CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

ELECTRONIC HOUSING ELEMENT SITES INVENTORY FORM INSTRUCTIONS

Last Revised 9/15/2022

INTRODUCTION

Government Code (GC) Section 65583(a)(3) requires local governments to prepare an inventory of land suitable for residential development – including vacant sites and sites with potential for redevelopment, an analysis of the relationship of zoning and public facilities and services to these sites, and an analysis of the relationship of the sites identified in the land inventory to the jurisdiction's duty to affirmatively further fair housing – as part of the housing element. The purpose of the inventory is to identify sites that can be developed for housing within the planning period (GC Section 65583.2).

Pursuant to SB 6 (Chapter 667, Statutes of 2019), for a housing element or amendment adopted on or after January 1, 2021, the planning agency shall submit to HCD an electronic copy of its inventory of these parcels using standards, forms, and definitions adopted by HCD. For a housing element or amendment adopted on or after January 1, 2021, this form is optional. After that date, it is required to be submitted with the adopted housing element pursuant to GC 65585(g). This form promotes more efficient review of local governments' housing elements and facilitates analysis and input from stakeholders, academics, and HCD. While this form allows local governments to submit their list of land suitable for residential development, it is not a substitute for the analysis required in any section of the housing element.

How to Submit the Electronic Housing Element Site Inventory Form
Complete the Electronic Housing Element Site Inventory Form using the provided template and submit it to HCD at sitesinventory@hcd.ca.gov. HCD may accept this information in other electronic formats with prior approval. For more information on submitting your site inventory in a different format, or to request an extended version of the form (for jurisdictions with more than 500 sites), please email sitesinventory@hcd.ca.gov. Send the electronic version as an Excel workbook attachment. Do not send a scanned copy of the tables.

FORM INSTRUCTIONS

This form should be completed in conjunction with the Housing Element Sites Inventory Guidebook. Before completing this form, please refer to the guidebook at the following link:
[Housing Element Site Inventory Guidebook, Government Code Section 65583.2](#)

AB 686 (Chapter 958, Statutes of 2018) requires that housing elements affirmatively further fair housing. Before completing this form, please see the following link for a list of requirements of AB 686 and check the HCD website for updates regarding additional AB 686 guidance.

[AB 686 Summary of Requirements in Housing Element Law, Government Code Section 8899.50, 65583(c)(5), 65583(c)(10), 65583.2(a)](#)

"START HERE" Tab

1) **General Information (Cells B4 & B5):** Enter the jurisdiction name in cell B4 of the "Start Here" tab. The jurisdiction name will auto populate into the cells in Column A of Tables A and B of the form. Select your jurisdiction from the drop-down menu. Enter the current Housing Element Cycle associated with this submission in cell B5.

2) **Contact Information (Cells B7, B8, B9, B10 & B11):** Enter the first name of the contact person for your jurisdiction in cell B7, their last name in cell B8, their job title in cell B9, their email in cell B10, and their phone number in cell B11.

3) **Mailing Address (Cells B13, B14, & B15):** Enter the mailing address at which the jurisdiction can receive official correspondence. Enter the street address in cell B13, the city name in which the mailing address is located in cell B14, and the ZIP code for that address in cell B15.

4) **Website**: Enter the website for the jurisdiction.

Table A

1) **Jurisdiction Name (Start Tab / Cell B4):** Enter the jurisdiction name in cell B4 of the "Start Here" tab. The jurisdiction name will auto populate into the cells in Column A of Table A of the form.

2) **Site Address/Intersection (Table A / Column B):** Enter the number and name of the street, if available. Enter an intersection, if, and only if, a site address is not available. This information is necessary to locate some sites.

3) **Five Digit ZIP Code (Table A / Column C):** Enter the ZIP code. This information is necessary to locate some sites.

