



SB 9 HOUSING DEVELOPMENT

Submittal Requirements

To submit an SB 9 Housing Development application, email all submittal requirements as attached PDF documents or via file share link to planning@albanyca.org. Failure to submit a complete application will result in your application not being accepted. Planning fees will be invoiced and sent to the property owner/applicant once the application has been accepted.

- [Site Eligibility Requirements Checklist](#)
- [Planning Application](#) with signed Terms and Conditions (page 2 of application)
- [SB 9 Demolition Affidavit](#)

Project Plans – All plans must be fully dimensioned, and including name of person preparing plans, dates of preparation and revision, project address, graphic scale, north arrow, and legend describing all symbols and notations. Project plans shall include all of the following:

- Site Survey** – prepared and stamped by a licensed surveyor, including dimensioned setbacks of all structures to nearest property line(s)
- Cover sheet** – including detailed project description, plan sheet index, and photos of the existing home and proposed location of new development
- Lot Coverage and FAR Diagrams** – fully dimensioned with square footage of area(s). See Municipal Code [§20.24.050](#) and [20.08](#) respectively on how to calculate FAR and Lot Coverage.
- Site Plan Sheet** –
 - Property lines and lot dimensions
 - Existing and proposed building footprint(s) (dimensioned), setbacks (required, existing and proposed), and projections such as eaves, balconies, and bays. Show all accessory structures, such as garages, sheds, etc. and all unenclosed accessory structures such as patios, hot tubs, decks etc. Include delineation of proposed additions, if any, with shading, hatching or another appropriate method
 - Dimensioned areas(s) for existing or proposed vehicle and bicycle parking, trash/solid waste storage areas, curb cuts, driveway layout with materials indicated.
 - Include area of public right-of-way (ROW) between curb and property line along property frontage and indicate location of all street trees, utility boxes and poles, streetlamps, fire hydrants and other improvements within the ROW
- Elevations** – existing and proposed with building heights
- Floor Plans** – existing and proposed with all rooms dimensioned and labeled
- Roof Plans** – existing and proposed with material indicated
- Building Sections Sheet** – with floor to ceiling heights indicated (separate page)

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- Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. The application is deemed submitted on the date fees are paid in full.

Current fees can be found on the City's master fee schedule:

<https://www.albanyca.gov/Departments/Finance/Master-Fee-Schedule>

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Upon approval of the SB 9 submittal, a building permit must be applied for. For information on how to apply for a building permit see <https://www.albanyca.gov/Departments/Community-Development/Building/Building-Permits>