



City of Gilroy
 COMMUNITY DEVELOPMENT DEPARTMENT
 PLANNING DIVISION
 7351 Rosanna Street, Gilroy CA 95020
 (408) 846-0451, main • (408) 846-0429, fax
www.cityofgilroy.org/planning

File # _____

Encompass # _____

Preliminary Application Requirements

Housing development projects; Mixed-use projects with 2/3 residential;
 Transitional or Supportive housing projects

An applicant for a housing development project that includes (1) residential units (2) a mix of commercial and residential uses with two-thirds of the project's square footage used for residential purposes; or (3) transitional or supportive housing, shall be deemed to have submitted a preliminary application upon provision of all of the information listed in this Preliminary Application form and payment of the permit processing fee to the City of Gilroy. After submitting this Preliminary Application, an applicant has 180 days to submit a full application or the Preliminary Application will expire.

1. SUBJECT PROPERTY INFORMATION

Address/Location _____ APN(s) _____

General Plan Designation _____ Zoning District _____

Detailed project description _____

2. PROPERTY OWNER INFORMATION

Name/Title _____ E-mail _____

Address _____ Phone _____

3. APPLICANT AND DESIGNATED AGENT (Attorney-In-Fact) Designation is required for all applications.

Name/Title _____ E-mail _____

Address _____ Phone _____

APPLICANT CERTIFICATION

I, _____ (print), applicant (or representative of the applicant) for this preliminary application, do hereby state that I have submitted the required materials for this preliminary application and agree to the information listed on the following pages. If, at my request, this application is significantly amended, including but not limited to the number of residential units or square footage of construction, I understand this will require submission of a new application, including fees and checklist items. I understand that my application may be rejected (within 30 days of submittal or resubmittal) due to missing or incomplete information as required. I also understand that additional fees and subsequent information may be required during the course of processing this request.

_____ Date

_____ Signature

ONLY COMPLETE APPLICATIONS WITH ALL SUBMITTAL REQUIREMENTS ARE ACCEPTED

Incomplete Preliminary Application Submittal: If the City determines that the preliminary application for the development project is not complete, applicant must submit the specific information needed to complete the application within 90 days of receiving the agency's written identification of the necessary information. If the applicant does not submit this information within the 90-day period, then the preliminary application shall expire and have no further force or effect.

Modifications to Preliminary Application Submittal: After submittal of all of the information required, if the development proponent revises the project to change the number of residential units or square footage of construction changes by 20 percent or more, excluding any increase resulting from Density Bonus Law, the development proponent must resubmit the required information so that it reflects the revisions.

Submittal of Formal Development Application: The applicant shall submit a formal application for a development project within 180 calendar days of submitting a complete preliminary application. If the City determines that the application for the development project is not complete, the applicant shall submit the specific information needed to complete the application within 90 days of receiving the agency's written identification of the necessary information. If the development proponent does not submit this information within the 90-day period, then the preliminary application shall expire and have no further force or effect.

Changes to Preliminary Applications: If the applicant revises the project between the Preliminary Application phase and the Formal application phase, such that the number of residential units or square footage of construction changes by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, the housing development project shall not be deemed to have submitted a preliminary application, in satisfaction of state and local requirements, until the development proponent resubmits the required information.

Note: California Environmental Quality Act (CEQA) and Coastal Act standards apply.

Before the application can be accepted, the owner of each property involved must provide a signature to verify the Preliminary Application is being filed with their knowledge, as stipulated on the following page. Staff will confirm ownership based on available records. In the case of partnerships, corporations, LLCs or trusts, the agent for service of process or an officer of the ownership entity so authorized may sign, as stipulated on the following page.

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PLANNING DIVISION USE ONLY

Date Filed: _____ Received By: _____

Notes/Comments:

OWNER / APPLICANT AFFIDAVIT

Ownership Disclosure. If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service or process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25 percent interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.

