

SB9 Lot Split Application Checklist

To be eligible for a ministerially reviewed SB9 lot split or 2-unit development, your project must meet the following conditions. Please reach out to Ross' SB9 point person Roberta Feliciano at rfeliciano@townofross.org with any questions.

Zoning	Property must be in a residential, single-family zone. Property must also be in an urbanized area, as defined by the U.S. Census Bureau.
Location	SB9 lot split or 2-unit developments are not allowed in the following locations.
	<ul style="list-style-type: none"> • The development is located within a historic district. • Prime farmland or farmland of statewide importance. • Designated wetlands. • Land identified for conservation or under conservation easement or is a habitat for protected species. • Land within a very high fire hazard zone. • Land within a hazardous waste site. • Land within a delineated earthquake fault zone. • Land within a 100-year floodplain or floodway.
Protected structures	<p>The site cannot alter or demolish</p> <ul style="list-style-type: none"> • Rent-controlled housing. • Housing on parcels with Ellis Act Eviction in the last 15 years. • Housing currently occupied by a tenant or occupied by a tenant in the last three years. • Deed restricted, affordable housing.
Occupancy	The site must have been vacant or by the homeowner occupied for the previous three years.
	Project must be limited to residential uses only.
	Short Term Rentals Prohibited. The rental of any unit created through an Urban Lot Split shall be for a term of longer than thirty (30) days.
Right of way access	The resulting parcels must both have access to or adjoin the public right-of-way. Development on the parcel must comply with applicable property access requirements under the California Fire Code section 503.
Setback	The resulting project must have a minimum four-foot rear and side setback.
Additional qualifications for lot split	The smaller lot must be at least 40% of the original lot with a minimum size of 1,200 sq. ft.
	The lot cannot be adjacent to another lot subdivided by you.
	The lot was cannot have been created by a previous SB9 split.
	An applicant must sign an affidavit stating the occupant intends to occupy one of the housing units as their principal residence for a minimum of three years.
Additional qualification for 2-unit developments	Project cannot remove more than 25% of exterior walls if the site is currently occupied by a tenant or has been occupied by a tenant in the last three years.

To apply for a permit, submit the following completed documents to the Ross Building and Planning department. For more information on the application process and required documents, please visit www.townofross.org

Summary of required documents:

- **Affidavit**
- **Tentative map (which includes site plan, utilities plan, site staking, project information, preliminary title report).**

1. Affidavit

An affidavit is required which demonstrates the applicant's intent to occupy one of the housing units created through the lot split for a minimum of three years. This is not required if the applicant is a community land trust or qualified non-profit under Sections 214.15 or 402.1 of the Revenue and Taxation Code.

2. Tentative map

To apply for a SB9 lot split, applicants must submit a tentative map to the planning department. A tentative map is comprised of the following applications.

A. Site plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

- a. Vicinity Map and Directions

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.

b. Boundaries

The site plan must show all existing and proposed lot lines, labeled with their metes and bounds, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated. If the property is governed by a planned zoning district, then all contiguous legal lots of record under a single ownership must be shown.

c. Structures

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Their use, location, and setbacks to all property lines must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans. The maximum extent of each proposed building footprint shall be shown in a relative line weight that is heavier than those lines that show other project components. Site improvements proposed for demolition shall be indicated.

Plans for retaining walls shall indicate the top and bottom of wall elevations. The footprint and height of any existing or proposed structure on adjacent properties may be required to be provided in some instances.

For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.

d. Roofs and building height

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. The roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.

e. Lighting

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

f. Noise Generators

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and anticipated noise levels shall be provided.

g. Natural Features

All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses must be shown. The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated. Areas of geological instability shall be identified, including faults and landslides.

h. Topography

Existing and proposed site contours must be shown at 5-foot intervals, and their respective elevations must be labeled. The contour information may not be absolutely precise unless a topographical survey is required, but must be generally accurate. All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required. Slope percentages for different portions of the site shall be provided in the following increments: 0 to 15%, 16% to 24%, 25% to 34%, >34%. The constraints map shall have the same scale as the site plan.

i. Parking and Access

Proposed off-street parking including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for back-out maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

j. On-Site Water Provision

Show the location of all existing or proposed private water wells and water supply systems (such as wells and springs), as well as the location of any existing/proposed water storage tank(s) on the subject and adjoining properties.

k. Associated Site Design Elements

The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), retaining walls, bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.

l. Additional requirements for

- The Tentative Map must be prepared by a registered civil engineer or licensed surveyor to clearly show the details of the map (preferably one inch equals 10 feet). Maps must be limited to a maximum size of 24 inches by 36 inches.
- The title of the tract must be shown on the Tentative Map
- The location of all areas subject to inundation or storm water overflow and the location, width, and direction of all watercourses including tide water must be shown on the Tentative Map.
- If a Vesting Tentative Map is proposed, "Vesting Tentative Map" must be printed in bold letters across the top of the Tentative Map.
- Additional data to be included on the Tentative Map includes: (1) proposed drainage and/or flood control measures; (2) other public utilities; (3) existing and proposed uses of the property; (4) proposed public areas, if any; and (5) justifications and reasons for any exceptions requested.

B. Utilities plan

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required.

C. Site staking

A staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, swimming pools, water tanks, the edge of development envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed.

The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning staff. The applicant shall submit written notification that the stakes have been installed. The Planning Department has the discretion to require that the staking be placed by a licensed surveyor.

D. Project information

A written description must be included that summarizes the key components of the project.

E. Preliminary Title report

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.