

APPLICATION CHECKLIST

SB 9 URBAN LOT SPLIT

What is an Urban Lot Split under SB 9? Senate Bill 9 (SB 9) was signed by Governor Newsom on September 16, 2021 and became effective January 1, 2022. The law requires local agencies to ministerially approve two new types of housing developments:

1. Housing developments of no more than two single-family units on a lot; and
2. Urban lot splits

An urban lot split is processed as a tentative parcel map application. The lot split may only create two lots of roughly equal size and one lot may be no less than 40 percent the size of the original parcel. Prior to filing an application for an urban lot split, applicants should review the City's website for general information on urban lot splits under SB 9 at <http://www.citrusheights.net/1171/Senate-Bill-9-SB-9>. A tentative parcel map sets forth in detail a proposed subdivision of land, which must comply with the City of Citrus Heights subdivision and zoning regulations and the State of California Subdivision Map Act.

Application Preparation. A prospective applicant may request a pre-application conference with the Planning Division before completing and filing a planning permit application. The purpose of the conference is to generally provide information on City requirements for the proposed project; review the City's approval process, project alternatives or modifications; indemnify information and material the City will require with the application, as well as any necessary technical studies and information relating to the environmental review of the project. To schedule a pre-application meeting, please contact the Planning Division at (916) 727-4740 or planning@citrusheights.net.

Application Completeness. Each application will be reviewed for completeness and accuracy before being accepted as complete and officially filed.

Application Submittal Requirements:

Submit all applications via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). Please upload the following documents:

1. One (1) copy of a preliminary title report, current within 6 months
2. Fully dimensional **Parcel Map** prepared by a registered Civil Engineer or licensed Land Surveyor and drawn to scale indicating:
 - o Project name, north arrow, scale and a vicinity map
 - o Lot dimensions, lot numbers, pad elevations, building setback lines, and maximum building envelopes
 - o Street right-of-way dimensions, existing and proposed street grades, and street names
 - o All easements of record
 - o Existing and post project elevations shown as contours & spot elevations both on site and on adjacent property
 - o Existing contours at 2' intervals for slopes less than 10%, and contours at 5' intervals for slopes greater than 10%
 - o All cut and fill slopes and indicate slopes (2:1, 3:1), and grading quantities (excavation, fill and site balance)

- Method of drainage: Low impact development is preferred. Stormwater vaults are only permitted on a limited basis. Depict location of Stormwater Quality Treatment Control Measures on plan. For more information see: <http://www.beriverfriendly.net/Newdevelopment/>
 - Provide preliminary calculations to demonstrate Stormwater Quality Treatment Control Measures are adequately designed for future stormwater volume
 - Location of stormwater infrastructure including swales, rain gardens, etc.
 - A water and sewer plan indicating the point of connection and a preliminary design of the pipe locations and sizes
 - Any natural features including: wetlands, streams, etc.
 - All existing trees with elevations and numbered corresponding to an arborist report
 - Trees to be removed shall be designated with an "X" and building footprints shown for house lots with trees
 - Public facilities schools, parks, electric substations, fire stations, etc.(subdivisions only)
 - Phasing lines (subdivisions only)
 - Summary of project statistics including zoning, land use, owner developer, engineer, and assessor's parcel numbers for all parcels affected
3. One electronic copy of a Tree Assessment or Arborist report is required for all projects with Native Oak Trees or trees with trunks 19 inches or greater
4. Additional information as deemed necessary by the Planning Department/Engineering Departments.

Submit all materials in electronic format. Please submit via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or planning@citrusheights.net, or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621