

SB 330 HOUSING PROJECT APPLICATION CHECKLIST

Community Development – Planning Division
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Purpose

The following handout provides information on the timeline and application requirements for proposed housing and mixed-use development projects under SB 330. The checklist incorporated into this handout is to be submitted with the listed materials as part of a complete development application submittal for housing projects as defined by SB 330.

General Information

On January 1, 2020, Senate Bill 330 (Housing Crisis Act) went into effect. The bill is intended to streamline housing projects that are subject to discretionary review under local zoning laws. The bill establishes a two-step process by which an applicant can “lock in” applicable fees and development regulations by submitting a Preliminary Application and then submitting a complete development application within 180 days of the submittal of the complete Preliminary Application.

The following handout is step two in the SB 330 application process and is to be completed after submittal of a complete Preliminary Application. For more information on the Preliminary Application phase of a housing project, please visit the following link: [SB 330 Preliminary Application Checklist](#).

The following checklist is a comprehensive list of items necessary for review of housing projects in the City. The materials included in this list are to be submitted to the City of Menlo Park Planning Division **within 180 days** of submittal of a complete Preliminary Application. The City shall respond to the applicant indicating whether the application contains all materials within this checklist within 30 days of receipt of the development permit application. If all materials are accounted for, the application shall be deemed complete and the City will begin reviewing the application for compliance with applicable development standards and City requirements. However, if materials are missing, the City shall provide the applicant an exhaustive list of outstanding items that must be submitted in order for the application to be deemed complete.

Once the application is deemed complete, the City will review the materials for compliance with the Zoning Ordinance, and any other applicable City standards and requirements. Within 30 to 60 days after the application is deemed complete, the City will provide the applicant with comments identifying aspects of the project that do not comply with the City’s objective development standards and provide direction on how to bring the project into compliance. When the application is deemed to be in compliance with objective development standards, the application will be scheduled for public hearing(s) in front of the applicable recommending and decision making bodies. No more than five public meetings may be conducted by the City before the final approval of the project, unless the meeting limit is waived by the applicant.

Please note that submittal of a complete development permit application under SB 330 does not exempt a project from review under the California Environmental Quality Act (CEQA). When a complete application for a housing project is submitted, the City will determine the appropriate level of environmental review in accordance with CEQA. An environmental impact report (EIR), negative declaration (ND), mitigated negative declaration (MND), or other environmental document may be required to be prepared and certified by the Planning Commission or City Council. As part of the environmental review process, the City may request additional data and/or project materials not included in the following checklist in order to comprehensively analyze potential environmental impacts. Additional information, including but not limited to studies or other information required to show compliance with applicable General Plan or Specific Plan mitigation measures, may also be required. The adopted mitigation monitoring and reporting programs (MMRPs) for the General Plan, including the 6th Cycle Housing Element, and Specific Plan are available at the following links:

- [General Plan](#)
- [2023-2031 Housing Element Update](#)
- [El Camino Real and Downtown Specific Plan](#)

Preparation of a fiscal impact analysis (FIA) may also be required to determine the potential fiscal impact of the proposed project on the City and other special districts. The City will require a FIA for a project that needs an EIR. For all other projects, the City will identify if a FIA is necessary for the proposed project when the City determines the appropriate level of environmental analysis. In addition, as part of its review, the City will determine if the

proposed project is required to prepare a water supply assessment (WSA) per the State Water Code. City staff will inform the applicant team, in writing, if a WSA is required concurrent with its determination on the appropriate level of environmental review.

Please submit a development permit application that includes all materials listed below and initial each item indicating that each item has been submitted. If an item is not applicable to the project, please write "N/A." Planning staff can provide a version with full URLs upon request.

Required Application Materials - Planning

Development Permit Application Form

The [Development Permit Application form](#) is required to be **wet signed** by the property owner and project applicant.

Initial: _____

Fee Deposit

Please contact the Community Development Department to confirm with a Planner the applicable fee deposits based on the specific requested land use entitlements. Please note that the fee is a deposit. Staff time spent reviewing the project is billed against the initial deposit and applicants may receive additional invoices through the appeal period after project approval.

Initial: _____

Phone: 650-330-6702

Email: PlanningDept@menlopark.gov

Data Sheet

A [Data Sheet](#) is required for all Development Permit applications.