Electronic Housing Element Site Inventory Form Instructions

4) **Assessor Parcel Number (APN) (Table A / Column D):** Enter the current available APN using the correct format for the county in which the jurisdiction is located. The APN format for the county will populate in Row 1 of Table A once the jurisdiction is selected on the "START HERE" tab.

5) **Consolidated Sites (Table A / Column E):** From the drop-down list, select the same letter for parcels that will be consolidated into larger parcels.

6) **General Plan Designation (Current) (Table A / Column F):** Enter the current general plan designation.

7) **Zoning Designation (Current) (Table A / Column G): <u>Before completing this column, complete Table C by entering each zoning designation and a description of the designation. Information entered in Table C will populate the options to select from in the drop-down menu in Table A / Column G. From the drop-down list,</u>** select the current zoning designation for each parcel. When the zoning on a parcel includes an overlay zone, note the base zoning in Table A / Column G and overlay in one of the optional information columns.

8) **Minimum Density Allowed (units/acre) (Table A / Column H):** Enter the minimum density currently allowed on each parcel expressed as units per acre. If there is no minimum density on the parcel, enter "0".

9) **Maximum Density Allowed (units/acre) (Table A / Column I):** Enter the maximum density allowed on each parcel expressed as units per acre. If there is no maximum density, enter "0".

10) **Parcel Size (Acres) (Table A / Column J):** Enter the size of the parcel in acres. The use of either gross or net acreage is acceptable but should be consistent with the standard the jurisdiction typically uses for determining units allowed for residential development.

11) **Existing Use/Vacancy (Table A / Column K):** From the drop-down list, indicate the parcel's existing use or vacancy. The following options are available in the drop-down list:

   Agricultural / open space
   Commercial
   Educational / institutional / religious
   Hotel/motel
   Industrial

Electronic Housing Element Site Inventory Form Instructions

Mixed use
Parking
Public facilities
Residential
Vacant

Jurisdictions should use the optional information cells (Columns T-V) to add more detailed descriptions of existing uses. Descriptions can be brief (e.g., strip mall with 70 percent store vacancy, or dilapidated building), or as thorough as needed to support the analysis for nonvacant sites in the housing element. If the existing use includes residential units, enter the number of units in an optional cell (e.g., "Residential, 12 units"). The optional cells can also be used to include additional information (e.g., land improvement ratios, age of structure, condition of structure, etc.) that would assist in demonstrating the site's potential for new residential development.

Generally defined, a vacant site is a site without any houses, offices, buildings, or other significant improvements on it. Improvements are generally development of the land (such as a paved parking lot) or structures on the property that are permanent and add to the value of the property.

12) **Infrastructure (Table A / Column L):** From the drop-down list, select if parcels included in the inventory have sufficient water, sewer, and dry utilities supply available and accessible to support housing development, or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development on the site. Dry utilities could include access to electricity, natural gas, telephone, and cable systems. If so, select "Yes - Current" from the drop-down menu. If parcels have planned utilities available and accessible to support housing development, select "Yes – Planned". If parcels have potential utilities available and accessible to support housing development, select "Yes – Potential". If not, select "No" and provide an analysis of deficient infrastructure in the narrative of the housing element. Please see Part A, Step 3 on page 7 of the [Housing Element Site Inventory Guidebook](#) for additional guidance on this topic.

13) **Publicly Owned (Table A / Column M):** From the drop-down list, select whether the parcel is publicly owned, and, if so, the type of entity that owns the parcel. The following options are available in the drop-down list:

NO - Privately-Owned
YES - City-Owned

Electronic Housing Element Site Inventory Form Instructions

YES - County-Owned

YES - Special District-Owned

YES - State-Owned

YES - Federally-Owned

YES - Other Publicly-Owned

14) **Site Status (Table A / Column N):** From the drop-down list, select the current status of the parcel:

Available Pending

Project

Table A of the Site Inventory Form is only for sites that do not have approved projects. Jurisdictions may separately report approved projects within the narrative of the housing element. For more information, see pages 5 and 6 of the [Housing Element Sites Inventory Guidebook](#).

