



COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927

(530) 879-6800 | www.chicoca.gov | zoning@chicoca.gov

Supplemental Planning Entitlement Application

Affordable Housing

Ministerial Housing Development / Density Bonus

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Contact Planning if you have any questions; omissions and errors could delay your project.

Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

- Property Owner’s Written Consent on Planning Entitlement Application (if the applicant is not the Property Owner) (separate form)
- Architectural Plans (see Site Plan, Landscape Plan, Elevations, Signage, & Materials and Details checklists below)
- Design Guidelines Quick Check (see below). The City’s Design Guidelines Manual (which is available [online](#)) must be consulted to ensure that important design principles are considered
- Ministerial Housing Development/Senate Bill 35 (Government Code Section 65913.4) (see below)
- Density Bonus (see below)

Is this application for Ministerial Housing under Government Code Section 65913.4 (otherwise known as Senate Bill 35)? If yes, please complete the Ministerial Housing section at the end of this application.

- Yes No

Is this application seeking a Density Bonus under Government Code Section 65915? If yes, please complete the Density Bonus section at the end of this application.

- Yes No

Site Plan Checklist

- | | |
|---|---|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> Property lines with dimensions, acreage, and setbacks |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Adjacent streets, alleys, and properties |
| <input type="checkbox"/> Street Address/Assessor’s Parcel Number(s) | <input type="checkbox"/> Existing and proposed easements |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Existing Features: structures (description and size), landscaping, utility poles, hydrants, streetlights, trees (note whether to be retained or removed) |
| <input type="checkbox"/> Workable Scale (i.e. 1” = 10’ or ¼” = 11’) | |
| <input type="checkbox"/> North Arrow | |

- Footprint and location of new structures with setbacks
- Pedestrian walkways including connection to public right-of-way
- Parking stalls, driveways and dimensions (including handicapped stalls and ramps as applicable)
- Bicycle racks/storage facilities
- Location and height of freestanding signs
- Fence locations and height(s)
- Trash areas with screening
- Location of HVAC units, structures, electrical cabinets/panels, backflow prevention devices, etc.
- Calculations: parcel size/area, floor area, number of parking stalls, landscaping area, lot coverage, gross density etc.
- Delineation of phasing, if applicable
- Commercial and industrial projects: Loading docks, open storage, etc.
- Residential projects: Recreation facilities and other amenities

Landscape Plan Checklist

- Name of Applicant
- Project Title
- Street Address/Assessor’s Parcel Number(s)
- Vicinity Map
- Workable Scale (i.e. 1” = 10’ or ¼” = 11’)
- North Arrow
- Property lines with dimensions, acreage, and setbacks
- Adjacent streets, alleys and properties
- Planting plan with legend
- Footprint and location of existing and new structures
- Hardscape features and materials, including walkways
- Trees to remain or be removed (note species and size)
- Fence or wall locations, heights, and material
- Percentage of pavement shading in parking area(s); minimum 50% required
- Trash areas with screening
- Location of utility company transformer boxes, poles, fixtures, etc.
- Outdoor amenities
- Screening methods for trash enclosures, mechanical equipment, and parking areas
- Exterior lighting: location, height, design, type of lamp, and intensity and IES cutoff classification
- AB1881 compliance/conceptual hydrozones and irrigation methods

Elevations Checklist

- Name of Applicant
- Project Title
- Street Address/Assessor’s Parcel Number(s)
- Workable Scale (i.e. 1” = 10’ or ¼” = 11’)
- Detailed exterior elevations - full color-all sides, identified by cardinal direction, including trash/recycling enclosures, carports, etc.
- Accurate depiction/specification of materials/colors
- Utility panels, plumbing fixtures, meters, conduits, HVAC units
- Utility/Service Entrances
- Location, design, type, and intensity of lighting

Signage Checklist

- Name of Applicant
- Project Title
- Workable Scale (i.e. 1” = 10’ or ¼” = 11’)

- Table of total signage including square footage and height
- Sign details - type, illumination, color, and materials

Materials and Details Checklist

- Name of Applicant
 - Project Title
 - An accurate reproduceable color copy of the material/sample board. Samples
- should include roofing, paint and stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, and masonry choices

Other (consult with Planning as to need)

- Visual Simulation (when over 50,000 sq. ft. or at elevation over 250 feet.)
- Perspective drawings/Computer Simulation
- Conceptual model
- Roof plans
- Lighting photometrics
- Consideration for public art

