



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

951-694-6400

Temecula, CA 92590

TemeculaCA.gov/planning

SB9

(URBAN LOT SPLITS)

S9 (Urban Lot Splits)

Introduction

This application **must be completed** for all SB 9 Urban Lot Splits. A separate Modification application must be submitted for exterior elevations for new units.

APPLICANT ✓	STAFF ✓	SB35 APP	SECTION	REQUIRED ITEMS
		# OF COPIES		Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to ensure all documentation is provided upon submittal.
		1	A	Complete/signed application
		1	B	Digital Copy of All Documents
		1	C	SB 9 Questionnaire
		1	D	Preliminary Title Report (dated within 60 days of the application submittal)
		1	E	HOA Approval Letter
		1	F	CC&Rs for the Property (even if the property does not have an HOA)
		1	G	Affidavit of Ownership
		1	H	Affidavit of Primary Residence
		1	I	Affidavit of No Tenants
		1	J	Tentative Parcel Map (Urban Lot Split Map)
		1	K	Water Quality Management Plan
		1	L	Conceptual Grading Plan

Fees:

Fees will be required to submit your application. Visit TemeculaCA.gov/fees for fee information. Please contact a Planner at 951-694-6400 with any fee related questions. We suggest that you bring an additional check in-case your scope of work requires additional fees. Additional fees may be required while your application is being processed (for outside agencies, additional permitting requirements, etc).

Appointment:

Prior to your submittal, please contact the Community Development Department to schedule an appointment at 951-694-6400.



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

Temecula, CA 92590

951-694-6400

TemeculaCA.gov/planning

SB9

(URBAN LOT SPLITS)

SECTION A SB9 APPLICATION

PROJECT INFORMATION

Project Title

Project Description

Street Address(es) General Location

Assessor's Parcel No(s)

ADDITIONAL PROJECT INFORMATION

Zoning General Plan Specific Plan/Planning Area (if applicable)

Lot A Size Lot A Unit 1 Size Lot A Unit 2 Size

Lot B Size Lot B Unit 1 Size Lot B Unit 2 Size

of Units Density # of Buildings

of Floors & Building Height # of Parking Spaces # of Affordable Units

Affordable Mix (low, low-medium, etc...) Related Application

FOR STAFF USE

PLANNING APP. NO.

DATE STAMP

REC'D BY

APPLICANT/REPRESENTATIVE

First Name	Middle Name	Last
------------	-------------	------

Street Address

City	State	Zip	Phone
------	-------	-----	-------

E-mail

PROPERTY OWNER

First Name	Middle Name	Last
------------	-------------	------

Street Address

City	State	Zip	Phone
------	-------	-----	-------

E-mail

SIGNATURES AND CERTIFICATIONS

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing. I also understand that this application does not include elevation/design review. I also understand separate Modification application must be submitted for exterior elevation for new units.

Applicant's Signature →	Date
-----------------------------------	-------------

I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner's First Name (Printed)	Owner's Last Name
-------------------------------------	--------------------------

Owner/Authorized Agent Signature →	Date
--	-------------

NOTE

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

Multiple parcels will require authorization from each property owner.

SECTION B**DIGITAL COPY**

Provide a digital copy (PDF) of all project files. All PDF files must follow the digital requirements found in our Digital Submittal Requirements (CD3) which can be downloaded at TemeculaCA.gov/CD3.

SECTION C**SB 9 QUESTIONNAIRE**

1. Does the parcel have a zoning designation that make single-family units **the primary zoning designation?**
Yes No
2. Do you have a letter from your homeowner's association (HOA) approving of the lot split?
Yes No
3. Do your CC&Rs, even if you do not have an HOA, restrict the development to single family homes or have a minimum lot size?
Yes No
4. Does each parcel meet the split requirements? The new parcel must be equal in area to, or at least 40% of the original parcel's size. (e.g., 60/40 lot split or 50/50 lot split)?
Yes No
5. Is each new parcel at least 1,200 square feet in size?
Yes No
6. Has this project been subdivided by a previous SB9 application?
Yes (the project is ineligible) No
7. Is the project located within a historic district, on the California Historical Resources Inventory, or history property?
Yes No
8. Will the proposed subdivision result in the demolition or alteration of:
 - Affordable housing or rent controlled housing
 - Market rate housing that has been occupied by **a tenant within the last three years**
 - A parcel where the property owner has exercised the right to withdraw accommodations from rent or lease within the last 15 years?
9. Does each parcel adjoin the public right of way by a minimum of 15 feet?
Yes No
10. Does the property provide off street parking for each unit?
Yes No