15) **Identified in Last Two Planning Cycles (if vacant) / Identified in Last Planning Cycle (if non-vacant) (Table A / Column O):** From the drop-down list, if the parcel is identified to accommodate lower income housing needs, select whether the parcel was used in the last planning cycle, if nonvacant, or in the last two planning cycles, if vacant.

16) **Lower Income Capacity (Table A / Column P):** Enter the estimate of the net number of lower income units each parcel can accommodate.

17) **Moderate Income Capacity (Table A / Column Q):** Enter the net number of moderate income units each parcel can accommodate.

18) **Above-Moderate Income Capacity (Table A / Column R):** Enter the net number of above-moderate income units each parcel can accommodate.

19) **Total Capacity (Table A / Column S):** This field will auto-calculate based on the sum of Columns P-R. Please note, each site can accommodate units from more than one income category. For more information on capacity, please see Part C of the Sites Inventory Guidebook at the following link: [Housing Element Site Inventory Guidebook, Government Code Section 65583.2](#)

20) **Optional Information (Table A / Columns T-V):** These columns allow you to customize the Sites Inventory Form. Please enter any information you wish to convey about this parcel not covered by other fields in the form. This can include features of the site, such as overlay zoning, proximate amenities, as well as other information about the site needed to meet requirements, such as whether the site is located in a high opportunity area (AB 686), any floor-area

ratio (FAR) requirements for the parcel, any site-specific environmental constraints, whether the parcel is located in a Transit Priority Area (TPA) or Coastal Zone common names (e.g., "Park Theatre," "BART Site," etc.), benefits or burdens at or near the site (e.g., proximity to transit; high quality neighborhood schools; conversely, air or water pollution issues), options for permit streamlining or CEQA streamlining tied to the site, and/or whether an affordable housing development on the site may be eligible for any funding program(s) based on its location or other factors. If additional fields are needed in order to convey more information about the parcel, please email sitesinventory@hcd.ca.gov.

Table B

1) **Jurisdiction Name (Table B / Column A)**: Enter jurisdiction name in "Start Here" tab. The jurisdiction name will auto populate into Column A of Table B of the form.

2) **Site Address/Intersection (Table B / Column B):** Enter the number and name of the street, if available. Enter an intersection, if, and only if, a site address is not available. This information is necessary to locate some sites.

3) **Five Digit Zip Code (Table B / Column C):** Enter the ZIP code. This information is necessary to locate some sites.

4) **APN (Table B / Column D):** Enter the Assessor Parcel Number (APN) using the correct format for the county in which the jurisdiction is located. The APN format for the county will populate in Row 1 of Table B once the jurisdiction is selected on the "START HERE" tab.

5) **Very Low-Income (Table B / Column E):** For each site, list the number of units that are affordable to very low-income households.

6) **Low-Income (Table B / Column F):** For each site, list the number of units that are affordable to low-income households.

7) **Moderate-Income (Table B / Column G):** For each site, list the number of units that are affordable to moderate income households.

8) **Above Moderate-Income (Table B / Column H):** For each site, list the number of units that are affordable to above-moderate income households.

9) **Type of Shortfall (Table B / Column I):** Unaccommodated Need, Shortfall of Sites, or both. Please see the Sites Inventory Guidebook at the following link for more information about the difference between Unaccommodated Need and Shortfall of Sites (p. 33).

Electronic Housing Element Site Inventory Form Instructions

10) Parcel Size (Acres) (Table B / Column J): Enter the size of the parcel in acres.

11) Current General Plan Designation (Table B / Column J): Enter the current General Plan Land Use designation before any proposed changes are made.

12) Current Zoning (Table B / Column L): Before completing this column, complete Table C by entering each zoning designation and a description of the designation. Information entered in Table C will populate the options to select from in the drop-down menu in Table B / Column L. From the drop-down list, select the current zoning designation for each parcel. When the zoning on a parcel includes an overlay zone, note the base zoning in Table B / Column L and overlay in one of the optional information columns.

