Community & Economic Development Department
Planning Division

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(951) 826-5800
RiversideCA.gov/Planning

SENATE BILL 9 – APPLICATION CHECKLIST AND PRE-CLEARANCE FORM

Application Requirements

SB 9 Two Dwelling Units and Urban Lot Splits

This form is intended for use with the State of California's Senate Bill 9 (SB 9) ministerial permitting procedures, which the City of Riverside is required to implement (California Government Code 65852.21 and 66411.7). This form is for approval of a Two-Unit Development and/or a Parcel Map for an Urban Lot Split as allowed by State law. Before an application for a Two-Unit Development and/or a Parcel Map for an Urban Lot Split may be submitted for processing, the proposal must be consistent with the criteria identified in this form.

- **TWO DWELLING UNITS - Planning Clearance** is required prior to submittal of a building permit application for any two dwelling units pursuant to SB 9. Planning clearance does not constitute issuance of a building permit.
- **URBAN LOT SPLIT – Planning Clearance** is required before submitting a parcel map application to Public Works for any lot split. The project must meet all applicable requirements of the Subdivision Map Act (California Government Code §66410 et seq.).

If the **Planning Clearance** is denied for failure to meet any of the criteria identified in this application, a revised application may be submitted at any time.

All questions can be directed to the City Hall (3rd Floor) **One Stop Shop at (951) 826-5800 or email CDDINFO@riversideca.gov.**

For assistance with answering any of the questions on the Planning Clearance Form, please see Planning Division Staff for assistance.

1. APPLICANT INFORMATION (PRIMARY CONTACT)

Firm/Company Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

2. SITE INFORMATION

Site Address of Location of Property: _____

Assessor's Parcel Number(s): _____ Zone: _____

Total Property Size in Acres (Gross/Net): _____ Square Feet if Less Than One (1) Acre: _____

Please select if the Property is on: ☐ Sewer ☐ Septic *(Please contact County of Riverside Environmental Health for approval)*

Scope of Work: _____

Urban Lot Split Parcel Size Parcel 1: _____ SF Parcel 2: _____ SF *(if applicable)*

How Many Units are Proposed? Parcel 1: _____ Parcel 2: _____

3. SINGLE-FAMILY ZONE REQUIREMENT

If you answer "No" to the following, your property is NOT eligible for an SB 9 two-unit and/or urban lot split.

YES ☐ NO ☐ Is your property located in a Single-Family Zone (R-1, RE, RR, DSP-RES, NSP-MDR, RC*)?

**Not all properties in this Zone will qualify. See Planning Division staff for more information.*

4. GENERAL LIMITATIONS

If you answer "Yes" to any of the following, your property is NOT eligible for an SB 9 two- units and/or urban lot split.

Is your property:

YES ☐ NO ☐ Located within the RA-5 – Residential Agriculture Zone?

YES ☐ NO ☐ Located within a Designated Hazardous Waste Site?

YES ☐ NO ☐ Located within a mapped 100-year floodplain, mapped arroyo, wetland, or identified as a conservation area (as defined in the Western Riverside Multiple Species Habitat Conservation Plan)?

YES ☐ NO ☐ Subject to a Deed Restriction or other recorded instrument that limits the sale or rental of the property to income-qualified households (i.e., affordable housing)?

Does the proposed project:

YES ☐ NO ☐ Involve demolition or alteration of a contributing structure to a City, County, State, and/or National Landmark or Structure of Merit?*

*****Contact the Planning Division for more information*

If you answer "Yes" to the following, your property MAY be eligible for an SB 9 two-unit and/or urban lot split development if the Fire Department finds your property meets the exemptions pursuant to Government Code Sections 65913.4(D)(ii-iii). However, if not exempt, your property is NOT eligible for an SB 9 two-unit and/or urban lot split development. For more information, please contact the Fire Department.

Is your property:

YES ☐ NO ☐ Located within a Very High Fire Hazard Severity Zone?

5. ADDITIONAL LIMITATIONS FOR TWO-UNIT DEVELOPMENTS

If you answer "Yes" to any of the following, your property is NOT eligible for an SB 9 Two-unit Development.

Does the proposed project:

YES ☐ NO ☐ Involve demolition or alteration of a unit that is subject to rent control?

YES ☐ NO ☐ Involve demolition or alteration of a unit that is subject to a Deed Restriction or other recorded instrument that limits the sale or rental of the property to income-qualified households (i.e., affordable housing)?

YES ☐ NO ☐ Involve demolition of a unit occupied by a tenant, or has been occupied by a tenant any time in the last three years?

YES ☐ NO ☐ Involve alteration of more than 25% of the exterior walls of a building that is occupied by a tenant, or has been occupied by a tenant any time in the last three years?

YES ☐ NO ☐ Involve a parcel with a unit that was withdrawn from the rental market through an Ellis Act eviction at any time in the last 15 years?

6. MINIMUM STANDARDS FOR TWO-UNIT DEVELOPMENTS

You must answer "Yes" to the following:

YES ☐ NO ☐ Maximum Dwelling Units: A maximum of four (4) dwellings are allowed, inclusive of detached or attached homes, accessory dwelling units (ADUs), junior accessory dwelling units, (JADUs), and/or moveable accessory dwelling units (MADUs).*

Number of Existing Dwellings: _____ Number of Proposed Dwellings: _____

All applicable Zoning standards are met*, except for:

YES ☐ NO ☐ Minimum 4-foot side- and rear-yard setbacks; front setbacks per requirements of the Zone

YES ☐ NO ☐ Minimum 1 on-site parking space per unit (except within one-half mile of Magnolia/Market/University Corridor or within one block of a car share vehicle)

YES ☐ NO ☐ Applicant agrees that rental of any units created under this application shall be for a term longer than 30 days. A deed restriction will be required prior to final occupancy

**Zoning standards cannot preclude at least one home of at least 800 square feet.*

7. ADDITIONAL LIMITATIONS FOR URBAN LOT SPLIT

If you answer "Yes" to any of the following, your property is NOT eligible for an Urban Lot Split

YES ☐ NO ☐ Is the property formed through a previous SB 9 Urban Lot Split?