Initial: _____

Project Description Letter

On one or more letter-size sheets, describe the project in detail, including topics such as:

- Purpose of the proposal
- Scope of work
- Architectural style, materials colors, and construction methods
- Basis for site layout
- Existing and proposed uses
- Outreach to neighboring properties

Initial: _____

Project Plans

The project plans shall generally document compliance with the requirements of the Zoning Ordinance applicable to the proposed project. Please see the Development Permit Application Submittal Guidelines for guidance on information that should be included on each plan sheet.

[Development Permit Application Submittal Guidelines](#)

The following sheets shall be included in a complete plan set:

- Area plan
- Site plan
- Streetscape
- Floor plans (existing and proposed)
- Elevations (existing and proposed)
- Sections
- Square footage and building coverage calculation diagrams
- Open space and landscape diagrams
- Street dedication/public access diagram

Initial: _____

<ul style="list-style-type: none"> • Roof plan • Perspective renderings • Garbage enclosure plans and elevations • Vehicular circulation plan • Full boundary and topographic survey • Civil sheets <ul style="list-style-type: none"> ○ Grading and drainage ○ Utilities ○ Frontage improvement plans ○ Landscape and irrigation plans ○ Erosion control plans 	
<p>Request for Evaluation for Potential Historic Significance (if applicable)</p> <p>Historical Significance Evaluation Form</p>	Initial: _____
<p>Environmental Information Form</p> <p>Environmental Information Form</p>	Initial: _____
<p>Color and Materials Board</p> <p>To be included as a separate plan sheet in the plan set.</p>	Initial: _____
<p>LEED Checklist</p>	Initial: _____
<p>Compliance with applicable zoning district standards</p> <p>Provide documentation of compliance with development regulations, design standards, and other applicable regulations (e.g. green and sustainable building requirements) of the zoning district in which the proposed project is located. The City's web GIS can be used to confirm the zoning district.</p>	Initial: _____
<p>Specific Plan Standards/Guidelines Compliance Worksheet (if applicable)</p> <p>For projects in the El Camino Real/Downtown Specific Plan area, please complete the Standards/guidelines compliance worksheet:</p> <p>Specific Plan Compliance Worksheet</p> <p>For more information regarding Specific Plan requirements, please visit the following website and ensure that your submittal includes the applicable requirements:</p> <p>Specific Plan Development Guide</p>	Initial: _____
<p>Menlo Park Fire Protection District Approval</p> <p>Please contact the Menlo Park Fire Protection District for preliminary review and approval of the project. Documentation that the proposed project meets the Fire District's requirements is required for a complete development permit application.</p> <p>650-688-8425 170 Middlefield Road Menlo Park, CA 94025 http://www.menlofire.gov</p>	

<p>Community Amenity Proposal (if applicable)</p> <p>For projects in the R-MU-B zoning district proposing bonus-level development, please provide a list of community amenities that are being proposed. Please see the following list of approved amenities that could be included in a bonus-level development project:</p> <p>Adopted Community Amenities List</p>	<p>Initial: _____</p>
<p>New Connections (if applicable)</p> <p>Proposed development, in the R-MU zoning district, will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the city zoning map. Please review the adopted zoning map:</p> <p>Approved M-2 Area Zoning Map</p> <p>These connections may be in the form of a public street and/or a paseo as denoted in the city zoning map and are pursuant to the standards in Section 16.45.120. Streets shall meet the requirements of the adopted City of Menlo Park street classification map in the general plan circulation element.</p> <p>If your project site includes an adopted new connection (or a portion of a new connection), please review and comply with the requirements of Section 16.45.100. If the new connection is a paseo, review and comply with paseo requirements in Section 16.45.120(5) "Paseos."</p> <p>Please document compliance on appropriate plan sheets.</p>	<p>Initial: _____</p>
<p>Zoning District Design Standards Compliance (if Applicable)</p> <p>For projects located in a zoning district with design standards (e.g. R-3, C-1, C-1-C, C-2, C-MU, R-MU, O, etc.), documentation of compliance with the zoning district design standards is required. Compliance shall be documented on appropriate plan sheets based on the applicable standard.</p>	<p>Initial: _____</p>