13) Proposed General Plan (GP) Designation (Table B / Column M): Enter the General Plan Land Use designation associated with the proposed zoning. If no change will be made, enter the current designation.

14) Proposed Zoning (Table B / Column N): Before completing this column, complete Table C by entering each zoning designation and a description of the designation. Information entered in Table C will populate the options to select from in the drop-down menu in Table B / Column N. From the drop-down list, select the proposed zoning designation for each parcel. When the zoning on a parcel includes an overlay zone, note the base zoning in Table B / Column N and overlay in one of the optional information columns.

15) Minimum Density Allowed (Table B / Column O): Enter the minimum density allowed on each parcel. This is the density allowed after any zoning amendments are made. If there will be no minimum density, enter "0".

16) Maximum Density Allowed (Table B / Column P): Enter the maximum density allowed on each parcel. This is the density allowed after any zoning amendments are made. If there will be no maximum density, enter "0".

17) Total Capacity (Table B / Column Q): Enter the estimated realistic unit capacity for each parcel.

  Vacant/Nonvacant (Table B / Column R): From the drop-down list, select if the parcel is vacant or nonvacant.

Generally defined, a vacant site is a site without any houses, offices, buildings, or other significant improvements on it. Improvements are generally development of the land (such as a paved parking lot) or structures on the property that are permanent and add

Electronic Housing Element Site Inventory Form Instructions

to the value of the property. Also refer to the definition of a vacant site on page 24 of the Housing Element Sites Inventory Guidebook at the following link: Housing Element Site Inventory Guidebook, Government Code Section 65583.2

18) **Existing Uses (Table B / Column S):** From the drop-down list, indicate the parcel's existing use or vacancy. The following options are available in the drop-down list:

> Agricultural/open space
> Commercial
> Educational/institutional/religious
> Hotel/motel
> Industrial
> Mixed use
> Parking
> Public facilities
> Residential
> Vacant

Jurisdictions should use the optional information cells (Columns U-W) to add more detailed descriptions of existing uses. Descriptions can be brief (e.g., strip mall with 70 percent store vacancy, or dilapidated building) or as thorough as needed to support the analysis for nonvacant sites in the housing element. If the existing use includes residential units, enter the number of units in an optional cell (e.g., "Residential, 12 units"). The optional cells can also be used to include additional information (e.g., land improvement ratios, age of structure, condition of structure, etc.) that would assist in demonstrating the site's potential for new residential development.

19) **Infrastructure (Table B / Column T):** From the drop-down list, select if parcels included in the inventory have sufficient water, sewer, and dry utilities supply available and accessible to support housing development, or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development on the site. Dry utilities could include access to electricity, natural gas, telephone, and cable systems. If so, select "Yes - Current" from the drop-down menu. If parcels have planned utilities available and accessible to support housing development, select "Yes – Planned". If parcels have potential utilities available and accessible to support housing development, select "Yes – Potential". If not, select "No" and provide an analysis of deficient infrastructure in the narrative of the housing element. Please see Part A, Step 3 on page 7 of the Housing Element Site Inventory Guidebook for additional guidance on this topic.

20) Optional Information 1-3 (Table B / Columns U-W): Please enter any information you wish to convey about this parcel not covered by other fields in the form. See the instructions for examples of the information that can be reflected here. If additional fields are needed in order to convey more information about the parcel, please email sitesinventory@hcd.ca.gov.

Table C

List each zoning designation that will be listed in Table A, Column G; Table B, Column L; and Table B, Column N. For each zoning designation in Table C, Column A, list a general description in Table C, Column B of the types of residential land uses that are allowed with a reference or link to the applicable section of the local code. For example, Zoning Designation: R-1; Land Uses Allowed: Low-Density Residential.