



SB 330 HOUSING DEVELOPMENT APPROVAL TIMELINE

Application Timelines

1. Housing Preliminary Application Review

An applicant for a housing development project is required to submit a preliminary application. The City is not required to affirm a completeness determination of a preliminary application. A housing development project shall only be subject to the ordinances, policies, and standards adopted and in effect when a preliminary application is submitted.

- a. Following review of the preliminary application, if the number of units or square foot changes by 20 percent or more, exclusive of any increase resulting from density bonus, incentive, concession, or waiver, it would be determined that the preliminary application was not submitted until the applicant resubmits the preliminary application that reflects the revisions.

2. Housing Development Project Application

- a. The applicant is required to submit a complete application for a development project within 180 days after submitting the preliminary application.
- b. If the development application is submitted and determined to be incomplete, the applicant has 90 days to complete the application or the preliminary application will expire.

3. Application Completeness Review

- a. When a housing development project application is received, the City shall determine in writing whether the application is complete within 30 days.
 1. The City shall specify those parts of the application which are incomplete (limited to those items required on the City's checklist);
 2. No new information may be requested in subsequent reviews;
 3. Include list and thorough description of specific information needed to complete application; and,
 4. Transmit to the applicant.
- b. Resubmittal by Applicant. If the development application is submitted and determined to be incomplete, the applicant has 90 days from the written determination by City in 2b to complete the application or the preliminary application will expire.

- c. Upon resubmittal, a new 30 review period commences for the City to review.
- d. If not complete after resubmittal/second review, the applicant shall have the right to appeal the completeness review pursuant to the process established by the City.

California Environmental Quality Act (CEQA) Timelines

1. **EIR prepared:** When an EIR is prepared, the project shall be approved/denied 180 days from the date EIR certification.
2. **EIR for residential, mixed-use and transitional/supportive housing:** When an EIR is prepared for a development project of residential units only, mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use or transitional housing or supportive housing, the project shall be approved/denied 90 days from the date of EIR certification.
3. **EIR for residential, mixed-use and transitional/supportive housing with inclusionary units:** When an EIR is prepared for a development project of residential units only, mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use or transitional housing or supportive housing, and all the following conditions are met:
 - a. 49 percent of the development are affordable to very low or low-income households. Rents for lower income units shall be set for at least 30 years. Owner-occupied units shall be available at affordable housing cost for a term specified in Section 50052.5 of the Health and Safety Code.
 - b. Prior to the application being deemed complete, the City has received written notice from the project applicant that an application has been made or will be made for an allocation or commitment of financing, tax credits, bond authority or other financial assistance, and that the financial assistance is necessary for the project to be affordable.
 - c. There is confirmation that the application has been made to the public agency or federal agency prior to certification of the EIR.the project shall be approved/denied 60 days from the date of EIR certification.
4. **Negative Declaration prepared:** When a Negative Declaration is prepared, the project shall be approved/denied 60 days from date of adoption.
5. **CEQA Exempt:** When a project is determined to be Exempt from CEQA, the project shall be approved/denied 60 days from determination.

The project applicant and City may mutually agree in writing to an extension of any time limit provided.