



**SENATE BILL NO. 330
 PRELIMINARY APPLICATION
 SUBMITTAL REQUIREMENTS**

The following documents, materials, and reports are required for submittal along with a Preliminary Application for development under SB 330.

For submittal requirements for projects that are requesting density bonus, refer to the city’s Density Bonus Report Submittal Requirements handout.

SB 330 PRELIMINARY APPLICATION

- Complete all sections of the application. If a section is not applicable, write “not applicable” or N/A.

PLANNING APPLICATION COVER PAGE

- Complete all sections of the application cover page.

FILING FEES

- | | |
|---|----------|
| <input type="checkbox"/> Preliminary Application | \$ _____ |
| <input type="checkbox"/> Environmental Review (may be required for some projects) | \$ _____ |
| <input type="checkbox"/> Public Notification (20¢/copy + postage rate) | \$ _____ |
| <input type="checkbox"/> Other: _____ | \$ _____ |
| <input type="checkbox"/> TOTAL | \$ _____ |

NOTE: The Master Fee Schedule is available on the City website at <https://www.cityofmarina.org/DocumentCenter/View/7714/July-2018-PW-ENGR-Fee-Schedule>. Make checks payable to the City of Marina. Fees are non-refundable. Notices are mailed to all properties and business tenants within 300 feet of the project site for Planning Commission and City Council public meetings. Preliminary Application review fees are based on the hourly rate for Planning Department staff in the City’s adopted fee schedule

PROJECT DESCRIPTION

- Provide a clear and complete written description of the project proposed for development. Include a detailed scope of work for which entitlement is being proposed.

PROJECT PLAN SET

- Submit three (3) full-size sets (24” x 36”) and one (1) half-size set (11” x 17”) along with the complete development set on a CD, USB data key, or via email.

PROJECT PLANS

All project plans shall contain the following:

Cover sheet

- | | |
|--|---|
| <input type="checkbox"/> Abbreviated project description | <input type="checkbox"/> Vicinity map (clear and legible) |
|--|---|

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<input type="checkbox"/> North arrow	<input type="checkbox"/> Index of plan sheets
<input type="checkbox"/> General project information, including general plan land use, zoning, property owner, architect, etc.	
<input type="checkbox"/> Building construction type (for emergency egress window requirements and calculation of required fire flow)	
<input type="checkbox"/> Summary of required development standards:	
<ul style="list-style-type: none"> ▪ Site area ▪ Setbacks ▪ Building floor area ▪ Residential units (total number of units, bedrooms, floor area, number of below market units) 	<ul style="list-style-type: none"> ▪ Lot coverage ▪ Impervious surfaces ▪ Parking stalls
Site plan (1/8" = 1' scale) (Existing and proposed)	
<input type="checkbox"/> Subject property showing all property lines and adjacent streets	
NOTE: Provide a topographic survey if a grading plan is not included and the proposed project is set back less than five feet from an assumed property setback line or the property line when no setback is required	
<input type="checkbox"/> Building setback dimensions and other dimensions	
<input type="checkbox"/> Location, names, and widths of all adjoining and contiguous streets, roads, highways, alleys, and public ways	
<input type="checkbox"/> Location of all proposed structures on subject property	
<input type="checkbox"/> Location and dimensions of parking, driveway, and loading areas	
<input type="checkbox"/> Location and number of parking stalls, including required EV parking	
<input type="checkbox"/> Location, size, type, and proposed disposition of all existing trees over six inches in diameter or greater at breast height (DBH)	
<input type="checkbox"/> Identification of landscape areas, walkways, fences, retaining walls, utility areas, trash enclosures, and bicycle parking areas	
<input type="checkbox"/> Location, width, and purposes of all existing and proposed easements	
<input type="checkbox"/> Location of all existing and proposed fire hydrants within 600 feet of the proposed structure(s)	
<input type="checkbox"/> Identification of fire department access to within 150 feet of all portions of the structure(s) and all portions of the exterior walls of the first story of the structure(s)	
Floor plan (1/4" = 1' scale) (Existing and proposed)	
<input type="checkbox"/> Show and label existing and proposed development	
<input type="checkbox"/> Provide a floor plan for each story/level of the structure(s)	
<input type="checkbox"/> Show the perpendicular lines of cross section planes with labels (shall match Cross Section Plan; see below)	
<input type="checkbox"/> Include proposed interior walls for units, suites, rooms, access corridors, stairway and elevator locations, doorway and window locations, and utility areas	
<input type="checkbox"/> Identify details such as roof gardens, cabanas, etc.	
<input type="checkbox"/> Include floor area calculation diagram (1/8" = 1' scale)	
<input type="checkbox"/> <u>Gross floor area</u> – measure to outside edge of wall and include all space enclosed by walls (habitable space, non-habitable space, accessory structures, basements)	
<input type="checkbox"/> <u>Net floor area</u> – exclude all inner courts and/or shaft enclosures (stairwells, elevator shafts, etc.). Include existing floor area of structures to be removed, if applicable	
<input type="checkbox"/> For underground parking, show and dimension all parking spaces (with stall counts) and drive aisles. Identify	

