



SB 9 URBAN LOT SPLIT

Purpose

The purpose of Senate Bill (SB) 9 is to provide eligible developments a ministerial approval process that is not subject to the California Environmental Quality Act (CEQA). A local agency shall approve an Urban Lot Split only if it conforms to all applicable objective requirements of the Subdivision Map Act (Division 2) (commencing with Section 66410), except as otherwise expressly provided in SB 9.

Related Code Sections

State Law

On September 16, 2021, Governor Gavin Newsom approved SB 9, effective as of January 1, 2022, which requires a ministerial review process for a parcel map application for the creation of an Urban Lot Split if a project meets the State law provided in California Government Code Section 66411.7.

Eligibility Criteria

Refer to the eligibility criteria provided on the SB 9 Urban Lot Split Application Form ([CP-3604](#)). For more information regarding SB 9 requirements and benefits, please review the SB 9 Frequently Asked Questions (FAQs).

General Information

Filing Fee

An “Administrative Review – Major” filing fee is required, in accordance with LAMC Section 19.04. Invoices can be paid online by credit card or e-check.

Other Fees

SB 9 dwelling units will be subject to any applicable development impact fees such as the Los Angeles Unified School District (LAUSD) Developer Fees, Park Fees, and Affordable Housing Linkage Fees. Projects requiring permit clearances or other procedures will also be subject to fees in addition to typical permit fees.

Specialized Requirements

Please provide the items listed below.

SB 9 Urban Lot Split Application Form

- One original, wet-signed SB 9 Urban Lot Split Parcel Map Application Form ([CP-3604](#)).

Preliminary Parcel Map

- One 24" x 36" full size copy
- Four 11" x 17" reduced size copies
- The full size and one reduced size copy must be stamped by the Los Angeles Department of Building and Safety (LADBS) - Grading Division, located at 221 North Figueroa Street, 12th Floor, Suite 1200.

See below for Technical Requirements.

Pre-Filing Review

- Prior to case filing, a fee will be required for review of the Preliminary Parcel Map by LADBS - Grading Division and Bureau of Engineering (BOE). For more information, contact ladbs_gradingdivision@lacity.org.
- Provide Proof of Payment for the above pre-filing fees.

Certified Tree Report

- Protected Tree and Shrub Report.** Provide two copies with maps prepared by a Tree Expert as defined by LAMC Section 46.00, evaluating the preservation, removal, replacement, or relocation of said protected trees and/or shrubs (if applicable).
- On-Site Trees.** Provide one copy of a Plot Plan prepared by a reputable tree expert as defined by LAMC Section 46.00, the approximate location of all protected trees and/or shrubs, pursuant to Ordinance No. 186,783, 4 inches or more in diameter; and non-protected trees 8 inches or more in diameter, including common name, size, and an indication as to their retention or removal shall be shown on the map. The Plot Plan shall contain measures recommended by the Tree Expert for the preservation of as many trees as possible and the number of trees that require removal. Mitigation measures such as replacement by a minimum of 24-inch box trees in the parkway and on the site, on a 1:1 basis, shall be required for the unavoidable loss of trees on the site. **If no applicable trees or shrubs exist on site, submit a letter by a Tree Expert certifying that there are none.**

Tentative Grading Calculations

- When grading is in excess of 2,500 cubic yards/acre, provide one copy of the Tentative Grading Calculations Form ([CP-6115](#)).

Demolition Information

Any demolition in the Coastal Zone shall require the following:

- Mailing List.** Four copies of the Tenant Mailing List, of which two sets shall be on gummed labels.
- Tenant Information Chart.** One copy of the Tenant Information Chart ([CP-6345](#)), providing all information pertinent to demolition only.

When demolition is required in the Coastal Zone, the Urban Lot Split Parcel Map application will not be considered complete unless the required Tenant Mailing List and Information Chart are submitted at time of case filing.

Urban Lot Split Subdivisions

The Urban Lot Split Parcel Map must be filed as a "Parcel Map for Urban Lot Split Subdivision Purposes" and accompanied by the requirements in this section, as applicable. For instance, if no construction is proposed as part of the project work scope, no "Project Plans" shall be required.

Map Notes

- Include the following in the Notes Section of the Map: "Note: Urban Lot Split Subdivision in the ___ Zone, pursuant to SB 9."

Project Plans (if applicable)

- If applicable, submit one set of complete project plans with application.

