CITY OF CAMPBELL
Community Development Department

PRELIMINARY APPLICATIONS

PLANNING APPLICATION CHECKLIST

(Download at http://bit.ly/preapplicationchecklist)

This Planning Application Checklist ("Checklist") is intended to facilitate the submittal of a development application to the City of Campbell Planning Division. Please note that there are specific Checklists for different application types (e.g., single-family homes, land use changes, planned developments, etc.). If you are unsure of which Checklist to refer, please visit the Planning Application Checklists webpage. If you need additional assistance, please contact the Planning Division at (408) 866-2140 or planning@campbellca.gov, or visit us at City Hall.

APPLICATION TYPES

This Checklist is to be used for **Preliminary Applications** only, for the following types of preliminary applications submitted pursuant to Campbell Municipal Code (CMC) Chapter 21.41 (Pre-Applications). Review of the preliminary plans is limited to the overall project design concept and is not considered a substitute for formal project review. Comments (verbal or written) provided by City staff, the Planning Commission, or the City Council on the preliminary application are not binding on the formal application.

PRELIMINARY APPLICATION TYPES	
PRE-APPLICATIONS	**DESCRIPTION**
■ **City Council – Mandatory (Authorization Request)**	■ A *mandatory* process for any proposal for, or that includes, a request for an amendment to the General Plan or an area plan. The preliminary application will be considered by the City Council, who may choose to authorize or reject a request to *propose* an amendment. Action to authorize submittal of a formal amendment does not guarantee or convey an intent to approve the request. **Note**: This process is in *addition* (and prior to) to the mandatory preliminary application reviewed by the Planning Commission.
■ **City Council – Mandatory (Preliminary Project Review)**	■ A *mandatory* process for any **non-residential project**[1] that includes a request for a Zoning Map Amendment or that could potentially result in "significant unavoidable environmental impacts"[2]. A "study session" hearing with the City Council will be held to discuss the proposal, provide general feedback, and accept public comment.
■ **City Council – Voluntary (Preliminary Project Review)**	■ A *voluntary* process for **residential projects**[1] on "large sites".[3] A "study session" hearing with the City Council will be held to examine possible alternatives or modifications to the preliminary "Walkable Neighborhood Plan" (WNP), provide general feedback, and accept public comment. **Note**: As this is a voluntary process, the study session meeting is not considered a "hearing" for the purposes of Government Code § 65905.

PRELIMINARY APPLICATION TYPES	
PRE-APPLICATIONS	**DESCRIPTION**
■ **Planning Commission – Mandatory (Preliminary Project Review)**	■ A *mandatory* process for **non-residential projects** exceeding 20,000 square-feet of building on a site adjacent to existing residential uses and those that could result in "substantial fiscal impacts to the city."[2] A "study session" hearing with the Planning Commission will be held to discuss the proposal, provide feedback, and accept public comment.
■ **Planning Commission – Voluntary (Preliminary Project Review)**	■ A *voluntary* process for **non-residential and residential projects (non-"large sites")**. A "study session" hearing with the Planning Commission will be held to discuss the proposal, provide feedback, and accept public comment. **Note**: A voluntary Planning Commission pre-application may also be accepted in tandem with an SB-330 pre-application (see, below).
■ **Administrative (SB-330 Pre-App Only)**	■ A *voluntary* process under the Housing Crisis Act (SB-330) that allows a **residential project** to vest ("lock-in") the ordinances, standards, and policies in effect at the time when the preliminary application is submitted, as discussed further on the following page. An SB-330 pre-application may be submitted independent of or in conjunction with a City preliminary application, as noted above: ■ **Note**: This process is limited to acceptance and filing of the pre-application materials as required by State law. The City will not perform a review of the preliminary application materials. However, you may schedule an in-person or virtual appointment with a planner to discuss your project through the Planning Division's Microsoft Bookings counter service.
Note (1): For the purposes of this checklist, the term "residential project" means a 100% residential project (2+ units) and mixed-use developments where at least two-thirds of the square footage is residential, as more specifically defined in CMC Sec. 21.72.020.H (Housing development project). **Note (2)**: Pursuant to CMC Sec. 21.02.020.A, the Community Development Director shall determine whether a proposal may result in "substantial fiscal impacts to the city" or "significant unavoidable environmental impacts". **Note (3)**: The definition of "large site" is contained in Table 3.020.B of the *Multi-Family Development and Design Standards* (MFDDS).	