Design Guidelines Manual Quick-Check

Chico’s Design Guidelines can be found online here: <https://chico.ca.us/Departments/Community-Development/Planning-Division/General-Plan--Other-Planning-Documents/index.html>

| Proposals should reflect the following principles from the City’s Design Guidelines Manual: | Reflected in Proposal | |
|--|-----------------------|----|
| | Yes | No |
| The building has a clear architectural concept carried throughout all elevations? | | |
| All four sides of the building have received equal design consideration? | | |
| Materials or textures are wrapped around the sides of the building, rather than abruptly terminated? | | |
| Building texture is used to create interest or complements an architectural concept or feature? | | |
| Design takes into account existing trees, vegetation, and vistas? | | |
| Design takes into account the character, massing, and setbacks of neighboring buildings? | | |
| Signage is designed as an integrated architectural element? | | |
| Exterior lighting is directed downward and onto the site; light sources are concealed from offsite view? | | |

Ministerial Housing Development/Senate Bill 35 Eligibility Checklist

Before an SB 35 application can be submitted, an applicant must submit a notice of intent in the form of a preliminary application that includes all of the information described in [Government Code Section 65941.1](#). The City of Chico uses the State’s Department of Housing and Community Development (HCD) preliminary application found here: <https://www.hcd.ca.gov/planning-and-community-development/statutory-determinations>

The following eligibility checklist is a guide to help applicants determine if a housing project is eligible for streamlined processing under [Government Code Section 65913.4](#).

| Eligibility Requirements | True | False |
|--|------|-------|
| <p>1. Number and Type of Units. The project must be a multifamily housing development that contains at least two residential units.</p> <p>Compliance Description:</p> | | |
| <p>2. Legal Parcel. It is a legal parcel or parcels located in a city/county if, and only if, the city/county boundaries include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau.</p> <p>Compliance Description:</p> | | |
| <p>3. Urban Infill. At least 75 percent of the perimeter of the site adjoins parcels that are developed with urban uses. Parcels that are only separated by a street or highway shall be considered to be adjoined. “Urban uses” means any current or former residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses.</p> <p>Compliance Description:</p> | | |
| <p>4. Residential Use. At least two-thirds of the square footage of the development is designated for residential use. Additional density, floor area, and units, and any other concession, incentive, or waiver of development standards granted pursuant to the Density Bonus Law in Section 65915 shall be included in the square footage calculation. The square footage of the development shall not include underground space, such as basements or underground parking garages.</p> <p>Compliance Description:</p> | | |

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| <p>5. Zoning and General Plan Designation. One of the following applies to the site:</p> <ul style="list-style-type: none"> • The site is zoned for residential use or residential mixed-use development. • The site has a general plan designation that allows residential use or a mix of residential and nonresidential uses. • The site meets the requirements of Section 65852.24 (Middle Class Housing Act of 2022). <p>Compliance Description:</p> | | |
| <p>6. Affordability. If more than 10 residential units are proposed, the development is subject to a requirement mandating a minimum percentage of the project’s total units for below market rate housing based on one of the following:</p> <p>a. For jurisdictions that have made insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR), proposed developments must provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For Rent: at least 10 percent of the project’s total units must be dedicated as affordable to households making at or below 50 percent of the area median income. <input type="checkbox"/> For Sale: at least 10 percent of the project's total units must be dedicated as affordable to households making at or below 80 percent of the area median income. <p>b. For jurisdictions that have made insufficient progress toward their Lower income RHNA (Very Low- and Low- income) proposed developments must provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For Rent: At least 50 percent of the project's total units must be dedicated as affordable to households making at or below 80 percent of the area median income. <input type="checkbox"/> For Sale: at least 50 percent of the project's total units must be dedicated as affordable to households making at or below 80 percent of the area median income. <p>Compliance Description:</p> | | |
| <p>7. Covenant. If more than 10 residential units are proposed, the applicant must commit to record, prior to issuance of the first building permit, a land use restriction or covenant for the required affordable units providing that the</p> | | |

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| <p>housing shall remain affordable to low- or very low- income households, as applicable, for the following minimum durations, as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 55 years for rental units. <input type="checkbox"/> 45 years for homeownership units. <p>Compliance Description:</p> | | |
| <p>8. Site Location. The project may not be located on a site that is any of the following:</p> <ul style="list-style-type: none"> • Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by City/County of _____ voters. • Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993). • Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan. • Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code). • Lands under conservation easement. • A site that would require demolition of a historic structure that is on a local, state, or federal register. • A site that would require demolition of housing that is: <ul style="list-style-type: none"> • Subject to recorded restrictions or law that limits rent to levels affordable to moderate, low, or very-low income households. • Subject to rent or price control. • Currently occupied by tenants or that was occupied by tenants within the past 10 years. • A site that previously contained housing occupied by tenants that was demolished within the past 10 years. | | |

