



CITY OF REDLANDS

## Supplemental Application Form

### “SB 9” Residential Lot Splits and Two-Unit Developments

TO THE APPLICANT:

Senate Bill 9 (SB 9), sometimes referred to as an "urban lot split," became effective on January 1, 2022. SB 9 enacted new regulations for residential lot splits of existing lots of record in single-family residential zones.

This form is intended for use with SB 9 ministerial permitting procedures, which the City of Redlands is required to implement (California Government Code [Section 65852.21](#) and [Section 66411.7](#)). This form is for approval of a **Two-Unit Development and/or a Parcel Map** 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 in State law.

The checklist on the following pages is provided to applicants for the purpose of verifying the proposed subdivision will meet the requirements for a residential lot split in accordance with State law. The information and data requested on the list must be provided in addition to the related application forms (i.e., the City of Redlands “Development Application Form”) and the proposed subdivision map including the related project plans (such as Site Plan, etc.).

For your convenience, the Development Application Form and other forms are available as fillable PDF documents on the [Planning Division’s webpage \(click here\)](#).

After filing of the application and payment of applicable filing fees, the Planning Division will determine if the application is complete or incomplete within 30 days of submittal in accordance with California Government Code Section 65943.

## Required Information for Residential Lot Split Applications pursuant to SB 9

The following information regarding the proposed subdivision of an existing residential lot in a single-family zone must be provided to the City of Redlands in order to enable staff to review and process your application. Incomplete responses will result in your application being deemed “incomplete” per Gov. Code Section 65943 and may delay processing of your application.

### 1. Single-Family Zone Requirement

*The following response must be “Yes” to qualify for two dwelling units or an urban lot split:*

Is your property located in a single-family zone (R-1, R-1-D, R-S, R-A, R-A-A, R-E, R-R, or R-R-A)?

[Click here to view the City of Redlands zone map.](#)

Yes      No

### 2. General Limitations

*If any of the following responses are “Yes” then your property may NOT qualify for two primary dwelling units or an urban lot split per SB 9:*

Is the property:

Yes      No      Located within a [Historic or Scenic District](#)?

Yes      No      Designated by the City as a [Historic Resource, Landmark, a contributor to a Historic/Scenic District](#), or on the [Calif. Register of Historical Resources](#)?

Yes      No      Located within an [Agricultural zone](#) or designated for preservation?

Yes      No      Located on [Prime Farmland or Farmland of Statewide Importance](#)?

Yes      No      Located within a [high fire hazard severity zone](#), cannot mitigate the hazard, and the project does not comply with applicable [building standards](#)?

Yes      No      Located within a designated [hazardous waste site \(Gov. Code 65962.5\)](#)?

Yes      No      Located within a mapped [100-year FEMA floodplain](#) or a regulatory floodway, and the flood hazard cannot be mitigated?

Yes      No      Located within a wetland or a habitat/species [conservation area](#)?

Yes      No      Subject to a recorded covenant (e.g., deed restriction) or other recorded instrument that limits the sale or rental of the property to income-qualified households (i.e., affordable housing)?

### 3. Additional Limitations for Two-Unit Developments

*If any of the following responses are “Yes” then your property does NOT qualify for two primary dwelling units or an urban lot split per SB 9. (The City may request proof or documentation.)*

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 recorded covenant (e.g., deed restriction) 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 (3) 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 (3) 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?   |

### 4. Minimum Standards for Two-Unit Developments

*The following answer must be “Yes” to qualify for development with two primary dwelling units:*

- |     |    |  |
|-----|----|--|
| Yes | No | Maximum Dwelling Units: A maximum of two (2) primary dwelling units are allowed on a lot that is not proposed for an Urban Lot Split, not including any detached/attached ADUs or Junior ADUs. |
|     |    | Existing units: _____ Proposed units: _____ ADU & JADU: _____  |

All applicable zoning standards are met\*, except for:

- |     |    |   |
|-----|----|---|
| Yes | No | Minimum front and street-side yard setbacks per requirements of the applicable Zone   |
| Yes | No | Minimum 4-foot interior side-yard and rear-yard setbacks  |
| Yes | No | Minimum of one (1) parking space per unit (except within one-half mile of a major transit stop or train station, 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 and/or subdivision standards cannot preclude the development of units with at least 800 square-feet.

## 5. Additional Limitations for Urban Lot Splits

*If any of the following responses are “Yes” then the property does NOT qualify for urban lot split:*

- |     |    |   |
|-----|----|---|
| Yes | No | Was the subject parcel created through a previous SB 9 urban lot split?   |
| Yes | No | Is the subject parcel 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 L.L.C.)?   |
| Yes | No | Does the lot split require demolition or alteration of a unit that is subject to a recorded covenant (e.g., deed restriction) 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 (3) 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?   |

## 6. Minimum Standards for Urban Lot Split

General requirements:

- **Maximum Dwelling Units:** A maximum of one (1) primary dwelling unit is allowed on each lot resulting from an urban lot split, not including an ADU or Junior ADU.
- **Standards:** Minimum standards (e.g., setbacks, floor area, parking, design, etc.) for two-unit developments apply; see Section 4 above.
- **Dedications and Easements:** Easements may be required to convey public utilities, access, and other services. Right-of-way dedication and off-site improvements will not be required as a condition of approval for an urban lot split, but may be required at time of building permit issuance.

*The following responses must be “Yes” to qualify for an urban lot split:*

- |     |    |  |
|-----|----|--|
| Yes | No | Individual Lot Area: Minimum of 1,200 square-feet, and not less than 40% of the area of the original 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 Municipal Utilities & Engineering Department for further information) |

## 7. Submittal Requirements

### **All Projects:**

- Completed and signed [Development Application Form](#) (for ministerial review)
- Completed and signed Supplemental SB 9 Application Form (complete this form)
- Most recent Grant Deed that identifies the current property ownership
- Evidence of vacancy or owner occupancy (such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation).
- Filing fee(s)

### **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 [Development Application Form](#) (i.e., ministerial review)
- 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 items are required for URBAN LOT SPLIT applications:**

- Chain of title for the last three (3) years, including the latest vesting deed or title report.
- Numbered Parcel Map, prepared to the specifications of the [Subdivision Regulations \(RMC Title 17\)](#) and the [Subdivision Map Act](#), for ministerial review.
- Signed and notarized Affidavit guaranteeing Owner Occupancy for a minimum of three (3) years from the date of map recordation (form provided by Development Services).

## 8. Certification of Accuracy and Completeness

The undersigned certifies on behalf of itself, the Applicant, and the Property Owner(s) that the information provided in this form and its contents are true and correct to the best of the undersigned's knowledge and belief, and that information provided herein can and should be relied upon by the City of Redlands as being accurate and complete as the City evaluates the proposed project.

Name of Person Completing this Form: \_\_\_\_\_

Title or Company: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_