Letter of Authorization (LOA). A LOA from a property owner granting someone else permission to sign the Preliminary Application form may be provided if the property is owned by a partnership, corporation, LLC or trust, or in rare circumstances when an individual property owner is unable to sign the Preliminary Application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-3 below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.

Grant Deed. Provide Copy of the Grant Deed if the ownership of the property does not match local records. The Deed must correspond exactly with the ownership listed on the application.

Multiple Owners. If the property is owned by more than one individual (e.g., John and Jane Doe, or Mary Smith and Mark Jones) signatures are required of all owners.

PROPERTY OWNER(S) (Signature(s) required unless lawful power of attorney provided.)

Name/Title _____ E-mail _____

Address _____ Phone _____

I hereby certify that I am the owner of record of the subject property(ies) described in this application and that I consent to the filing of the action requested herein. All property owners of record must sign the application.

Owner Signature* _____ Date _____

**Original (wet) signatures required throughout. Copies will not be accepted. (For multiple property owners, attach additional signature blocks)*

APPLICANT AND DESIGNATED AGENT (Attorney-In-Fact) Designation is required for all applications.

I, _____ (Property Owner), hereby designate _____ (agent) as the Applicant and Attorney-in-Fact for the Property Owner for all purposes of processing this application with the City of Gilroy. As the Attorney-in-Fact, this primary contact person serves as the designated agent responsible for project negotiations with the City, and will coordinate all information with the applicant team.

Owner Signature* _____

**Original (wet) signatures required throughout. Copies will not be accepted. (For multiple property owners, attach additional signature blocks)*

Applicant Primary Contact/Designated Agent (Attorney-in-Fact)

Name/Title _____ E-mail _____

Address _____ Phone _____

Signature* _____ Date _____

Minimum Preliminary Application Requirements

PROJECT INFORMATION

Check each box below to indicate that the information was submitted.

Please fill in the information, where indicated.

- 1. **PROJECT LOCATION** - 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 major physical alterations to the property on which the project is to be located.
- 3. **SITE PLAN** - A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied.
- 4. **ELEVATIONS** - Elevations showing design, color, material, and the massing and height of each building that is to be occupied.
- 5. **PROPOSED USES** - The proposed land uses by number of units and square feet of residential and nonresidential development under each zoning classification.
- 6. **RESIDENTIAL DWELLING UNIT COUNT:** Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Indicate Number of Units below:
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

Other notes on units:

- 7. **FLOOR AREA** - Provide the proposed floor area and square footage of residential and nonresidential development, by building (attach relevant information by building and totals here):

	Residential	Nonresidential	Total
Floor Area (sq. ft.)			
Building Area (sq. ft.)			

8. **PARKING** - The proposed number of parking spaces:

Residential	Nonresidential	Total

9. **AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS and PARKING REDUCTIONS** - Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?
 Yes No **If yes, please describe.**

10. **SUBDIVISION** – Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, or a condominium map?
 Yes No **If yes, please describe.**

11. **POLLUTANTS** – Are there any proposed point sources of air or water pollutants? Yes No
If yes, please describe.

12. **EXISTING SITE CONDITIONS** – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing			
To Be Demolished			

13. **ADDITIONAL SITE CONDITIONS**

a. Does the project site contain historic and/or cultural resources?
 Yes No **If yes, please describe.**

b. Does the project site contain any species of special concern?
 Yes No **If yes, please describe.**

c. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way? Yes No **If yes, please describe.**

d. Does the project site contain 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? Provide 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. Yes No **If yes, please describe.**

	<p>e. Is any portion of the property located within any of the following:</p>
	<ul style="list-style-type: none"> • A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.
	<ul style="list-style-type: none"> • Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.
	<ul style="list-style-type: none"> • 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.
	<ul style="list-style-type: none"> • A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.
	<ul style="list-style-type: none"> • 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.
	<ul style="list-style-type: none"> • 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.