Required Application Materials - Housing	
<p>Below Market Rate Housing Proposal (if applicable)</p> <p>New housing projects proposing five or more units are subject to the City's Below Market Rate (BMR) Housing Program requirements. Please provide a preliminary BMR housing agreement proposal. Please see the following website for more information:</p> <p>BMR Housing Program</p>	<p>Initial: _____</p>
<p>Tenant Relocation Assistance Program (if applicable)</p> <p>Please note that the project may be subject to the City's Tenant Relocation Assistance Program. Please indicate whether the project will be subject to the program and provide documentation for compliance. Please see the following website for more information.</p> <p>Tenant Relocation Assistance</p>	<p>Initial: _____</p>
Required Application Materials - Building	
<p>Preliminary Building Code Compliance</p> <p>Please see the following document for information regarding items that will be reviewed for compliance with the Building Code during the entitlement stage of a housing project. The project will be required to show that the proposed buildings will be able to meet applicable Building Code standards prior to approval of any discretionary permits.</p> <p>SB 330 Preliminary Building Code Compliance</p>	<p>Initial: _____</p>
<p>Reach Codes</p> <p>As part of its adoption of the 2019 California Building Standards Code, the City adopted local amendments for energy use, referred to as Reach codes. Please review the City's Reach code requirements at the following link and document preliminary compliance in the plan set or in appropriate supporting documents/reports (as needed):</p> <p>Menlo Park Reach Codes</p> <p>Please be advised that the City's Reach codes and the Zoning Ordinance requirements for green and sustainable building are meant to complement each other. Where the requirements are both applicable to the project and differ, the more environmentally superior requirement takes precedent.</p>	<p>Initial: _____</p>
<p>Electric Vehicle (EV) Chargers</p> <p>In the plan set, please include documentation of compliance with the City's local amendments to the CalGreen EV Charging requirements. Information on the City's requirements is available at the following link:</p> <p>Electric Vehicle (EV) Charger Requirements</p>	<p>Initial: _____</p>

Required Application Materials - Engineering	
<p>Proposed projects are required to comply with the Engineering Division's requirements for commercial, multifamily, and subdivision projects. The general requirements can be found at the following link:</p> <p>Commercial, Multifamily, and Subdivision Projects</p>	
Easement Agreements (if applicable)	Initial: _____
<p>Tentative Subdivision Maps (if applicable)</p> <p>If a property is proposed to be subdivided (including condominium subdivisions), merged, or where a lot line adjustment is proposed, the applicant shall submit tentative subdivision/lot merger/lot line adjustment/parcel maps. Please see the following website for information:</p> <p>Commercial, Multifamily, and Subdivision Projects</p> <p>Any project proposing modification of parcel boundaries shall adhere to the following guidelines and submit the accompanying documentation:</p> <ul style="list-style-type: none"> • Lot Merger/Lot line Adjustment • Tentative Maps 	Initial: _____
<p>Water-Efficient Landscaping Ordinance (WELO) Compliance</p> <p>The following are required to analyze compliance with WELO:</p> <ul style="list-style-type: none"> • Landscape Application Checklist • Landscape Audit Report <p>Please visit the following website for more information regarding WELO requirements:</p> <p>Water-efficient Landscaping Ordinance</p>	Initial: _____
<p>FEMA Requirements</p> <p>The following items may be required for analysis of FEMA development standards:</p> <ul style="list-style-type: none"> • Conditional letter of map revision (CLOMR) • Letter of map revision (LOMA) • Flood study <p>For development projects in the R-MU zoning district, the projects will need to be designed to comply with the "hazard mitigation and sea level rise resiliency" requirements enumerated in Section 16.45.130(4) of the Zoning Ordinance. Please see the following handout for information on development standards in flood zones:</p> <p>Flood Plain Construction</p>	Initial: _____
<p>Impervious Area Worksheet/C3 and C6 Forms</p> <p>Impervious Area Worksheet</p>	Initial: _____

<p>Hydrology Report</p> <p>Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. For the current hydrology report requirements, review the Public Works web site:</p> <p>Stormwater Management</p>	<p>Initial: _____</p>
<p>Stormwater Management Plan</p> <p>Please see the following handout for requirements for stormwater management plans:</p> <p>Stormwater Management Plan</p>	<p>Initial: _____</p>
<p>Stormwater Operations And Maintenance Agreement</p> <p>Please see the following website for information regarding stormwater agreements:</p> <p>Stormwater Management</p>	<p>Initial: _____</p>
<p>Water Budget (if applicable)</p> <p>If required by the zoning district for the proposed project, all new buildings more than 100,000 square feet of gross floor area shall prepare a water budget in accordance with City requirements. Please see the following handout for information regarding water budgets:</p> <p>Water Use Budget Guidelines</p>	<p>Initial: _____</p>
<p>Alternate Water Source Assessment (if applicable)</p> <p>If required by the zoning district for the proposed project, all new buildings 250,000 square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications and shall be required to submit an Alternate Water Source Assessment. Please see the following handout:</p> <p>Water Use Budget Guidelines</p>	<p>Initial: _____</p>
<p>Required Street Improvements (if applicable)</p> <p>For projects located in the R-MU zoning district, all new construction projects (and certain building additions and tenant improvements) are required to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are required by the public works director, the improvements do not count as community amenities. Please document the required street improvements, per Section 16.45.110, on appropriate plan sheets.</p> <p>All other projects are required to comply with Engineering Division requirements for frontage improvements based on the project location, existing conditions, and recommended frontage improvements.</p> <p>Please contact the Engineering Division for specific requirements based on the project site frontages.</p>	<p>Initial: _____</p>