and dimension EV parking spaces
<input type="checkbox"/> Where the proposed building abuts existing buildings, show the outline of the existing building and identify window and balcony/deck locations. Include dimensions
<input type="checkbox"/> Provide the clear space dimensions for the interior of the elevator car, verifying that it will accommodate an ambulance stretcher in the horizontal, open position (minimum 24" x 84" with not less than 5" radius corners)
Note: Floor plans for single-story buildings may be shown on the site plan
Building elevations (1/4" = 1' scale) (Existing and proposed)
<input type="checkbox"/> Show all architectural detailing rendered in realistic displays for all buildings and structures that are six feet in height and taller
<input type="checkbox"/> Provide building height dimensions on all elevations. Measure height of building from existing grade to highest point of the roof
<input type="checkbox"/> Provide labels and/or legend with specific descriptions or material callouts that match material sample board
<input type="checkbox"/> Show roof pitch
<input type="checkbox"/> Show all roof-mounted equipment and other architectural features (parapets, elevator and stair overruns, roof deck features, etc.) and dimensions
<input type="checkbox"/> Include color detailing as provided on the color sample board
<input type="checkbox"/> Identify fencing or walls with material callout and height dimensions
<input type="checkbox"/> Show trash receptacles. Include location, dimensions, and details
<input type="checkbox"/> Show required aerial fire apparatus access to the building for buildings exceeding 30 feet in height or as required by the Fire Code. Drawings should demonstrate the aerial ladder extended to the roof edge and should include any proposed trees or other possible obstructions to roof access
<input type="checkbox"/> Identify all required second and third floor emergency egress window locations and their corresponding ground ladder footing locations at a distance from the structure that will maintain a 75-degree climbing angle. Note that landscaping shall not be allowed to interfere with required ground ladder access
Building cross sections
<input type="checkbox"/> Provide at least two (2) cross-sections (one perpendicular from the other) taken from the tallest portion of the building or roof ridge height. Additional cross-sections shall be provided for more complex designs or where building height and floor/ceiling heights are not uniform
Roof plan (1/4" = 1' scale)
<input type="checkbox"/> Show roof pitch
<input type="checkbox"/> Include all rooftop mechanical equipment and screening locations
<input type="checkbox"/> Show all proposed locations of rooftop deck areas (active and passive)
Landscape plan
<input type="checkbox"/> Provide a conceptual planting plan that includes specific planting locations and symbols for all proposed trees and plants at maturity
<input type="checkbox"/> Show hardscape, walkways, fences, and retaining walls
<input type="checkbox"/> Show utility areas and trash facilities
<input type="checkbox"/> Include a calculation identifying total area of proposed hardscape and softscape
<input type="checkbox"/> Provide color photos of all proposed trees and evergreen species, along with the following information:

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- Common name
- Average rate of growth
- Anticipated height and spread at maturity

Grading and drainage plan

- Provide topographic survey
- Identify location and elevation of benchmarks
- Include elevation along the street and neighboring property lines. Identify elevations along all building frontages as necessary to calculate building height
- Include pad elevation
- Include finished floor elevation
- Provide location of trees and identify tree protection fencing areas
- Show lot drainage patterns
- Include proposed retaining wall locations with bottom and top of wall elevations identified
- Include existing and proposed contours
- Provide cross sections, as necessary, to show significant grade changes and to show how the proposed development transitions between the subject property and abutting properties
- Provide calculations and total quantities of fill material imported or exported
- Include stormwater management measures to retain stormwater onsite in accordance with Best Management Practices
- Show all existing and proposed utilities (lines, transformers, meters, etc.) and adjacent infrastructure

Trash enclosure/solid waste disposal

- Provide a preliminary solid waste disposal plan including the proposed size and locations of trash enclosures or trash receptacle storage areas by GreenWaste. A letter or email review by GreenWaste shall be provided which references the specific plan materials and date reviewed.

Circulation plan

- Show circulation flow within the project and from all points of access from public rights-of-way

Construction management plan

- Prepare a preliminary construction management plan that identifies anticipated truck routing and staging, construction worker parking (onsite and offsite), and pedestrian routing (sidewalk closures, detours, etc.)