Site Plan (if and as applicable)

- Easement.** Any easement(s) outside of the building envelopes for vehicular and pedestrian ingress/egress; emergency access, utilities, and infrastructure purposes. These easements must be either public easements (i.e., for public utility purposes) or private reciprocal easements (i.e., crossing lot lines for vehicular and pedestrian access and/or cross lot surface drainage or common landscape areas).
- Building Footprint.** Building footprint(s) for proposed structures and lot coverage percentages.
- Lot Lines.** Identify the front, side, and rear lot lines for each internal lot.

- Setbacks.** Identify setbacks from adjoining properties, and from front, side, and rear yards within the proposed Urban Lot Split subdivision. Include a setback matrix on the Site Plan (see below). Side and rear yard setbacks of four feet are permitted under SB 9. Side yard setbacks of three feet from adjoining properties is permitted within the Venice Coastal Specific Plan, Ordinance No. 172,897.

Example Setback Matrix:

URBAN LOT SPLIT SETBACK MATRIX						
LOT	LOT SIZE	LOT COVERAGE	FRONT SETBACK	REAR SETBACK	SIDE SETBACK (N, S, E, W)	SIDE SETBACK (N, S, E, W)
1	X,XXXX	XX%	X'-XX"	X'-XX"	X'-XX"	X'-XX"
2	X,XXXX	XX%	X'-XX"	X'-XX"	X'-XX"	X'-XX"

- Driveway.** Identify any Driveway Easement(s), including location width, and label as "COMMON ACCESS".
- Vehicle Back Up.** Identify all vehicular back up space consistent with the requirements of the LAMC.
- Trash Area.** Identify all trash collection areas.
- Accessory Structures.** All accessory structures shall be shown and cannot be located within a required setback area.

Elevations

- If applicable, elevations and other illustrative information

Special Requirement Areas

Provide all requirements in this section, as applicable. For instance, if not located in a "Hillside Area", the below "Hillside Area" checklist items are not required,

Hillside and Flood Hazard Areas

- One copy of the Hazard, Flood Hazard, and Hillside Areas Form ([CP-6114](#)), certified by a Registered Civil Engineer.

Hillside Areas

- Show existing contours on the Preliminary Parcel Map at intervals of not more than 5 feet.
- If located in the Hillside or Seismic or Liquefaction areas, one copy of a Geology and Soils Engineering Report must accompany your application.

- Geology and Soils Report and Parcel Map – Grading Division.** If the Parcel Map is within a designated Hillside area, prior to filing the Preliminary Parcel Map with City Planning, submit the following to LADBS – Grading Division:
 - Three copies of the Preliminary/Final Geology and Soils Report.
 - Three copies of the Parcel Map, which includes:
 - Contour Lines
 - Distinguish cut and fill slope in color on two copies of the Parcel Map
- Proof of Payment.** When required, the Geology and Soils Report review by LADBS Grading Division requires a fee. Submit a copy of the fee receipt.
- State the average slope density (as defined in LAMC Section 17.02) if slope is greater than 15%. Ensure the contour interval utilized in the average slope density calculation does not exceed intervals of five feet.
- Check the Community Plan, including Footnotes, as well as applicable Specific Plans, for slope density restrictions.
- Haul Route.** If the project is located within a BOE Special Grading Area and includes the export of 1,000 cubic yards or greater, a haul route is required, and the following shall be provided:
 - One copy of the Haul Route map
 - Notation on the Parcel Map that a Haul Route is being requested

Flood Hazard Management Ordinance

- Ordinance No. 186,952 (Flood Hazard Management Ordinance) requires City Planning to make a finding as to whether a project is located within a Special Hazard Area, supported by factual evidence supporting the findings to be contained in the record. In addition, all subdivision projects located within the boundaries of a “Hillside Area” shall comply with the regulations contained therein, relative to flood hazards, including mud flows in designated flood hazard areas and in all hillside grading areas. Note on the Parcel Map whether the subdivision lies in a Special Hazard Area, Hillside Area, Floodway, or Mud-prone Area.

Coastal Development Permit

- Mello Review.** Mello Review is required if the project is located in a Coastal Zone and is demolishing or adding a whole residential unit. Include an original copy of the “Mello Act Advance Notice and Screen Checklist Form”. This form is not available online but can be obtained from DSC Staff.

Mello Act Compliance Review is obtained from the Los Angeles Housing Department (LAHD), who can be reached at lahd-landuse@lacity.org for instructions. ZIMAS can be used to determine if a project exists within one of these areas, which can be found online at <http://zimas.lacity.org/>.

Horsekeeping

If the project is located within a Community Plan which provides for horsekeeping either through a plan designation, zoning, and/or an established "K" Supplemental Use District (SUD), the following information and exhibits are required:

- Plot Plan** showing:
 - Minimum graded pad areas of 11,000 sq. ft., as required by the applicable Community Plan.
 - Minimum designated horsekeeping area within the graded pad area of 2,200 sq. ft.
 - Minimum corral area within the designated horsekeeping area measuring 12' x 24'
 - Minimum storage area within designated horsekeeping area measuring 12' x 12'
 - Distances from horsekeeping areas and horsekeeping structures to the nearest habitable rooms on the site, and to adjoining off-site dwellings and off-site existing horsekeeping areas and structures
 - Minimum 10-foot-wide equestrian access path from horsekeeping area to the street on the same side of lot as the driveway
 - Horse trails and horse trail easements, if required by the Community Plan or "K" SUD. Refer to the [Complete Streets Design Guide](#) for additional guidance regarding trail width, vertical clearance, fencing height and materials, and location of signal actuators.
 - Minimum Lot Size of 17,500 sq. ft., as required by the LAMC to permit equine uses in several zones. However, a minimum lot size of 20,000 sq ft. may be required due to topography, Community Plan policy, or other factors, if the parcel is located within a "K" SUD.
- Grading Plan** showing:
 - Pad areas
 - Trails and access paths
 - Drainage pattern from horsekeeping area

Technical Map Requirements

Map Legend. Date, Scale (1" = 40'), and North Arrow.

- Existing Structures.** Show location, number of stories of existing buildings or structures (including swimming pool, driveways, parking spaces, and access) and dimensions to proposed property lines, noting if buildings or structures are to remain, to be demolished, or to be converted to condominiums. For condominiums, note the number of units, parking spaces and location.
- Lot Dimensions.** Show dimensions of the boundaries and indicate net square footage and acreage of each parcel after dedications. If the property is described in metes and bounds, or a portion of a lot, describe in full.
- Trees and Shrubs.** The approximate location and general description of all protected trees and shrubs 4 inches or more in cumulative diameter, and other trees 8 inches or more in diameter, including common name, size, and an indication as to their retention or destruction shall be shown on the map; or a note that there are no protected trees if none exist onsite.
- Zoning.** Identify the designated Zone for the site.
- Parcel Designations.** Use alpha symbols for each parcel. Show vacant parcels as "VACANT", and contiguous lots as "Not a Part".
- Streets.** Identify closest intersecting public streets, location, and width of all existing streets (public and private), alleys, driveways and easements abutting or traversing each parcel. If the map includes a private street, include a proposed street name on the application and the map.
- Names, addresses, and telephone numbers of the record owner, Subdivider and Engineer or Surveyor under whose supervision the map is prepared, including registration number or license number of the Civil Engineer or Surveyor. The Preliminary Parcel Map need not be professionally prepared if it is legible and meets all requirements noted herein. However, the Final Parcel Map must be prepared by a registered civil engineer or licensed land surveyor.
- Legal Description.** Boundaries of site must coincide with existing legal description per Grant Deed or other appropriate documents. The legal description and map shall be verified by City Planning Staff.
- Address.** Identify the site address. If the property address is not indicated in ZIMAS, provide a BOE Address Referral Form (even if the site has a postal address).
- Identify locations of all potentially dangerous areas, including geologically hazardous areas and areas subject to inundation or flood hazards; the location, width, and directions of flow of all water courses and flood control channels within and adjacent to the property involved; and the proposed method of providing flood and erosion control.

- **Contour Lines.** Identify the existing contour of the land at intervals of not more than 5 feet, and of not more than two-foot intervals if the slope of land is less than 5 percent. If constructions is proposed, provide a preliminary grading design with proposed building pads, top and toe cut and fill slopes (indicated with colored ink on at least one copy).

Additional Requirements

SB 9 Forms

Eligibility Criteria Table

- Provide a completed print out of the SB 9 Eligibility Criteria table, which can be found under the Planning and Zoning Tab in ZIMAS.

Habitat Statement Form

- To declare whether a development and/or subdivision being proposed under SB 9 is located on a parcel containing any Habitat, a Habitat Statement Form must be completed. If Section B.7 of the Eligibility Criteria Checklist states “No”, submit the Owner’s Declaration of No Habitat ([CP-3608](#)). If it states “Bio Review Needed” submit the Biologist’s Statement of Habitat ([CP-3610](#)). For assistance regarding which forms are applicable to your request, please consult with DSC staff.

Referral Forms

Provide the forms listed below, as applicable. For assistance regarding which forms are applicable to your request, please consult DSC Staff.

Geographic Project Planning Referral Form

- This form ([CP-7812](#)) is required if your project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, please consult DSC Staff. Note that if your project is located in a Specific Plan/Overlay, your project will be reviewed for compliance with any objective standards per the Specific Plan/Overlay.

No public hearing is required. However, mailing of the Letter of Determination to Abutting Property Owners of all contiguously owned properties of the subject site is required. See Mailing Procedures Instructions ([CP-2074](#)) for more information.

Preliminary Zoning Assessment Form

- This form ([CP-4064](#)) is required if the proposed project creates at least two residential units (which includes Accessory Dwelling Units) or residential lots. The purpose of this form is to

facilitate a zoning Plan Check by LADBS. **Section I** shall be completed by the Applicant. **Section II** is completed by the Preliminary Application and Review Program (PARP) Unit. If required by Section II, **Section III** shall be completed along with stamped and signed project plans by LADBS Staff at the conclusion of a zoning Plan Check. For assistance, please contact planning.parp@lacity.org.

(Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

- This form ([CP-4062](#)) is intended to initiate optional vested rights for a Housing Development Project pursuant to the Housing Crisis Act of 2019. The Applicant shall submit an HCA Vesting Preliminary Application through the Department's [OAS](#) at <http://planning.lacity.org/oas> for review by the PARP Unit. Once deemed complete, PARP staff shall provide a signed HCA Vesting Preliminary Application Form, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the DCP Application Form for the project. For assistance, please contact planning.parp@lacity.org.

Expedite Fee Agreement

- This form is required if the [Expedited Processing Section](#) (EPS) has accepted the application for processing and must be signed and dated within 180 days of the date the application is filed. The Form requires a notarized signature by the Property Owner/Applicant. This form is not available online but can be obtained from EPS Staff. Refer to the Planning website for more information on how to initiate this process at <https://planning.lacity.org/development-services/expedited-processing>.

The following documents will require you to contact City Agencies other than the Los Angeles City Planning to obtain their form and information.

Replacement Unit Determination (RUD) Letter

- An RUD letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single-family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. The RUD will determine whether any replacement units are required, their affordability levels, and any applicable occupant protections. For assistance, please contact lahd-landuse@lacity.org.

Photographs

Index Map

- Provide a map (e.g., Assessor's Map, ZIMAS Map, or District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

Color Photographs

- Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying *Index Map* (see above). An aerial view is also recommended.

Records and Documents

One copy each of the following for the project site:

- **Grant Deed(s)**. If a Grant Deed describes the subject site in metes and bounds, obtain the Grant Deeds, print outs and maps for *adjacent properties*. Grant Deed(s) are available from the Los Angeles County Registrar-Recorder/County Clerk, Real Estate Records Section, Room 2207, 12400 East Imperial Hwy, Norwalk.
- **Lot Cut** print outs
- **Land Records Map** (Cadastral Map)

Lot Cut print outs and Land Records Map (Cadastral Map) records are available in BOE Land Records Section at 201 North Figueroa Street, Room 1150 or eng.landrecords@lacity.org.

Building Permits and Certificates of Occupancy

- Provide copies of building permits and certificate(s) of occupancy if the site is developed with existing buildings or structures. These documents may be obtained from LADBS at www.ladbs.org.

Ordinances – Q Conditions and/or D Limitations

- If the project site zoning contains a “Q”, (Q) or [Q] Qualified Classification, or a “D” Development Limitation (e.g., [Q]R4-2D), provide a copy of the Ordinance establishing the Q and/or the D. Most Ordinances can be found in the “Case Numbers” tab of ZIMAS, or by searching the City Clerk’s website at www.cityclerk.lacity.org.
- If the Ordinance affects a large geographic area, such as an update to a Community Plan, the Ordinance may be broken down into Subareas (e.g., ORD-164307-**SA280**). In this case, only provide applicable excerpts of the Ordinance, including the cover page, applicable map, the subarea listing identifying the legal description, the subarea listing identifying the Q Conditions and/or D Limitations, and the last page of the Ordinance showing signatures and approval dates.

ZIMAS Parcel Profile Report

- Provide one copy of the ZIMAS Parcel Profile Report, selecting all contiguously owned properties, and one copy of ZIMAS aerial view.

Electronic Copy of Application Materials

Provide an electronic copy of the application materials (USB flash drive recommended). The following items must be saved as individual PDFs and labeled accordingly (e.g., "Project Plans.pdf", "Photos.pdf", "Findings.pdf"). No individual file should exceed 70 MB in size.

- SB 9 Urban Lot Split Application Form
- Completed Eligibility Requirements Table printed from ZIMAS
- Vicinity Map
- Index Map and Color Photographs
- One (1) 11" x 17" reduced size set of plans, if applicable
- One (1) 11" x 17" reduced-size copy of the Urban Lot Split Parcel Map