YES ☐ NO ☐ Is the property adjacent to a property that was subdivided through an SB 9 Urban Lot Split by yourself or another person or entity with which you are affiliated (such as an LLC)?

YES ☐ NO ☐ Does the lot split require demolition or alteration of a unit that is subject to a Deed Restriction or other recorded instrument that limits the sale or rental of the property to income-qualified households (i.e., affordable housing)?

YES ☐ NO ☐ Does the lot split require demolition or alteration of a unit that is subject to rent control?

YES ☐ NO ☐ Does the lot split require demolition or alteration of a unit occupied by a tenant, or has been occupied by a tenant any time in the last three years?

YES ☐ NO ☐ Does the lot split require demolition or alteration of a unit that was withdrawn from the rental market through an Ellis Act eviction at any time in the last 15 years?

8. MINIMUM STANDARDS FOR URBAN LOT SPLIT

You must answer "Yes" to the following:

YES ☐	NO ☐	Maximum Dwelling Units: A maximum of two (2) dwellings or units are allowed on each lot resulting from an Urban Lot Split, for a maximum of four (4) dwellings, inclusive of detached or attached homes, accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and/or moveable accessory dwelling units (MADUs).* Number of Existing Dwellings:_____ Number of Proposed Dwellings:_____

YES ☐ NO ☐ New Lot Sizes: Minimum 1,200sf

YES ☐ NO ☐ Proportion: Not less than 40% of parent parcel

YES ☐ NO ☐ Access: Minimum 10-foot-wide direct access easement or corridor to public right-of-way

YES ☐ NO ☐ Utilities: Separate Water and Sewer Services provided to each lot (contact the appropriate purveyor for details)

Advisories

- Standards: Minimum standards (e.g., setbacks, parking, lot coverage, etc.) for two-unit developments apply; see Section 6 above.
- Dedications and Easements: Easements may be required to convey public utilities, access, and other services. Right-of-way dedication and offsite improvements will not be required, except in connection with a Building Permit.

9. SUBMITTAL REQUIREMENTS

All Projects:

☐ Completed and signed Planning Clearance checklist (this form)

☐ Most recent Grant Deed showing current property ownership

☐ Evidence of vacancy or owner occupancy such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation.

☐ Signed and notarized Affidavit guaranteeing that the property has not been used as a rental for at least three years and has not been the site of an Ellis Act eviction for at least 15 years

☐ Homeowner's Association Approval Letter (if applicable – Owner/applicant to confirm if the parcel(s) have any recorded Codes, Covenants, & Restrictions (CC&Rs) or Homeowner Association (HOA) rules that violate any proposed development under SB9)

In addition, the following items are required for TWO-UNIT DEVELOPMENT applications:

☐ Fully dimensioned Site Plan, drawn to scale and containing all information required for site plans as described in the **Drawing & Plan Requirements Handout**

☐ For properties with on-site septic systems: A Percolation Test conducted within the last 5 years; OR a recertification obtained within the last 10 years

In addition, the following are items required for URBAN LOT SPLITS

☐ Chain of title for the last 3 years, including the latest vesting deed or title report

☐ Numbered Parcel Map, prepared to the specifications of the Subdivision Code (Title 18) and the California Subdivision Map Act

☐ Signed and notarized Affidavit guaranteeing Owner Occupancy for a minimum of three years from time of map recordation

☐ Filing fee ($5,117.46 + $61.56 per parcel (2) per additional Lot/Parcel or $5,240.58)

10. INDEMNIFICATION AGREEMENT (PROPERTY OWNER & APPLICANT)

Applicant and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees from any claim, action, or proceeding (collectively referred to as "proceeding") brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City's decision to approve any tentative map (tract or parcel) development, land use permit, license, master plans, precise plans, preliminary plans, design review, variances, use permits, general and specific plan amendments, zoning amendments, and approvals and certifications under CEQA. This indemnification shall include, but not limited to, damages, fees and/or costs awarded

against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing such proceeding.

Property Owner Signature	Date
Applicant Signature	Date

11. PROPERTY OWNER CERTIFICATION

I hereby certify that I am (we are) the record owner(s) [for property tax assessment purposes] of the property encompassed by this application. I further acknowledge and understand on behalf of myself and my representatives and agents that if the project is subject to an Environmental Impact Report, ALUC Review and approval, Military Consultation or Tribal Consultation, the timelines prescribed in the Riverside Municipal Code are stayed until such time as said review and/or consultation is complete. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Property Owner Signature _____ Date _____

Property Owner of Record (PRINT NAME): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

I have provided **one** of the following items*:

☐ Grant Deed indicating that I am the property owner.
** Please note: for certain projects, a Preliminary Title Report may be required in lieu of a Grant Deed.*

☐ Title Report indicating that I am the property owner. (**REQUIRED** for Urban Lot Split applications).

STAFF USE ONLY

Site Address: _____ APN: _____ Zoning: _____

Type of Proposal: ☐ TWO DWELLING UNITS ☐ URBAN LOT SPLIT ☐ BOTH

Planning Clearance: ☐ APPROVED ☐ DENIED

NOTES: _____

Planner Signature: _____ Date: _____