

APPLICATIONS



SB 9 URBAN LOT SPLIT

THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF

Case Number: _____

Case Filed with (Print Name): _____ Date Filed: _____

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

Refer to the SB 9 Urban Lot Split Specialized Requirements ([CP-3605](#)) for more information.

A. SITE INFORMATION

PROJECT LOCATION

Street Address¹: _____

Legal Description² (Lot, Block, Tract): _____

Assessor Parcel Number(s): _____ Total Lot Area: _____

EXISTING USE(S)

Describe in detail the existing uses on the project site: _____

EXISTING HOUSING INFORMATION

Identify if any of the below housing types exist on the project site. Check all that apply.

- ☐ **Affordable Housing.** Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
- ☐ **RSO Housing.** Housing that is subject to the [Rent Stabilization Ordinance \(RSO\)](#).
- ☐ **Tenant Occupied Housing.** Housing has been occupied by a tenant in the last three years.
- ☐ **Ellis Act Removal.** Housing on a parcel where an owner had withdrawn or removed rental units pursuant to the Ellis Act ([commencing with Section 7060 of the Government Code](#)) within 15 years before the application date.
- ☐ **N/A**

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)

² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

B. PROPOSED PROJECT

PROJECT DESCRIPTION

Describe in detail the characteristics, scope and/or operation of the proposed project:

C. SB 9 ELIGIBILITY CRITERIA

The following checklist will determine if a project is eligible for streamlined processing under [SB 9](#). Be advised that this information will be reviewed and vetted by the assigned Project Planner to determine compliance with eligibility requirements.

SB 9 SITE REQUIREMENTS CHECKLIST

To be eligible for SB 9 streamlining, a project must meet ALL the following criteria:

| | | | |
|----------------------|------------------------------|-----------------------------|---|
| Single-Family Zoning | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The project is located on a site that is zoned for single-family (one-family) uses. |
| Urbanized Area | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The site is comprised of a legal parcel(s) located within the boundaries of the City of Los Angeles. |
| Historic Designation | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The parcel is <u>not</u> located within a designated historic district (e.g., Historic Preservation Overlay Zone), or property included on the State Historic Resources Inventory as defined in Section 5020.1 of the Public Resources Code (PRC), or within a site that is designated or listed as a Historic Cultural Monument (HCM) or historic property or district pursuant to any City Ordinance. |
| Sensitive Areas | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The development is <u>not</u> located on a legal parcel(s) described in Government Code Sections (GCS) 65913.4(a)(6)(B) to (K) ³ . |

³ To determine whether the development is located in a sensitive area, see **Section B. Environmental Standards Section** of the SB 9 Eligibility Criteria Checklist, which can be found under the Planning and Zoning tab in [ZIMAS](#). If Section B.6 states “No”, complete the Owner’s Declaration of No Habitat ([CP-3608](#)). If it states “Bio Review Needed”, refer to the Biologist’s Statement of Habitat ([CP-3610](#)) for further instruction. Submit the applicable form with your application materials.

| | | | |
|---|------------------------------|-----------------------------|--|
| Lot Size and Area | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The project would <u>not</u> result in any parcels smaller than 40 percent of the lot area of the original parcel proposed for subdivision, or 1,200 square feet, whichever is greater. |
| Owner Occupancy | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the Urban Lot Split. This requirement does not apply to an applicant that is a “community land trust” or is a “qualified nonprofit corporation”. See the last page for the Applicant Declaration Related to Owner Occupancy. |
| Previous SB 9 Lot Splits | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The lot has <u>not</u> been previously split using SB 9. |
| Adjacent Parcels | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Adjacent parcels have not been split by same owner or someone acting in concert. |
| ADUs | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If using both the Urban Lot Split and Two Unit Development components of SB 9, no ADUS are proposed. |
| The following criteria are two-part questions. To be eligible, at least one answer must be “Yes”. | | | |
| Demolition Controls | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The project is located on a site that does <u>not</u> include Affordable Housing, RSO Housing or Tenant Occupied Housing; <u>or</u> |
| | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If it is, the Urban Lot Split would <u>not</u> result in the demolition or alteration of this housing. |
| Ellis Act | <input type="checkbox"/> Yes | <input type="checkbox"/> No | The project is not located on a parcel with an Ellis Act removal in the last 15 years; <u>or</u> |
| | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If it does, the Urban Lot Split would <u>not</u> result in the demolition or alteration of any housing. |

D. DEVIATION FROM DEVELOPMENT STANDARDS

Are there any development standards from which the project must deviate that would physically preclude the project from being developed? If so, explain below or on a separate sheet.

