GeoTracker: <https://geotracker.waterboards.ca.gov/>
  - Cortese List: <http://calepa.ca.gov/SiteCleanup/CorteseList/>
- d.  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. FEMA Flood Map:  
<https://msc.fema.gov/portal/search#searchresultsanchor>
- 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. Fault Zone Map:  
<https://maps.conservation.ca.gov/cgs/EQZApp/>
- 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.
9.  **Historic or Cultural Resources** – Any historic or cultural resources are known to exist on the property.
10.  **Below Market Rate (BMR) Units** – The number of proposed BMR units and their affordability levels.
11.  **Density Bonus Units and Waivers/Concessions** – The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Government Code Section 65915.
12.  **Subdivision Map Act** – Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.
13.  **Applicant’s Contact Information** – The applicant’s contact information and, if the applicant does not own the property, consent from the property owner to submit the application (*if different than Application*).
14.  **Existing Residential Uses and Proposed Demolition** – The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
15.  **Site Map Showing Streams (if applicable)** – A site map showing 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.
16.  **Easements, Water Lines, Public Rights of Way** – The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.