Streetscape elevations

- Render proposed structure(s) in relation to building/development on adjoining properties. In the case of a corner lot, a streetscape of each street is required

Materials board

- Provide product samples of proposed materials and colors on an 11" x 17" board and, if necessary, applied materials mockups to illustrate the appearance of materials together

Color renderings and 3D model

- Provide perspective color renderings of the proposed structure(s), photo simulated within the existing context of the built and natural surroundings, to represent how all elevations of the buildings will appear at a pedestrian scale/level

Open space plan

- Provide dimensional diagrams and calculations of private and common open space

SPECIAL SITE CHARACTERISTICS

Indicate whether the property or a portion thereof is characterized by any of the following (check all that apply):

- A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Government Code Section 51178¹
- Wetlands, as defined in the United States Fish and Wildlife Service Manual Part 660 FW 2 (June 21, 1993)²
- A hazardous waste site that is listed pursuant to Government Code Section 65962.5 or a hazardous waste site designation by the Department of Toxic Substances Control pursuant to Section 25356 of the Health Code³
- A special flood hazard area subject to inundation by the 1 percent annual flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency⁴
- 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 2.3 (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 2⁵
- 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 Code⁶

Notes

¹ <https://gis.data.ca.gov/maps/31219c833eb54598ba83d09fa0adb346/explore>

² <https://fws.gov/policy/manuals/>

³ <https://dtsc.ca.gov/dtscs-cortese-list/>

⁴ <https://www.fema.gov/flood-maps>

⁵ <https://www.conservation.ca.gov/cgs/alquist-priolo>

⁶ <https://wildlife.ca.gov/Conservation/Environmental-Review/LSA>

HISTORIC RESOURCES DETERMINATION

- Government Code Section 65913.10 states that for purposes of any state or local law, ordinance, or regulation that requires the city or county to determine whether the site of a proposed housing development project is a historic site, the city or county shall make that determination at the time the application for the housing development is deemed complete. To assist the City in complying with Section 65913.10, complete the Historic Resource Determination Form as part of your application for a housing development project (attached)

SUPPORTING DOCUMENTS

Arborist report

- A Tree Removal Permit and arborist report is required of any construction activity which results in removal of trees six inches in diameter or greater at breast height (DBH) **except:**
- When removing, damaging, or relocating non-landmark trees or conducting construction activities within the drip line of non-landmark trees on a property in the R-1, or single-family district, which is developed with one single-family residential dwelling unit and the size and shape of the property or the location of the dwelling on said property is such that the property may not be subdivided into two or more lots in conformance with Marina's zoning and subdivision ordinances
 - When performing normal maintenance, trimming, and pruning for trees located on private property or for a street tree abutting said property when authorized by the owner of said property
 - When removing a tree which (1) was planted as part of an approved compensation plan when such removal and

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the replacement of said tree are accomplished in accordance with the conditions of an existing tree removal permit as determined by the Community Development (CD) Director or designee, or (2) was planted as part of a landscaping plan approved by the city when such removal is accomplished in accordance with a modified landscaping plan approved by the CD Director or designee

- In the event of an emergency whereby immediate action is required because of danger to life or property, any tree may be removed upon approval of the CD Director or designee. Upon authorization of such removal, the CD Director or designee shall file a report with the Planning Commission describing the facts and circumstances constituting the emergency and said report shall be provided to the Tree Committee

Other technical studies

- Depending on the nature of the project, other technical studies may be required, such as a traffic assessment, air quality evaluation, noise study, biological survey, etc.

AFFORDABLE HOUSING REQUIREMENTS

All multiple-family residential projects that create twenty (20) or more new dwelling units shall provide affordable housing in accordance with Chapter 17.48.030 of the Marina Municipal Code:

- Submit a written statement describing the following:
 - How the project complies with the Affordable Housing Ordinance (Marina Municipal Code Chapter 17.48)
 - Level of affordability that will be provided
 - Number and location of affordable units

SUBDIVISION

For projects that include a subdivision approval, check whichever is applicable and refer to the following for submittal requirements:

- Lot Line Adjustment (<https://cityofmarina.org/DocumentCenter/View/475/Lot-Line-Adjustment?bidId=>)
- Tentative Map (<https://cityofmarina.org/DocumentCenter/View/479/Tentative-Map?bidId=>)

Note: If the project is approved, you will be required to file a Final Map and approval of a Subdivision Improvement Agreement per Title 16 of the Marina Municipal Code (Subdivisions) and the Subdivision Map Act. Preparation of the Final Map and Subdivision Improvement Agreement will be based on the fees listed in the City's Master Fee Schedule.

PROPERTY NOTIFICATION REQUIREMENTS

Mailed Notices: The City will be responsible for mailing a notice of public meeting to all owners of property located within 300 feet of the project site ten (10) days before the meeting date. The Planning Division will provide an area map showing all properties within a 300-foot radius of the project site.

Onsite Posting: The applicant may be required to post on the property a public notice sign (4' x 6') with color renderings of the project at least 10 days prior to the first public meeting date.