



## CHECKLIST FOR AN SB 9 TWO DWELLING UNIT PROJECT

This checklist is designed to provide property owners with an overview of the SB 9 requirements and process to construction two units on an existing legal parcel.

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

### 1. Criteria to apply for SB 9 Two Dwelling Unit Project

- Parcel has a zoning designation of R-1 or RE (i.e. a single-family zoned parcel).
- 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, unless the site has adopted certain fire hazard mitigation measures per the Fire Department (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/>),
  - On property that contains habitat for protected species or is not lands under a conservation easement.
- The proposed project 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 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 submits the building permit application.
- For all properties occupied by a tenant within the last three years, no more than 25% of the existing exterior structural walls may be demolished.
- The proposed project provides legal access to an existing easement or right-of-way.
- The proposed project 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 service, such as El Camino Real), or major transit stop (i.e. a 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) is limited to a residential use.

## 2. Complete mandatory preliminary planning meeting for SB 9 Two Dwelling Unit Project

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 . Required information for the schematic plan set can be found starting on [Page 2](#) of the Single-Family Individual Review (IR) [submittal checklist](#).

Ensure your project conforms to all objective development standards in the [R-1](#) or [RE](#) zoning district, conforms with the [City's Urgency Ordinance](#), and [SB9 Objective Design Standards](#).

## 3. Submit a formal Building permit application for SB 9 Two Dwelling Unit Project

After completing the Preliminary Planning Review, submit a Building permit by uploading 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](http://bit.ly/PaloAltoOPS) . Please note, the account used for the pre-application will be the main contact and uploader for the entirety of the project.

Consult the relevant [Building permit checklist](#) for application and plan submittal requirements.

### Useful Weblinks & Information

#### Municipal Code

- [bit.ly/PAZoningCode](http://bit.ly/PAZoningCode)

#### Current Planning (Process Information & Forms)

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

#### Planning Application Fees

- [bit.ly/PAplanningforms](http://bit.ly/PAplanningforms)

#### Development Services Center

- [bit.ly/PADevelopmentCenter](http://bit.ly/PADevelopmentCenter)

#### Request a Parcel Report

- [bit.ly/PAParcelReports](http://bit.ly/PAParcelReports)

#### Green Building Compliance Page

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

#### Public Works Flood Zone Information

- [bit.ly/PAFloodZones](http://bit.ly/PAFloodZones)

#### Storm Water Pollution Prevention (Public Works)

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

#### Palo Alto Urban Forestry Page

- [bit.ly/PAUrbanForestry](http://bit.ly/PAUrbanForestry)

#### Tree Technical Manual

- [bit.ly/PATreeTechManual](http://bit.ly/PATreeTechManual)

#### Tree Protection Sheet (T-1)

- <http://bit.ly/PATreeProtectionSheetT1>

#### Model Water Efficient Landscape Ordinance (MWELO)

- [bit.ly/ModelWaterEfficientLandscapeOrd](http://bit.ly/ModelWaterEfficientLandscapeOrd)

#### Water Efficiency Compliance

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