Required Application Materials - Transportation	
<p>Transportation Demand Management (TDM) Plan (if applicable)</p> <p>Please see the following handout for TDM applicability and guidance on Transportation Division requirements for TDM plans:</p> <p>TDM Plan Guidelines</p>	Initial: _____
<p>Traffic Impact Analysis (TIA, If applicable)</p> <p>The City will oversee the preparation of TIA which is paid for by the project applicant in accordance with City guidelines below:</p> <p>Transportation Impact Analysis Guidelines</p> <p>Note: bonus level development in the Bayfront Area will require a TIA to be completed.</p>	Initial: _____
<p>Preliminary Construction Phasing and Traffic Handling Plan</p> <p>Please submit a plan that shows/describes where construction staff would park, where materials and equipment storage would occur, construction fencing, and proposed pedestrian and vehicular circulation/access during construction. This can be included as a separate sheet or sheets in the plan set.</p>	Initial: _____
<p>Parking Plan</p> <p>Parking plan should show number of spaces and dimensions that comply with the City's parking and driveway guidelines.</p>	Initial: _____
Required Application Materials - Sustainability/Green Building	
<p>Zero Waste Plan or Zero Waste Forms (if applicable)</p> <p>Please review the project site's zoning district for applicability and see the following website for information regarding zero waste plans and submit the appropriate forms and documentation for the entitlement phase:</p> <p>Zero Waste Management Plan</p>	Initial: _____
<p>Recology Review</p> <p>Obtain approval of the proposed trash enclosure location and sizing from Recology (current waste/recycling service provider). More information on Recology's review process is available at the following link:</p> <p>Recology - New Development Projects</p> <p>Please submit written documentation that the proposed project would comply with Recology's requirements.</p>	Initial: _____
<p>Green and Sustainable Building (if applicable)</p> <p>The project plans and necessary supporting documents shall ensure compliance with the green and sustainable building requirements of the Zoning Ordinance. Please review the project site zoning district to confirm applicability (e.g. R-3, C-1, C-1-C, C-2, C-MU, R-MU, O etc.).</p>	Initial: _____

<p>The following list provides overview of the general documentation required for compliance.</p> <ul style="list-style-type: none"> • LEED certification and green building <ul style="list-style-type: none"> ○ Provide LEED checklist with anticipated credits in compliance with the minimum required level of certification ○ Submit detailed proposal of approach for compliance, which may be LEED certification or city-approved alternate LEED Performance Program (if applicable). Please contact staff for more information. • Energy requirements <ul style="list-style-type: none"> ○ Provide report documenting project compliance with Zoning Ordinance energy demand and renewable energy procurement/generation requirements (or if applicable the requirements set by the City's Reach codes). ○ For energy reporting requirements, please see the following webpage: Energy Reporting Requirements • Water use efficiency and recycled water <ul style="list-style-type: none"> ○ Document project compliance with City requirements in project plan set and/or appropriate reports. ○ This section of the Zoning Ordinance includes additional requirements for water use than those outlined in the water budget and/or alternate water source requirements, including prohibition on single pass cooling systems in new buildings, prohibition on use of well water, and limits on use of potable water for some applications. Please review and document compliance on the appropriate plan sheet or through supporting document. • Bird friendly design <ul style="list-style-type: none"> ○ Document compliance with Zoning Ordinance requirements in the project plans and supporting reports/documents, as applicable. 	
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Required Application Materials – City Arborist

<p>Arborist Report</p> <p>Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Please see the following website for information on the Heritage Tree Ordinance:</p> <p>Menlo Park - Trees</p>	<p>Initial: _____</p>
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<p>Heritage Tree Removal Permit Applications</p> <p>For any project requesting to remove heritage trees, heritage tree removal permit applications must be submitted for each tree. Heritage tree removal permits are now filed electronically on our permit center website. You will need to login (or register if you do not have an account) and choose "Create an application" under Public Works.</p> <p>Menlo Park Online Permit Center</p>	<p>Initial: _____</p>
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