PROJECT TEAM INFORMATION (Complete all applicable fields)

APPLICANT

Applicant⁴ Name: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

Are you in escrow to purchase the subject property?: ☐ YES ☐ NO

PROPERTY OWNER OF RECORD ☐ Same as applicant ☐ Different from applicant

Name (if different from applicant): _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

AGENT/REPRESENTATIVE NAME: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

OTHER (E.G. ARCHITECT, ENGINEER, CEQA CONSULTANT): _____

Name: _____

Company/Firm: _____

Address: _____ Unit/Space Number: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

Primary Contact for Project Information⁵ (Select only one)

☐ Owner ☐ Applicant ☐ Agent/Representative ☐ Other: _____

⁴ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

⁵ As of June 8, 2022, the Primary Contact for Project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the DCP Application Form, and the email address provided shall match the email address used to create the Angeleno Account.

PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** An LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.
 - a. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
 - b. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
 - c. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
 - d. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature: _____ **Date:** _____

Print Name: _____

Signature: _____ **Date:** _____

Print Name: _____

SPACE BELOW FOR NOTARY'S USE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE '1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(Insert Name of Notary Public and Title)

personally appeared _____, who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)

APPLICANT DECLARATION

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- a. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
- b. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
- c. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
- d. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- e. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
- f. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- g. I understand that if this application is denied, there is no refund of fees paid.
- h. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but is not limited to, the payment of all court costs and attorneys' fees,

all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.

- i. I understand that the City is protected by numerous statutory immunities from liability for damages that may be caused by its land use regulatory actions, as set forth in Government Code, section 818, et seq. For instance, the City cannot be held liable for personal or property injuries or damages allegedly caused by its approval and issuance of any discretionary permit, entitlement or approval (Gov. Code § 818.4), or its failure to inspect or its negligence in inspecting a property for the purpose of determining whether the property complies with or violates any permit, entitlement or approval or contains or constitutes a hazard to health or safety (Gov. Code § 818.6).
- j. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____ **Date:** _____

Print Name: _____

THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF

Case Number: _____

Case Filed with (Print Name): _____ Date Filed: _____

LOS ANGELES DEPARTMENT OF CITY PLANNING ATTACHMENT TO SB 9 URBAN LOT SPLIT PARCEL MAP APPLICATION APPLICANT⁶ DECLARATION RELATED TO OWNER OCCUPANCY

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Address: _____

Contact City Planning if you have additional questions after reviewing this notice.

I. NOTICE TO OWNER

If you are applying for a Parcel Map to create an Urban Lot Split pursuant to SB 9 (2021), State law Government Code Section 66411.7(g)(1) requires that applicants for an Urban Lot Split sign an affidavit stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of recordation of the Urban Lot Split. This provision does not apply to an applicant that is a community land trust or is a qualified nonprofit corporation.⁷

II. OWNER'S PROJECT INFORMATION

Based upon the above-stated requirement, does the applicant for the proposed Urban Lot Split applicant intend to occupy one of the housing units to be created on one of the new lots as their principal residence for a minimum of three years from the date of recordation of the Urban Lot Split? (Select "Yes" or "No," and follow the related instructions)

_____ Yes.

_____ No. The project is therefore not permitted to utilize SB 9.

_____ No, but the applicant is a "community land trust" or is a "qualified nonprofit corporation".

⁶ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e., usually not the agent/representative).

⁷ Community Land Trust is defined in clause (ii) of subparagraph (C) of paragraph (11) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code. A qualified nonprofit is described in Section 214.15 of the Revenue and Taxation Code.

III. APPLICANT'S DECLARATION

I am the applicant for the SB 9 "project". I acknowledge and understand that applicants who have no intention of occupying one of the housing units to be created as a result of the Urban Lot Split are not eligible to utilize the provisions of SB 9. Violations of this affidavit may result in a revocation and/or stay any approvals (including Parcel Maps and building permits) as well as additional penalties under the law including perjury. I have read the above "Notice to Owner" and have answered the Owner Project Information to the best of my ability.

*Applicant's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature: _____ **Date:** _____

Print Name: _____

Signature: _____ **Date:** _____

Print Name: _____

SPACE BELOW FOR NOTARY'S USE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE '1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(Insert Name of Notary Public and Title)

personally appeared _____, who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)