



SB 684 – Small Lot Subdivision & Housing Development

Eligibility Worksheet

ELIGIBILITY WORKSHEET

Respond to all questions by placing a checkmark in the Yes or No column and filling in additional project information as requested. Submit requested documentation in the **action** items as part of the application.

Project Address: _____

APN: _____

Section 1: Parcel Criteria	YES	NO
For this section, every row must be checked YES to qualify.		
1) The parcel is zoned to allow multi-family residential development or is vacant and zoned for single-family residential development. Parcel Zoning _____ Check the City's Zoning Map here: https://www.albanyca.gov/Our-City/City-Maps	☐	☐
2) The parcel is no larger than five acres if zoned to allow multifamily residential development, or no larger than 1.5 acres if zoned for single-family residential development. Lot size _____	☐	☐
3) The subject lot is a legal parcel that was not created through a prior SB 9 or SB 684 subdivision.	☐	☐
4) The parcel is one in which the owner has not withdrawn accommodations from rent or lease under the Ellis Act within 15 years preceding the date of this application.	☐	☐

Section 2: Subdivision Criteria	YES	NO
For this section, every row must be checked YES to qualify.		
5) The proposed subdivision will result in 10 or fewer parcels. Number of parcels proposed _____	☐	☐

Section 2: Subdivision Criteria	YES	NO
6) The newly created lots are no smaller than 600 square feet on parcels that allow multi-family residential development or no smaller than 1,200 square feet on parcels zoned for single-family residential development. Enter square footage of each newly created lot: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	☐	☐
7) The parcels created will be served by a public water system and a municipal sewer system.	☐	☐
Note: In addition to the above criteria, the proposed subdivision must conform to all applicable objective requirements of the Subdivision Map Act (commencing with Government Code Section 66410), except as otherwise expressly provided in Government Code Section 66499.41. Staff will review the submittal for conformance.		

Section 3: Protected Units Criteria	YES	NO
For this section, every row must be checked YES to qualify.		
Number of existing housing units on the parcel: _____ Number of existing housing units to be demolished: _____ altered: _____		
8) The project does not require demolition or alteration of any of the following (check "YES" if demolition of stated units will <i>not</i> occur):		
a) Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low-, very low-, or extremely low-income Part of a common interest development;	☐	☐
b) Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power;	☐	☐
c) Housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for a development permit.	☐	☐
9) If a dwelling unit is proposed to be demolished that is not protected by one of the categories listed in question 8 above, the project complies with the replacement housing provisions of Government Code Section 66300.6(b).	☐	☐

Section 4: Housing Development Criteria	YES	NO
For this section, every row must be checked YES to qualify.		
10) The proposed project will result in 10 or fewer residential units each constructed on a lot created in accordance with Government Code Section 66499.41. Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling units (JADUs) are not permitted. Number of proposed residential units: _____ Note: Projects that include 5 or more new dwelling units are subject to the City's Inclusionary Housing Ordinance §20.40.030.	☐	☐
11) The newly constructed housing units on the lot proposed to be subdivided will be one of the following (check which applies): ☐ Constructed on fee simple ownership lots; ☐ Part of a common interest development; ☐ Part of a housing cooperative, as defined in Civil Code Section 817; ☐ Constructed on land owned by a community land trust meeting the requirements of Government Code Section 66499.41; or. ☐ Part of a tenancy in common, as described in Civil Code Section 685. Note: An existing dwelling unit may not be alienable separate from the title (i.e. sold separately) from any other existing dwelling units on the lot.	☐	☐
12) The proposed development meets one of the minimum density standards below (check which applies): ☐ If the parcel is identified in the Housing Element as an opportunity site, the development must result in at least as many units as projected for the parcel in the Housing Element. If the parcel is identified to accommodate low- or very low-income households, the development must result in at least as many low- or very-low-income units as projected in the Housing Element. These units shall be subject to a recorded affordability restriction of at least 45 years. Check Housing Element Appendix B table (pgs. B-87-88/pgs. 417-418 of the pdf) Number of units proposed by income category: Low Income: _____ Moderate Income: _____ Above Moderate: _____ ☐ If the parcel is not identified in the Housing Element, the development must result in at least 66 percent of the maximum allowable residential density as specified by local zoning or 66 percent of 30 units per acre, whichever is greater. If local zoning does not specify a maximum allowable density, then the development must result in at least 66 percent of the 30 units per acre. Density in units per acre (check Tables of Site Regulations by District): Zoning District: _____ Proposed Project: _____	☐	☐

Section 4: Housing Development Criteria	YES	NO
13) All newly constructed units maintain a minimum 4-foot rear and side yard setback from the original lot line and keep minimum setback dimensions between the units if required by the California Building Code.	☐	☐
14) The average total area of floorspace for the proposed housing units on the lot proposed to be subdivided does not exceed 1,750 net habitable square feet. “Net habitable square feet” means the finished and heated floor area fully enclosed by the inside surface of walls, windows, doors, and partitions, and having a headroom of at least six and one-half feet, including working, living, eating, cooking, sleeping, stair, hall, service, and storage areas, but excluding garages, carports, parking spaces, cellars, half-stories, and unfinished attics and basements. Enter net habitable square footage of each newly created housing unit: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	☐	☐
Note: In addition to the above criteria, the housing development must conform to all objective zoning and design review standards applicable to the parcel as provided in the zoning district in which the parcel is located that do not conflict with Government Code Sections 65852.28 and 66499.41. Staff will review the submittal for conformance.		

Section 4: Environmental Siting Criteria	YES	NO
For this section, every row must be checked NO to qualify.		
15) The site is in a Very High Fire Hazard Severity Zone Action: check https://calfire-forestry.maps.arcgis.com/apps/webappviewer/index.html?id=988d431a42b242b29d89597ab693d008 and submit a screenshot of relevant map page and submit with application.	☐	☐
16) The site is or within a Hazardous Waste Site Action: check the data lists and maps available at the following websites (check multiple lists and categories): http://www.calepa.ca.gov/SiteCleanup/CorteseList/ • https://calepa.ca.gov/SiteCleanup/CorteseList/ and • https://www.envirostor.dtsc.ca.gov/public/ Submit a screenshot of relevant map pages/list and submit with application. Please note if “YES” the site may still be eligible if the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential or residential mixed uses. If this is the case, you must submit proof of site eligibility.	☐	☐

Section 4: Environmental Siting Criteria	YES	NO
17) The site is in or contains Wetlands Action: check https://www.conservation.gov/maps/aeddc1ce7474ecdab4a317e3b1c26a0/explore?location=28.507501%2C-12.507477%2C2 and submit a screenshot of relevant map page and submit with application.	☐	☐
18) The site is within a delineated Earthquake Fault Zone Action: check https://maps.conservation.ca.gov/cgs/EQZApp/app/ and submit a screenshot of relevant map and submit with application. Please note if “YES” the site may still be eligible if the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.	☐	☐
19) The site is within a 100-year Floodplain or a Floodway Action: check https://msc.fema.gov/portal/home and submit a screenshot of relevant map and submit with application. Please note if “YES” the site may still be eligible if: (i) The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency (FEMA) and issued to the local jurisdiction; or (ii) The site meets FEMA requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations. Action if “YES”: submit proof of (i) and/or (ii) above.	☐	☐
20) The site provides Habitat for Protected Species. Action: Sign up for an account with IPAC, select all layers, look up property on https://ipac.ecosphere.fws.gov/location/index print out and submit query results (“What’s here?”) with application.	☐	☐
21) The site contains land that is under Conservation Easement. Action: Submit a copy of the Alameda County recorded deed for the property.	☐	☐