



SENATE BILL 9 URBAN LOT SPLIT APPLICATION

Project Name

Site Address	Assessor's Parcel Number
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Brief Project Description

Applicant Name	Applicant Address
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Applicant Email	Applicant Phone
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Applicant Signature

Property Owner's Consent - I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Property Owner's Signature

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- Senate Bill 9 Urban Lot Split Application (Page 1 of this Form)
- [Owner Occupancy Affidavit](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyrights Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Urban Lot Split Eligibility Checklist](#)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- Neighborhood Context Map
- Preliminary Drainage Report
- Preliminary Title Report

PROJECT PLAN SET COMPONENTS:

- Proposed Tentative Parcel Map (see [Map Requirements](#))

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

Senate Bill 9 Review Process

Step 1: CONFIRM THE PROJECT IS ELIGIBLE

Projects for a Two-Unit Development and/or an Urban Lot Split must meet all the criteria on the respective Senate Bill 9 (SB 9) Eligibility Checklist to qualify for ministerial review. A project that includes a proposal for a Two-Unit Development **and** an Urban Lot Split must complete both checklists.

Step 2: SUBMIT A COMPLETE SB 9 APPLICATION PACKET

If you determine your project is eligible, you may submit the SB 9 Two-Unit Development application, and/or the Urban Lot Split Application Packet with each of the required forms, information, and plans required for City staff to review your project. Each of the listed items is required for a complete application.

Step 3: TIMELINES FOR MINISTERIAL REVIEW

- 1. Completeness & Eligibility Review.* The City will issue a determination of completeness and eligibility within 30 days of receipt of an application.
- 2. Action on the Application.* City staff will issue an approval or denial on the application within 60 days of the completeness determination.

Step 4: SUBMIT FOR BUILDING AND/OR ENGINEERING APPROVALS

Following a project approval, permits including Building Permits and Encroachment Permits are applied for and reviewed.

Interim Guidance on Senate Bill 9, including applicable development standards, is available [here](#).