



Senate Bill 9 (SB9)

TWO-UNIT & URBAN LOT SPLIT CHECKLIST

CALIFORNIA SENATE BILL 9 (SB 9) CREATED A “MINISTERIAL APPROVAL PROCESS” FOR “TWO-UNIT HOUSING DEVELOPMENT” & “URBAN LOT SPLIT” PROJECTS IN SINGLE-FAMILY RESIDENTIAL (R-1) ZONES. TO QUALIFY FOR THE “MINISTERIAL APPROVAL PROCESS,” THE PROJECT MUST SATISFY THE ELIGIBILITY REQUIREMENTS LISTED IN GOVERNMENT CODE §65852.21 AND/OR §66411.7. TO APPLY FOR MINISTERIAL REVIEW PURSUANT TO SB 9, THE APPLICANT MUST COMPLETE THE FOLLOWING SENATE BILL 9 TWO-UNIT & LOT SPLIT ELIGIBILITY CHECKLIST. IN ADDITION TO THIS CHECKLIST FORM, THE APPLICANT MUST ALSO PROVIDE A SEPARATE APPLICATION & PAY A PROCESSING REVIEW FEE, PROVIDE ARCHITECTURAL PLANS, A TENTATIVE PARCEL MAP (IF PROPOSING AN “URBAN LOT SPLIT”), & ANY OTHER DOCUMENTS LISTED HEREIN. **ADDITIONALLY, ALL PROJECTS MUST COMPLY WITH THE OBJECTIVE DESIGN STANDARDS INCLUDED IN THE CITY’S SB ORDINANCE (CHAPTER 16.26 URBAN LOT SPLITS AND/ OR CHAPTER 17.114 TWO-UNIT)**

PROJECT TYPE

2-UNIT

URBAN LOT SPLIT

TO QUALIFY AS AN SB 9 MINISTERIAL APPROVAL PROJECT, THE APPLICANT MUST CHECK “YES” TO ALL THE FOLLOWING GENERAL REQUIREMENTS, & ALL OF THE REQUIREMENTS FOR ONE OR BOTH OF THE PROJECT TYPES:

GENERAL REQUIREMENTS

YES

NO

IS THE PROPERTY OWNED SOLELY BY AN INDIVIDUAL PROPERTY OWNER(S)?

IS THE LOT TO BE SPLIT IN A SINGLE-FAMILY RESIDENTIAL ZONE? (RR, RR-H, R-1, R-1-10, R-2, R-3)

IS THE SITE LOCATED OUTSIDE OF THE FOLLOWING AREAS:

- PRIME FARMLAND, FARMLAND OF STATEWIDE IMPORTANCE, OR LAND THAT IS ZONED OR DESIGNATED FOR AGRICULTURAL PROTECTION OR PRESERVATION BY THE VOTERS.
- A WETLAND
- WITHIN A VERY HIGH FIRE HAZARD SEVERITY ZONE;
UNLESS COMPLIANT WITH ALL FIRE HAZARD MITIGATION MEASURES REQUIRED BY EXISTING BUILDING STANDARDS.
- A HAZARDOUS WASTE SITE THAT HAS NOT BEEN CLEARED FOR RESIDENTIAL USE.
- WITHIN A DELINEATED EARTHQUAKE FAULT ZONE. (SEE EXCEPTIONS IN ORDINANCE SECTION 16.26.050(C)(6))
- HABITAT FOR PROTECTED SPECIES.
- LAND UNDER CONSERVATION EASEMENT.

IS THE SUBJECT PROPERTY NOT LOCATED IN A HISTORIC DISTRICT, IDENTIFIED IN THE STATE HISTORIC RESOURCES INVENTORY, OR DESIGNATED BY THE CITY AS A HISTORIC RESOURCE?

WILL THE PROPOSED PROJECT BE USED FOR RESIDENTIAL PURPOSES ONLY?

WILL THE PROPOSED PROJECT BE RENTED FOR MORE THAN THIRTY (30) CONSECUTIVE DAYS AT A TIME?

WILL AT LEAST ONE (1) OFF-STREET PARKING SPACE PER UNIT BE PROVIDED WITH ALSO A DRIVE-WAY THAT CONNECTS TO A PUBLIC STREET? (SEE EXCEPTIONS IN ORDINANCE SECTION 16.26.050(J)(4))