- The lot split shall include a note of substantial size that states:
 “This urban lot split is proposed under Government Code Section 66452.6, 65852.21 and 66411.7 collectively known as SB-9. Subsequent urban lot splits are not permitted.”
 - Name, address, phone number, and email of owner
 - Name, address, phone number, and email of registered civil engineer or licensed surveyor
 - Graphic scale (with bar scale) and north arrow
 - North arrow (make top of map north)
 - Vicinity map with labeled streets
 - Parcel Map number
 - Planning Application Number
 - Date map prepared
 - A statement as to whether the Tentative Map includes the entire contiguous ownership of the land divider or only a portion thereof
 - Revision block indicating date when map is revised through the development review process
 - Surrounding information for adjoining properties including zoning and land use, including Tract/Parcel Number, map book and page numbers
 - Existing topography at least fifty (50) feet beyond project boundary including natural features to be preserved
 - Property lines, dimensions (metes & bounds) and location of adjoining lot lines.
 - The locations, names and existing widths of all highways, streets, or easements that provide legal access to the property.
 - The proposed lot layout, approximate dimensions of each lot, area of each lot in square footage, or acreage for each lot over one acre in size and the approximate finish grade of the building pads.
 - The location of existing wells, cesspools, sewers, culverts, drain pipes, underground structures, or excavated areas within two hundred feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or remain in operation.
 - The location of all existing and proposed fire hydrants.
- The location, identification and dimensions of all existing and proposed easements, including rights-of-way, whether public or private.
 - The locations, names and existing widths of all streets within 100 feet of the boundary’s exterior.
 - The approximate location of all areas subject to storm water overflow, inundation or flood hazard (indicate limits of FEMA floodplain and floodway), and the location and direction of flow of each watercourse.
 - Delineation of special hazard zones (i.e., earthquake faults, liquefaction zones, etc.).
 - The Tentative Map shall clearly indicate the proposed method of handling storm waters. In the event that complete information cannot be shown on the tentative map, the map shall be accompanied by supplemental maps or written reports as necessary to show the proposed storm drain facilities.

SECTION K	WATER QUALITY MANAGEMENT PLAN
------------------	--------------------------------------

State and regional water quality permits require the completion of applicable water quality documents. A preliminary Water Quality Management Plan (WQMP) will be required upon submittal. Incomplete WQMP documents will not be accepted. WQMP requirements are outlined at TemeculaCA.gov/WQMP. If you have additional questions, please contact Public Works at 951-694-6400.

SECTION L	CONCEPTUAL GRADING PLAN (EXHIBIT “A”)
------------------	--

Scale: Engineering scale not to exceed 1"=100'.

The following information shall be included on the plan:

- Data table formatted in the following order:

○	Assessor Parcel Number (book, page and parcel number)
○	Legal description
○	Existing and proposed zoning designation
○	Number of lots
○	Average lot size

<input type="checkbox"/>	Minimum lot size		
<input type="checkbox"/>	General Plan designation		
<input type="checkbox"/>	Specific Plan identification and land use designation (if applicable)		
<input type="checkbox"/>	Existing land use/proposed land use		
<input type="checkbox"/>	Total Gross Area:	square feet	acres
<input type="checkbox"/>	Total Net Area:	square feet	acres
<input type="checkbox"/>	Approximate earthquake quantities (CY) include cut and fill		
<input type="checkbox"/>	Name of utility purveyors and type of sewage disposal		
<input type="checkbox"/>			