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline ("MGO"). All applications for a development permit **must be electronically submitted** through the MGO customer portal. Before you submit an application for the first time, you must create a user account. For more information, please visit the City's Application Center webpage. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Planning Division at (408) 866-2140 or planning@campbellca.gov. If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

SB 330 PRELIMINARY APPLICATIONS

The Housing Crisis Act of 2019 (SB-330) created a preliminary application process through which an applicant for "housing development project" may obtain assurances for continued review under the ordinances, standards, and policies in effect at the time when the preliminary application is submitted ("vesting"). A "housing development project" for the purposes of SB-330 consists of: (1) residential units only, (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. SB 330 does not apply to projects that require a Zoning Map or General Plan Land Use Amendment.

If your SB 330 preliminary application *does not* otherwise include a voluntary preliminary application pursuant to the thresholds specified above, you may only submit those application materials identified by Government Code § 65941.1. If your SB 330 preliminary application *does* include a voluntary preliminary application, you must submit all of the required application materials specified by this Checklist and as well as those identified by Government Code § 65941.1. In both cases, you must also submit the State of California standardized SB-330 Preliminary Application Form. Please note that following filing of a SB-330 application, a formal application must be submitted within 180 days or the vesting provided by SB-330 will expire.

REQUIRED APPLICATION MATERIALS

Unless specifically excluded by a staff planner in writing, the following Application Materials, as specified in the table, below, are required for your preliminary application to be processed. Please note that these are minimum requirements; additional detail and information will result in more thorough feedback. Upon submittal to the MGO system, a staff planner will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS
	Preliminary Project Plan Sheets *(provide as a single document)*
1.	**Coversheet** ■ Project site address, APN, project title, scope of work, sheet index, legend, and vicinity map; ■ Project data table including General Plan Land use district, Zoning District, form-based-zone designation, net lot size, floor area ratio (FAR), building lot coverage, landscaping coverage, paving coverage, number of housing units (by size and bedroom count), building square-footage (for each floor and in total), and number of parking stalls;
2.	**Site Photography Sheet** providing six (6) labeled photographs of the project site taken from multiple vantage points, with a key/legend identifying the location where each photograph was taken.
3.	**Preliminary Walkable Neighborhood Plan** prepared in compliance with MFDDS § 8.020 tentatively identifying the proposed blocks, circulation network (alleys, thoroughfares, passageways, sidewalks), open space areas, new form-based zone designations, design sites, and buildings. **Note**: Only required for "large site" projects voluntary submitting for a City Council pre-application.
4.	**Adjacency Map** showing the project site and all *abutting* properties that identifies the Form-Based Zone and General Plan land use designations for each abutting property (see public Campbell GIS portal); and a table identifying all required "adjustment to standards" specified by MFDDS § 3.100. **Note**: Only required for "large site" projects voluntary submitting for a City Council pre-application.
5.	**Preliminary Site Plan** ■ Property lines, and property line dimensions; ■ Design site boundaries, including dimensions, and measurements from the design site lines to property lines (if applicable); ■ Public street(s), public sidewalk, parking stalls, driveways, and walkways; ■ Location of existing trees, and anticipated landscaping and stormwater treatment areas; ■ Proposed buildings, including trash/recycling receptacle storage areas.

#	REQUIRED APPLICATION MATERIALS
6.	**Preliminary Floor Plans** ■ Illustrations of "typical" floors of each proposed building; ■ Labeled use of each room (kitchen, office, warehouse, etc.); ■ Approximate dimensions of exterior walls, doors, windows and rooms; ■ Anticipated seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces.
7.	**Preliminary Exterior Elevations** ■ Architectural depictions of the front and rear of proposed structures; ■ Anticipated exterior materials and colors, including wall cladding, roofing, mechanical screening/parapets, doors, and windows; ■ Anticipated building height(s), plate heights, and roof slopes.
	Additional Items *(provide as separate documents)*
8.	**Project Description** explaining the anticipated project, including the proposed use(s), type and size of proposed buildings, number of proposed housing units (by size and bedroom count), project goals, public benefits of the project, and proposed General Plan Land Use and/or Zoning District(s).
9.	**Preliminary Title Report** prepared by a title company registered with the California Department of Insurance.
10.	**SB 330 Preliminary Application Form** for residential projects claiming vesting pursuant to the Housing Crisis Act.
11.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

