CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

ELECTRONIC HOUSING ELEMENT SITE INVENTORY FORM INSTRUCTIONS

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 having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites. The inventory of land suitable for residential development is required to be used to identify sites that can be developed for housing within the planning period (GC Section 65583.2).

The housing element must identify specific sites or parcels that are available for residential development. 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. The attached form shall be used and submitted in Excel Workbook (.xlsx) format. HCD may accept this information in other electronic formats with prior approval. For more information on submitting your site inventory in a different format, please email sitesinventory@hcd.ca.gov.

Before January 1, 2021, this form is optional, and, after that date, is required to be submitted with the adopted housing element pursuant to GC 65585(g). There are advantages to providing a consistent format for site inventories by submitting this form prior to January 1, 2021, and also with the draft housing element. Benefits of form submission include reduced wait time for jurisdictions and consultants, more efficient review of local governments' housing elements, and presentation of data in a format that allows HCD to create a map of the site inventory which can be shared with jurisdictions.

How to Submit the Electronic Housing Element Site Inventory Form

Complete the Electronic Housing Element Site Inventory Form and submit it to HCD at sitesinventory@hcd.ca.gov. Send the electronic version as an Excel workbook attachment. Do not send a scanned copy of the tables.

FORM INSTRUCTIONS

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

4) **Assessor Parcel Number (APN) (Table A / Column D):** Enter the current available APN.

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):** Enter the current zoning designation.

8) **Minimum Density Allowed (units/acre) (Table A / Column H):** Enter the minimum density currently allowed on each parcel expressed as units per acre. This is the density allowed after any zoning amendments are made.

9) **Maximum Density Allowed (units/acre) (Table A / Column I):** Enter the maximum density allowed on each parcel expressed as units per acre. This is the density allowed after any zoning amendments are made.

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

11) **Existing Use/Vacancy (Table A / Column K):** If the parcel is vacant, enter "Vacant". If the parcel is nonvacant, include a description of the existing use(s).

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 property that are permanent and add to the value of the property.

12) **Infrastructure (Table A N / 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" from the dropdown menu. If not, select "No" and provide an analysis of deficient infrastructure in the narrative of the housing element. Please see Part A, Step 3 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
> YES - County-Owned
> YES - Special District-Owned
> YES - State-Owned
> YES - Federally-Owned
> YES - Other Publicly-Owned

14) **Identified in Last Two Planning Cycles (if nonvacant)/**
Identified in Last Planning Cycle (if vacant) (Table A / Column N): 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 vacant, or in the last two planning cycles, if nonvacant.

15) **Site Status (Table A / Column O):** 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 a project with pulled permits. Jurisdictions may separately report projects with approved permits within the narrative of the housing element. For more information, see the Site Inventory Technical Assistance Memo.

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

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

18) Above-Moderate Income Capacity (Table A / Column R): Enter the 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 S-U. Please note, each site can accommodate units from more than one income category.

20) Eligible for CEQA Exemption and/or Streamlining (Table A / Column T): From the drop-down list, select whether a parcel is eligible for CEQA/Other Streamling and, if so, the type of streamlining for which the parcel is eligible. The following options are available in the drop-down list:

NO –   Not Eligible
YES – Infill Categorical Exemption (CEQA Guidelines § 15332)
YES – Infill Housing Exemption (Public Resources Code (PRC) § 21159.24)
YES – Infill Housing in Unincorporated Areas (PRC § 21159.25)
YES – Transit Priority Area Covered by a Specific Plan (PRC § 21155.4)
YES – Consistent with a Planning Document (Public Resources Code (PRC) § 21083.3)
YES – Other

For more detail on these categories please see the following link:
http://www.opr.ca.gov/docs/20190208-TechAdvisory-Review_of_Housing_Exemptions.pdf

21) Optional Information (Table A / Columns U-W): 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 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), 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.

Table B

1) **APN (Table B / Column A):** Enter the Assessor Parcel Number (APN).

2) **Street Address (Table B / Column B):** Enter the street address.

3) **Project Name:** Enter the project name, if available.

4) **Local Jurisdiction Tracking ID (Table B / Column C):** Enter the local jurisdiction tracking ID, if available.

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

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

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

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

9) **Type of Shortfall (Table B / Column H):** Select No Net Loss, Unaccommodated Need, or Shortfall of Sites.

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

11) **General Plan Designation (Table B / Column J):** Enter the new General Plan Land Use designation. If no change was made, enter the current designation.

12) **Zoning (Table B / Column K):** Enter the new zoning designation for the parcel. If no change was made, enter the current zoning designation.

13) **Minimum Density Allowed (Table B / Column L):** Enter the minimum density allowed on each parcel. This is the density allowed after any zoning amendments are made.

14) **Maximum Density Allowed (Table B / Column M):** Enter the maximum density allowed on each parcel. This is the density allowed after any zoning amendments are made.

15) **Realistic Capacity (Table B / Column N):** Enter the estimated realistic unit capacity for each parcel.

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

17) Description of Existing Uses (Table B / Column P): Enter a description of existing uses.

Table C

For each zoning designation listed in Table A, Column G, list the land uses allowed. For example, Zoning Designation: R-1; Land Uses Allowed: Low-Density Residential.