

CHECKLIST FOR AN SB 9 TWO-LOT SUBDIVISION (PARCEL MAP)

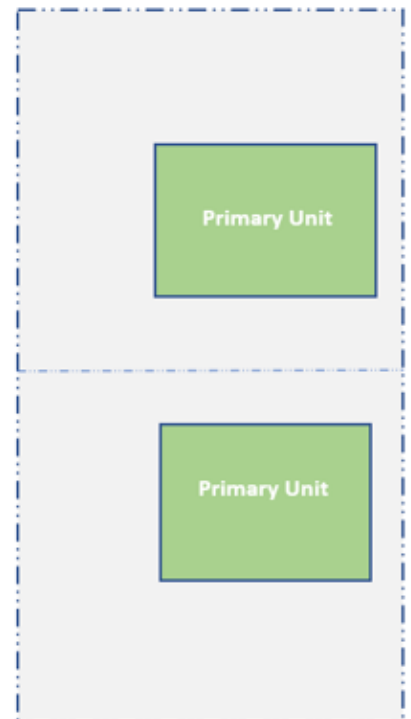
This checklist is designed to provide property owners with an overview of the SB 9 requirements and process to subdivide an existing parcel into two legal parcels.

Projects must meet all the prerequisites listed below to potentially qualify for ministerial approval of a two-lot subdivision on a single-family zoned parcel. The criteria are state-mandated and cannot be waived or amended.

1. Criteria to apply for an SB 9 Two-Lot Subdivision (Parcel Map)

- Parcel has a zoning designation of R-1 or RE (i.e. a single-family zoned parcel).
- New parcel should be equal in area, or must be at least 40% of the original parcel's size (60/40 or 50/50 split – see sample layout)
- Each new parcel must be at least 1,200 square feet in lot area.
- There cannot be a sequential subdivision on the same parcel, nor can there be a subdivision if the owner of the parcel being subdivided (or someone working in concert with that owner) has subdivided an adjacent parcel per SB 9. The subject parcel has not already been established/subdivided per SB 9.
- The subject parcel is not:
 - Located within a historic district, or California Historical Resources Inventory, or historic property or district,
 - Within a 100-year flood zone, or within a floodway, unless Public Works standards can be met
<https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Floodplain-Management>
 - Within a very high or high fire severity zone (consult <https://egis.fire.ca.gov/FHSZ/>),
 - Within a hazardous waste or hazardous list site (consult <https://www.envirostor.dtsc.ca.gov/public/>),
 - Within a delineated earthquake fault zone (consult <https://maps.conservation.ca.gov/cgs/EQZApp/app/>),
 - Property that contains habitat for protected species or is not lands under a conservation easement.
- The proposed subdivision does not result in the demolition or alteration of:
 - Affordable or rent-controlled housing.
 - Market-rate housing that has been occupied by a tenant in the past three years.
 - A parcel where the property owner exercised the right to withdraw accommodations from rent or lease within the last 15 years.
 - A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 (Ellis Act) to withdraw accommodations from rent or lease within 15 years before the date that the development proponent applies.
- Each parcel created by an Urban Lot Split shall adjoin the public right of way by means of a minimum fifteen-foot street frontage.

Sample subdivision layout



- The subject parcel must provide at least one off-street parking space per unit, except if
 - Parcel is located within ½ mile walking distance of high-quality transit corridor (i.e. bus line with 15 minute headway, El Camino Real), or major transit stop (i.e. Caltrain stop).
 - Or, parcel is located within one block of a car share vehicle lot (i.e. Zipcar location).
- No rental of any unit(s) shall be allowed for 30 days or less.
- The subject parcel(s) are limited to residential uses with a maximum of two dwelling units on each resulting parcel.
- As part of the Parcel Map application, the owner must sign an [affidavit](#) stating they will occupy one of the housing units as their principal residence for a minimum of three years.

2. Complete mandatory preliminary planning meeting for SB 9 Two-Lot Subdivision

If the above criteria have been met, the applicant will want to schedule an SB 9 Preliminary Planning Review meeting. At least one such meeting is required and fees must be paid prior to the appointment.

Consult "[SB 9 Preliminary Planning Process](#)" document for detailed instructions. In summary, applicants must pay for a preliminary meeting online and then call to schedule a meeting time.

Once you receive a meeting confirmation, a preliminary plan set must be emailed to staff. The plan set shall include a title sheet with project description, parcel map with any easements, and proposed site plan, similar to the plan set listed in #3 below.

3. Submit a formal Parcel Map application for an SB 9 Two-Lot Subdivision

Virtual appointments are required to submit all formal Planning applications. Appointments can be made by calling the Planning Division at (650) 329-2441 x0. To ensure timely processing, incomplete applications will not be accepted.

Prior to your appointment, upload all required documents as a Pre-Application through the City's Online Permitting Services portal. Directions on creating an account and submitting a pre-app are available at bit.ly/PaloAltoOPS. Please note, the account used for the pre-app will be the main contact and uploader for the entirety of the project.

The following link is to the City's required information necessary for an SB 9 Parcel Map (starting on PDF page 29): <https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/file-migration/current-planning/forms-and-guidelines/overview-and-guidelines-for-the-review-of-subdivision-projects.pdf>

SB 9 projects must also adhere to the [City's Objective Design Standards](#) and [Title 21](#). However, the SB 9 subdivision process is ministerial and therefore does not require a public hearing.

Useful Weblinks & Information

Municipal Code

- bit.ly/PAZoningCode

Planning Application Fees

- bit.ly/PAPanningforms

Current Planning (Process Information & Forms)

- <http://bit.ly/PACurrentPlanning>

Request a Parcel Report

- bit.ly/PAParcelReports