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SB330 Formal Application/Checklist

The following is a checklist/form to be used by applicants/staff for submittal of a project application in accordance with SB330 (Housing Crisis Act). All submission items are to be submitted through the Orange County Public Work's online customer portal at www.myOCservices.com. This completed form shall accompany any SB330 application submitted to the County of Orange. If this application is part of an existing application, the deposit associated with processing this application will be folded into the existing application. If the application is submitted independent of any other application an initial deposit of \$500 will be required for processing.

Project Name: _____

Project Address: _____

- Planning Application Submittal (Online at www.myOCservices.com)
- Agent Authorization Letter (owner's signature notarized)
- Designation of Financially Responsible Party
- Letter of Project Proposal/Scope of Work
 - A. Project location / Address / Assessor's Parcel Number(s)
 - B. Description of entire project proposal and existing site conditions
 - C. Identification and discussion of request for deviations from development standards
- Plans (to scale as labelled on plan sheets)
 - A. Plot Plan / Site Plan
 - Project/use summary table
 - Include any adjacent off-site structures
 - Identify any easments on the project site
 - Include any off-site improvements
 - B. Floor Plan / Elevations (dimensioned)
 - C. Conceptual Grading Plan (quantities and cross-sections)
 - D. Conceptual Landscaping Plan
 - E. Conceptual WQMP
 - F. Conceptual Drainage Plan
 - G. Other Plans as may be necessary
- Parking Summary, identify type of use and parking requirement for entire project compared against the amount of parking provided
- Technical Studies (as necessary, early consultation with OC Development Services staff advised)
 - A. Biological Assessment Report
 - B. Parking and/or Traffic Study
 - C. Other as necessary

- Legal Status of Project Site / Preliminary Title Report (less than six months old)
 - Utility Service Providers (conceptual will-serve letters for wet utilities)
 - Site Color Photos with photo key
 - Orange County Fire Authority (OCFA Service Request form)
 - Tentative Tract or Parcel Map, or Lot Line Adjustment (if applicable)
 - Public Notification Information (if applicable and submittal may be deferred by agreement)
 - A. Notification Map and Ownership Mailing List
 - B. Stamped Pre-Addressed Self-Sealing Envelopes (business sized)
 - C. No metered postage, use Forever stamps
 - Additional items may be required based upon geographic location of project, please list:
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(Additional Information Form on Next Page)

Additional Information Form (SB330 Application Checklist)

Project Name: _____

Project Address: _____

Proposed # of Units	Residential	
Total Floor Area	Residential	Non-Residential
Number of Parking Spaces	Covered	Uncovered

Identify the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.

Identify the number of density bonus units and any incentives, concessions, waivers, or parking reductions pursuant to Section 65915.

List the number of proposed below market rate units and their affordability levels.

List any historic or cultural resources known to exist on the property.

Any recorded easement(s), including but not limited to easements for storm drains, water lines, or rights-of-way? (If yes, list easements and provide an exhibit depicting easement locations)

Will the proposed project include a request for an approval pursuant to the Subdivision Map Act (Tract Map, Parcel Map, etc.), or require a Lot Line Adjustment?