PROJECT PLAN PREPARATION REQUIREMENTS

Project Plans submitted for a development application must adhere to the following requirements:

- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, email, and stamp of the plan author(s) (if applicable);
- Specify the date of preparation; noted and graphical scale; and north arrow;
- Be produced in a uniform size (all sheets) of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- Incorporate all the required plan sheets into a single set of Preliminary Project Plans; and
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in Adobe PDF (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table on the following page**. Please do not add dates, numbers, acronyms, special characters (!, @, #, $, %, ^, &, ", ", and *), version numbers or prefix numbers to the file names. Please also ensure that the Preliminary Project Plans, inclusive of all required sheets, **are combined into a single PDF file**. Separate PDF files will not be accepted and will result in rejection of your application.

REQUIRED FILE NAMING FORMAT	
Required Material *(one PDF file for each item)*	**Required File Name Format** *(label each file exactly like this)*
■ **Preliminary Project Plans**	■ **Preliminary Project Plans (year-month-day)** *Example*: Preliminary Project Plans (2020-01-30)
■ **Project Description**	■ **Project Description (year-month-day)** *Example*: Project Description (2020-01-30)

REQUIRED FILE NAMING FORMAT	
Required Material *(one PDF file for each item)*	**Required File Name Format** *(label each file exactly like this)*
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
■ **SB 330 Preliminary Application Form**	■ **SB 330 Preliminary Application Form**
■ **Preliminary Title Report**	■ **Title Report**

APPLICATION FEES

Payment of application fees is required for your application to be deemed "received" under the California Permit Streamlining Act (Government Code § 65943 et seq.). Accordingly, review of an application will not begin until payment of all fees has been made and posted to your account. Failure to pay in a timely manner may result in your application being removed from the application queue (rejected), requiring a new application to be submitted. The Planning Division application fee schedule may be viewed at this link. Please note that the City charges a 3.36% processing fee for all credit card transitions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.

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ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation is grounds for revocation of an approved land use entitlement pursuant to Campbell Municipal Code (CMC) 21.68.030.B. Signature by the Applicant and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

(1) The Project Site *is not* included on the Hazardous Wastes and Substances Sites List pursuant to Government Code § 65962.5;

(2) A political donation(s) of $250 or more to any City of Campbell Planning Commissioner *has not* been made pursuant to the Political Reform Act;

(3) A vested right to a land use entitlement or building permit *will not* be conferred without additional approval by the West Valley Sanitation District;

(4) On behalf and with the permission of the design professional(s) and engineer(s) associated with the project, the City of Campbell is granted release to copy and reproduce electronically and/or physically, in whole or in part, drawings and all other submitted materials (including site plans, architectural and design plans and drawings, and massing diagrams) and the undersigned parties waive any limitations provided in Government Code § 65103.5, for the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act (CPRA), and specifically agree to allow the City to provide such documents to the public in response to any CPRA request.

(5) As specified by CMC Sec. 21.38.040.C., if an application is deemed incomplete revised Application Materials must be submitted within one hundred eighty calendar days after notification of incompleteness, or the application shall be deemed withdrawn *without refund of application fees*;

(6) All notices and communications may be provided electronically via the MGO system. This acknowledgement also constitutes an intelligent, voluntary, and knowing waiver to receive a physical copy of any notice required or implied to be required by the Permit Streamlining Act;

(7) An application for a development permit is not deemed submitted for the purposes of the Permit Streamlining Act until all required materials have been received and all fees have been paid;

(8) For the purposes of the Telecommunications Act 47 U.S.C. §332(c)(7), Government Code § 65964.1, the Permit Streamlining Act, and any applicable Federal Communications Commission orders or regulations, an application for a development permit is not deemed submitted, and therefore any applicable shot clocks will not be deemed triggered, until all required materials have been received and all fees have been paid;

(9) A project shall not be construed as operative, vested, or final nor shall City permits be considered valid, until the filing fees for a Notice of Determination (NOD) have been paid (Fish & Game Code §711.4(c)(3)); and

(10) The information submitted with the development application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT ACKNOWLEDGEMENT

Name:	**Title** (*if applicable*):	**Signature**:	**Date**:
_____	_____	_____	_____

PROPERTY OWNER ACKNOWLEDGEMENT

Name:	**Title** (*if applicable*):	**Signature**:	**Date**:
_____	_____	_____	_____

Company (*if applicable*):

_____