SB9 Checklist

CONTINUED

GENERAL REQUIREMENTS	YES	NO
WILL THE PROPOSED PROJECT NOT REQUIRE THE DEMOLITION OR ALTERATION OF ANY OF THE FOLLOWING: -HOUSING THAT IS INCOME-RESTRICTED FOR HOUSEHOLDS OF MODERATE, LOW, OR VERY LOW INCOME. -HOUSING THAT IS SUBJECT TO ANY FORM OF RENT OR PRICE CONTROL. - HOUSING, OR A LOT THAT USED TO HAVE HOUSING, THAT HAS BEEN WITHDRAWN FROM RENTAL OR LEASE UNDER THE ELLIS ACT AT ANY TIME IN THE 15 YEARS PRIOR TO SUBMISSION OF AN SB9 APPLICATION. - HOUSING THAT HAS BEEN OCCUPIED BY A TENANT IN THE LAST THREE (3) YEARS. (**SEE FOOTNOTE ON PAGE 3.)		
DOES THE PROJECT COMPLY WITH ALL PROVISIONS CITY OF CALISTOGA MUNICIPAL CODE (CMC) CHAPTER 16.26 AND/OR CHAPTER 17.114?		
HAS THE APPLICANT/ PROPERTY OWNER READ AND AGREE TO THE SEPARATE CONVEYANCE RESTRICTIONS LISTED IN CMC ORDINANCE SECTION 17.114.050 (G) AND/OR SECTION 16.26.050 (K)?		
HAS THE APPLICANT/ PROPERTY OWNER READ AND AGREE TO THE DEED RESTRICTIONS LISTED IN CMC ORDINANCE SECTION 17.114.050 (I) AND/ OR SECTION 16.26.050(N)?		

TWO-UNIT PROJECT REQUIREMENTS	YES	NO
IS THE LOT UPON WHICH THE TWO-UNIT PROJECT WILL BE LOCATED BEEN LEGALLY SUBDIVIDED?		
DOES THE PROJECT PROPOSE A MAXIMUM OF TWO (2) PRIMARY DWELLINGS ON A SINGLE PARCEL, EXCLUDING ADUS OR JADUS?		
IF THE PROPERTY HAS CONTAINED A RENTAL UNIT WITHIN THE LAST THREE (3) YEARS, WILL THE PROJECT DEMOLISH 25% OR LESS OF THE EXISTING EXTERIOR STRUCTURAL WALLS?		

URBAN LOT SPLIT PROJECT REQUIREMENTS	YES	NO
WILL THE LOT SPLIT RESULT IN TWO (2) LOTS?		
WILL THE RESULTING LOT SPLIT CONTAIN 2 (TWO) DWELLING UNITS, OR LESS, ON EACH PROPERTY?		
HAS THE PROPERTY NOT PREVIOUSLY BEEN SPLIT THROUGH AN URBAN LOT SPLIT?		
HAS THE PROPERTY OWNER NOT PREVIOUSLY SUBDIVIDED AN ADJACENT PROPERTY PURSUANT TO AN SB 9 URBAN LOT SPLIT?		
IS THE LOT TO BE SPLIT AT LEAST 2,400 SQUARE FEET WITH THE RESULTING LOTS BEING AT LEAST 1,200 SQUARE FEET EACH?		
WILL THE RESULTING LOTS BE BETWEEN 60 PERCENT AND 40 PERCENT OF THE ORIGINAL LOT AREA?		
HAS THE APPLICANT/ PROPERTY OWNER READ AND AGREE TO THE EASEMENT AGREEMENT LISTED IN CMC ORDINANCE SECTION 16.26.050(H)?		
WILL THE INDIVIDUAL PROPERTY OWNER OCCUPY ANY OF THE HOUSING UNITS AS A RESULT OF THE LOT SPLIT FOR A MINIMUM OF THREE (3) YEARS AFTER THE APPROVAL DATE?		

CERTIFICATION

I, _____ CERTIFY AND DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE ANSWERS FURNISHED ABOVE FOR THE PROPERTY LOCATED AT _____, AND IN THE ATTACHED EXHIBITS,
AND THAT THE FACTS, STATEMENTS, AND INFORMATION PRESENTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
I FURTHER UNDERSTAND THAT ADDITIONAL INFORMATION MAY BE REQUIRED TO BE SUBMITTED TO THE CITY OF CALISTOGA TO COMPLETE MY REVIEW.

APPLICANT SIGNATURE

APPLICANT PHONE

APPLICANT EMAIL

DATE

PROPERTY OWNER SIGNATURE

DATE

PROPERTY OWNER SIGNATURE

DATE

FOR GENERAL QUESTIONS REGARDING THIS CHECKLIST, ELIGIBILITY CRITERIA OR TO SUBMIT THIS CHECKLIST FOR REVIEW, PLEASE CONTACT THE PLANNING
DEPARTMENT AT PLANNING@CALISTOGACA.GOV

**** THE APPLICANT AND THE OWNER OF A PROPERTY FOR WHICH AN URBAN LOT SPLIT IS SOUGHT MUST PROVIDE A SWORN STATEMENT AS TO THIS
FACT WITH THE APPLICATION FOR THE PARCEL MAP. THE CITY MAY CONDUCT ITS OWN INQUIRIES AND INVESTIGATION TO ASCERTAIN THE VERACITY OF
THE SWORN STATEMENT, INCLUDING, BUT NOT LIMITED TO, SURVEYING OWNERS OF NEARBY PROPERTIES; AND THE CITY MAY REQUIRE ADDITIONAL
EVIDENCE OF THE APPLICANT AND OWNER AS NECESSARY TO DETERMINE COMPLIANCE WITH THIS REQUIREMENT.**

OFFICE USE ONLY

DATE RECEIVED

REVIEW COMPLETION DATE

PROJECT NAME

RECEIVED BY

REVIEWED BY

ELIGIBLE

YES

NO

