

## **SB 330 Preliminary Application Process**

<b>Step 1</b>	The project proponent submits a preliminary application (PA) to the Community Development Department. City staff reviews the materials and informs the proponent if any information is missing.
<b>Step 2</b>	Within 180 days, the proponent submits a complete development application, including fees. If incomplete, they will be notified within 30 days. If no submittal is made, the PA expires.
<b>Step 3</b>	The proponent must respond in writing within 90 days if the application is incomplete. If no response is provided, the PA expires.
<b>Step 4</b>	If resubmitted materials are still incomplete, the City will request additional information within 30 or 60 days, depending on the number of housing units. Once all materials are submitted, the application is deemed complete.
<b>Step 5</b>	City staff determines the level of California Environmental Quality Act CEQA analysis required and other supporting studies
<b>Step 6</b>	The project is noticed to the public and determined by the Planning Commission and City Council. SB 330 requires approval or disapproval within 90 days of certifying the environmental document, with no more than five hearings. Construction must begin within 2.5 years of final approval.