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| <ul style="list-style-type: none"> • A site that contains housing units that are occupied by tenants, and units at the property are, or were, subsequently offered for sale to the general public by the subdivider or subsequent owner of the property. <p>Compliance Description:</p> | | |
| <p>9. Sites Excluded Unless Standards Are Met. If the site is located within any of the following zones, the project is not eligible for SB 35 Streamlined Ministerial Review unless the application demonstrates that additional standards have been met, as described below. Please attach any documentation required to demonstrate compliance.</p> <ul style="list-style-type: none"> • Within very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area as defined in Public Resources Code Section 4102, unless the site has adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development, including, but not limited to, standards established under Public Resources Code Sections 4291 or 51182, as applicable, 4290, or Chapter 7A of the California Building Code. • 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, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses. • 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. • A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps promulgated by FEMA. However, the proposed development may be located on the site if either of the following are met: <ul style="list-style-type: none"> • the site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction; or • the site meets FEMA requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 | | |

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| <p>(commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.</p> <ul style="list-style-type: none"> • A regulatory floodway as determined by maps promulgated by FEMA unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. <p>Compliance Description:</p> | | |
| <p>10. Prevailing Wage. If the project includes 10 or more units and the project is not in its entirety a public work as defined in Government Code Section 65913.4(a)(8)(A), the project proponent must certify to the local agency that the following are true:</p> <ul style="list-style-type: none"> • All construction workers employed in the execution of the development shall be paid at least the general prevailing rate of per diem wages for the type of work and geographic area, as determined by the Director of Industrial Relations pursuant to Labor Code Sections 1773 and 1773.9, except that apprentices registered in programs approved by the Chief of the Division of Apprenticeship Standards may be paid at least the applicable apprentice prevailing rate. • The prevailing wage requirement will be included in all work contracts for those portions of the development that are not a public work. <p>Compliance Description:</p> | | |
| <p>11. Labor Standards. A project of 50 or more units must meet the labor standards provided in Government Code Section 65913.4(a)(8)(E).</p> <p>Compliance Description:</p> | | |
| <p>12. Skilled and Trained Workforce. A project over 85 feet in height above grade must meet the skilled and trained workforce requirements provided in Government Code Section 65913.4(a)(8)(F).</p> <p>Compliance Description:</p> | | |

Tribal Consultation

Within 30 days of the completed notice of intent/preliminary application, the local agency must contact the Native American Heritage Commission to identify Native American tribes that are traditionally and culturally affiliated with the area of the site. The local agency must invite identified tribes to participate in a formal scoping consultation. Tribes then have 30 days to request a scoping consultation. If no consultation is requested, the project is eligible to submit an SB 35 application. If consultation is requested, the local agency will initiate the consultation within 30 days of receipt of the request. An SB 35 application cannot be submitted until the notice and scoping consultation is complete and either an agreement is reached, or no tribe elects to participate in a scoping consultation. Once the scoping consultation begins, there is no time limit for approval. If agreement cannot be reached between the local jurisdiction and the tribes, no SB 35 application may be submitted. For more details, Government Code Section 65913.4(b) describes the principles applicable to the scoping consultation.

Completeness Review

Local jurisdictions must review applications for completeness within 30 days of submittal. If the application is determined to be incomplete, the staff shall provide the applicant with an exhaustive list of items that were not complete. If the local jurisdiction does not respond within 30 days, the application is “deemed complete” (Government Code Section 65943).

Consistency Review

Local jurisdictions must review complete applications for consistency with SB 35 requirements and any local objective standards (as defined in Government Code Section 65913.4). The review must be completed within:

- 60 days of application submittal for projects of 150 or fewer units, or
- 90 days of application submittal for projects containing more than 150 units.

Local jurisdictions must provide written documentation to the applicant within these timeframes. The written documentation must detail which objective SB 35 requirements and city objective standards are not met by the project and how the project conflicts with the standards, or indicate that the project is consistent with all SB 35 requirements and objective standards. Comments from all city departments that are required to approve the development and evaluate compliance with objective standards must be provided within the time limits listed above. If the local jurisdiction does not respond within the required timelines, the application is “deemed consistent” with objective standards.

Density Bonus

Density bonus means a density increase over the maximum allowable gross residential density. The amount of density increases varies according to the amount of affordable units provided as defined by [Government Code Section 65915](#).

Total number of non affordable units provided: _____

Total number of affordable units provided: _____

Type of affordable units provided (i.e. percent annual median income, senior, student, etc.):

Applicants may request incentives or concessions, waivers or reductions of development standards, and parking ratios as specified in Government Code Sections 65915 (d), (e), and (p). Provide the number of incentives or concessions, waivers or reductions, and parking ratios as applicable: