



SENATE BILL 9 (2021) – APPLICATION CHECKLIST AND PRE-CLEARANCE FORM

Application Requirements

SB 9: Two Dwelling Units and Urban Lot Splits

This form is intended for use with the State of California’s Senate Bill 9 (2021) (“SB 9”) ministerial permitting procedures, which the City of Colton is required to implement (California Government Code 65852.21 and 66411.7). This form is used to apply for approval of a Two-Unit Development or of a Parcel Map for an Urban Lot Split, or of both, as allowed by state law. Before an application for a Two-Unit Development or an Urban Lot Split may be submitted for review, the proposal must be consistent with the criteria identified in this form.

- **TWO DWELLING UNITS – Planning Clearance** is required prior to the submittal of a building-permit application for any dwelling unit under SB 9. Planning clearance does not constitute issuance of a building permit.
- **URBAN LOT SPLIT – Planning Clearance** is required before submitting a parcel map application to the Public Works Department for any urban lot split under SB 9. The project must meet all applicable requirements of the Subdivision Map Act (California Government Code §66410 et seq.) and of the City’s urban lot split standards.

Obtaining a preliminary grading permit is the responsibility of the subdivider, and the permit must comply with the provisions of [CMC Section 16.24 - IMPROVEMENTS](#), the subdivision standards, and all applicable laws, rules or regulations of the state or agencies thereof, including but not limited to, approval from the Public Works Engineering Division

If the **Planning Clearance** is denied for failure to meet any of the criteria identified in this application, a revised application may be submitted within 30 days after denial for no additional fee, and after 30 days upon payment of a new application fee.

Any questions should be directed to the City of Colton Development Services Department – Planning Division who can be located at [659 N. La Cadena Drive](#) Monday – Thursday from 7:30 a.m. to 5:00 p.m. and can be reached at (909) 370-5538 or by email at planning@coltonca.gov.

1. APPLICANT INFORMATION (PRIMARY CONTACT):

Firm/Company Name: _____

Contact Name: _____

Phone Number: _____ Email Address: _____

Address: _____

2. SITE INFORMATION:

Site Address: _____

Assessor’s Parcel Number(s): _____ Zone: _____

Proposal: _____

of Lots Proposed: _____ # of Units Proposed: _____

3. SINGLE-FAMILY ZONE REQUIREMENT:

If you answer “No” to the following, your property is NOT eligible for a Two-Dwelling Unit or Urban Lot Split per SB 9:

YES **NO** Is your property located within a V-L (Very-Low Density Residential) Zone, R-1 (Low Density Residential) Zone, or within the Reche Canyon Specific Plan (RCSP) – RD (Rural Density) Zone, ED (Estate Density) Zone, or LD (Low Density Residential) Zone?

4. GENERAL REQUIREMENTS FOR ELIGIBILITY:

If you answer “Yes” to any of the following, your property MIGHT NOT be eligible for an SB 9 Dwelling Unit or Urban Lot Split under SB 9:

YES **NO** Is your property located within a Historic District?

YES **NO** Is your property designated as a City Landmark or does it have a Mills Act designation?

YES **NO** Located within a Very High Fire Hazard Severity Zone?

YES **NO** Located within a Designated Hazardous Waste Site?

YES **NO** Located within a mapped 100-year floodplain?

YES **NO** Located within a designated wetland?

YES **NO** Located within an identified conservation area?

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

YES **NO** Located within a delineated earthquake fault zone?

5. GENERAL REQUIREMENTS FOR TWO-UNIT DEVELOPMENTS:

If you answer “Yes” to any of the following, your property is NOT eligible for an SB 9 Two Dwelling Development:

YES **NO** Involve demolition or alteration of a unit that is subject to a deed restriction or other recorded instrument that limits the sale or rental of the property to income-qualified households (i.e., affordable housing)?

YES **NO** Involve demolition of a unit that is occupied by a tenant, or that has been occupied by a tenant any time in the last three years?

YES **NO** Involve alteration of more than 25 percent of the exterior walls of a building that is occupied by a tenant, or that has been occupied by a tenant any time in the last three years?

YES **NO** Involve a parcel with a unit that was withdrawn from the rental market at any time in the last 15 years?

6. MINIMUM STANDARDS FOR TWO-UNIT DEVELOPMENTS:

You must answer “Yes” to the following to acknowledge compliance of the standards set-forth:

All applicable Zoning standards are met:

YES **NO** Setbacks per requirements of the applicable single-family residential zone. [CMC Section 16.22.050\(J\)\(6\) - Setbacks](#) (within the exception noted below).

YES **NO** Minimum of one off-street parking space per unit (except when exempting criteria applies). [CMC Section 16.22.050\(J\)\(7\) - Requirements: Parking](#)

YES **NO** Rental of any unit created under this application must be for a term longer than 30 days. A deed restriction reflecting this is required prior to final occupancy.

**NOTE: Zoning standards yield to the extent necessary for a primary dwelling unit developed under SB 9 to be at least 800 square-feet, except that setbacks do not yield to be closer than four feet from the side and rear property lines.*

7. GENERAL REQUIREMENTS FOR URBAN LOT SPLIT:

If you answer “Yes” to any of the following, your property is NOT eligible for an Urban Lot Split:

YES **NO** Was the existing lot formed through a previous SB 9 Urban Lot Split?

YES **NO** Is the existing lot adjacent to a lot that was created through an SB 9 Urban Lot Split by yourself or another person or entity with which you are affiliated (such as an LLC or partner)?

YES **NO** Does the urban lot split require demolition or alteration of a unit that is subject to a deed restriction or other recorded instrument that limits the sale or rental of the property to income-qualified households (i.e., affordable housing)?

YES **NO** Does the urban lot split require demolition or alteration of a unit that is occupied by a tenant, or that has been occupied by a tenant any time in the last three years?

YES **NO** Does the urban 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?

8. MINIMUM STANDARDS FOR URBAN LOT SPLIT:

General:

- Maximum Dwelling Units: A maximum of two dwelling units of any kind are allowed on each lot resulting from an Urban Lot Split.
- Standards: Minimum standards (e.g., setbacks, floor area, parking, design, etc.) for two-unit developments apply; see Section 6 above.
- Easements: Easements may be required for the provision of public services and facilities, including, but not limited to, easements for public utilities, access, and other services.
 - *Please confirm with the Public Works Department/Water & Wastewater Division.*
- Dedications: Notwithstanding section 66411.1 of the SMA, right-of-way dedication and offsite improvements will not be required as a condition of a Parcel Map for an urban lot split.

You must answer “Yes” to the following:

YES **NO** The lot to be split is at least 2,400 square-feet.

YES **NO** New lot sizes are a minimum of 1,200 square-feet

YES **NO** Each of the resulting lots is between 60 percent and 40 percent of the original lot area.

YES **NO** Does your lot have sufficient access?

- *Each resulting lot must adjoin the public right-of-way.*

- *Each resulting lot must have frontage on the public right-of-way of at least 12.5 ft.*

YES **NO** Utilities: Separate Water and Sewer Services provided to each lot?

- *Please confirm with the Public Works Department/Water & Wastewater Division.*

9. SUBMITTAL REQUIREMENTS:

All Projects:

- Completed and signed Planning Clearance checklist (this form)
- Preliminary Title Report and Most recent Grant Deed showing current property ownership
- Evidence of vacancy or owner occupancy such as property tax records, income tax records, utility bills, vehicle registration, or similar documentation.
- Signed and notarized Affidavit guaranteeing that the property has not been used as a rental for at least three years and has not been the site of an Ellis Act eviction for at least 15 years

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 complete site plans.
- 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 are items required for URBAN LOT SPLITS:

- Chain of title for the last 3 years, including the latest vesting deed or preliminary title report.
- Numbered Parcel Map prepared to the specifications of the [Colton Municipal Code Subdivision Ordinance \(Title 16\)](#) and the California Subdivision Map Act.
- Signed and notarized Affidavit guaranteeing Owner Occupancy for a minimum of three years from time of map recordation.
- Filing fees per current adopted fee schedule.

10. PROPERTY OWNER CERTIFICATION:

I hereby certify that I am (we are) the record owner(s) of the property encompassed by this application. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Property Owner Signature

Date

Property Owner of Record (PRINT NAME):

Mailing Address:

City:

State:

Zip:

Phone:

Mobile:

Email:

I have provided one of the following items:*

- Grant Deed indicating that I am the property owner. (Please note: for certain projects a Preliminary Title Report may be required in lieu of a Grant Deed)

Title Report indicating that I am the property owner. (REQUIRED for Urban Lot Split applications).

STAFF USE ONLY

Site Address: _____ APN: _____ Zoning: _____

Type of Proposal: TWO DWELLING UNITS URBAN LOT SPLIT BOTH

Planning Clearance: APPROVED DENIED

NOTES: _____

Planner Signature: _____ Date: _____