- Existing building footprints shall be shown on the Tentative Parcel Map (urban lot split map)
- Parking locations
- Proposed footprints shall be shown
- Name, address, phone number, and email of owner
- Name, address, phone number, and email of registered civil engineer or licensed surveyor
- Graphic scale (with bar scale) and north arrow
- North arrow (make top of map north)
- Vicinity map with labeled streets
- Parcel Map number
- Planning Application Number
- Date map prepared
- Revision block indicating date when map is revised through the development review process
- Surrounding information for adjoining properties including zoning and land use, including Tract/Parcel Map Number, map book and page numbers
- Existing topography at least fifty (50) feet beyond project boundary including natural features to be preserved
- Existing buildings and traveled ways within the proposed subdivision and within 100 feet of the exterior boundaries.
- Trees larger than 6" in diameter shall be identified and located on the map and indicated whether to be removed or remain.
- Property lines, dimensions (metes & bounds) and location of adjoining lot lines.
- The locations, names and existing widths of streets, or easements that provide legal access to the property.
- The proposed lot layout, approximate dimensions of each lot, area of each lot in square footage, or acreage for each lot over one acre in size and the approximate finish grade of the building pads.
- The location of existing wells, cesspools, sewers, culverts, drain pipes, underground structures, or excavated areas within two hundred feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or remain in operation.
- The location of all existing and proposed fire hydrants.
- The location, identification and dimensions of all existing and proposed easements, including rights-of-way, whether public or private.
- Location of on-site utilities and locations of existing public utilities including sanitary sewers, water mains and storm drains.
- The locations, names and existing widths of all streets within 100 feet of the boundary's exterior.
- The approximate location of all areas subject to storm water overflow, inundation or flood hazard (indicate limits of FEMA floodplain and floodway), and the location and direction of flow of each watercourse.
- Delineation of special hazard zones (i.e., earthquake faults, liquefaction zones, etc.).
- The Tentative Map shall clearly indicate the proposed method of handling storm waters. In the event that complete information cannot be shown on the tentative map, the map shall be accompanied by supplemental maps or written reports as necessary to show the proposed storm drain facilities.
- If the Tentative Map is for condominium a statement shall be added as follows: This is a map of a residential/commercial/industrial condominium project as defined in Section 1350 of the State of California Civil Code
- Grading shall be shown for construction or installation of all improvements to serve the subdivision and preliminary grading for the building sites on each lot together with driveway access thereto.

OWNERSHIP DISCLOSURE CERTIFICATE

All Owners of Record must sign this Certificate. List below by Assessor's Parcel Number (APN) all property adjacent or contiguous to the parcel being considered for Land Division that are owned or beneficially controlled by the individual(s) signing this certificate. The undersigned owner(s) or officer(s) in the organization owning the lands for which this application for land division is made, states that he or the organization is aware of the application being filed with the City of Temecula and certifies under penalty of perjury that information contained in this application is true and correct. Any person signing with Power of Attorney for others must print the names of those individuals in the signatures block and attached a certified Power of Attorney.

Assessor's Parcel No. of Parcel(s) being divided:

Original Parcel: _____

Proposed Parcel: _____

Signature (Owner of Record):

Date:

This form **must** be notarized.

AFFIDAVIT
PRIMARY RESIDENCE FOR NEXT THREE YEARS

STATE OF CALIFORNIA
CITY OF TEMECULA
COUNTY OF RIVERSIDE

I _____ hereby certify that I
(Print Name)

Will be residing at one of the residences on either:

Assessor's Parcel Number: _____

Or

Assessor's Parcel Number: _____

I will reside at one of the above parcels as my primary residence for three (3) years after the urban lot split has been approved. I also certify that the lot was not: 1) Split through a prior urban lot split; and 2) Adjacent to a lot that was established through a prior urban lot split by the owner of the lot to be split or by any person acting in concert with the owner.

I certify under penalty of perjury that the foregoing is true and correct.

Signature

Date:

This form **must** be notarized.

AFFIDAVIT
EXISTING HOUSE NOT OCCUPIED BY A TENANT OR INCOME RESTRICTED

STATE OF CALIFORNIA
CITY OF TEMECULA
COUNTY OF RIVERSIDE

I _____ herby certify that none of the
(Print Name)

housing on the lot has been occupied by a tenant within the past three (3) years from the date of this application, that none of the housing is income restricted for households of moderate, low, or very low income, or the house or lot has contained housing, that has been withdrawn from rental or lease under the Ellis Act (Government Code Sections 7060-7060.7) at anytime in the fifteen (15) years prior to submission of the urban lot split application.

I certify under penalty of perjury that the foregoing is true and correct.

Signature

Date:

This form **must** be notarized.