



City of Reedley

Community Development Department
1733 Ninth Street
Reedley, CA 93654
(559) 637-4200
<https://reedley.ca.gov>

SB 9 Two-Unit Development Application Submittal Checklist

The following items must be submitted in order to process your proposed SB 9 two-unit development application. If you have any questions about any item requested or if you wish to obtain information on processing schedules, please contact the Community Development Department at (559) 637-4200, Option 3, Press 1 or via e-mail at planning@reedley.ca.gov.

- ☐ Site Plan
- ☐ Floor Plan
- ☐ Elevations
- ☐ E-mail all of the above requested documents in PDF format to planning@reedley.ca.gov
- ☐ Zone Clearance Application Fee

Project Information:

Assessor's Parcel Number(s) (APN): _____

Project Site Address (if applicable): _____

- Type of Development:
- ☐ Conversion of existing living area into two dwelling units
 - ☐ New Construction of two dwelling units
 - ☐ Adding one new dwelling unit to a parcel with one existing dwelling unit

Site Plan must include the following:

General Information:

- ☐ Title Block, including date of preparation and date of revision(s)
- ☐ Scale: 1" = 30' or larger
- ☐ North Arrow
- ☐ General Notes:
 - Contact information of the Property Owner, Applicant/Representative and Design Consultant
 - Project Site Address & Assessor's Parcel Number (APN)
- ☐ Project Information:
 - Square footage of existing primary dwelling unit
 - Square footage of proposed dwelling unit(s)

On-Site Information:

- ☐ Property line(s) and dimensions
- ☐ Show all easements (Public utility, pedestrian, landscaping, rights-of-way, etc.)
- ☐ Scope of Work: all items shall be listed as existing (to remain or to be removed), proposed or future with dimensions
- ☐ Setbacks from property lines
- ☐ Points of exterior access for all dwelling units
- ☐ Parking spaces & driveways, existing & proposed, with dimensions (one 9 foot x 20 foot parking space per unit)

Floor Plan of units must include the following:

- ☐ Fully dimensioned room sizes and uses
- ☐ Location of gas or electric stove

Elevations must include the following:

- ☐ Depict building height measured from finished grade to the highest point of the structure

**-This Compliance Checklist is required to be completed and signed by the Property Owner.
The Property Owner shall be required to submit proof of ownership to the City of Reedley upon request.-**

PROPERTY OWNER INFORMATION AND ACKNOWLEDGEMENTS:

Property Owner's Name

Property Owner's Address

Property Owner's Phone Number

Property Owner's E-mail Address

By signing below, I hereby acknowledge the following:

1. I am the owner of certain real property listed in this application.
2. I verify that the parcel subject to the proposed housing development is located within a single-family residential zone within a city, the boundaries of which include some portion of either an urbanized area or urban cluster.
3. I verify that the parcel subject to the proposed housing development is not located on a site that is any of the following requirements specified in subparagraphs (B) to (K), inclusive, of paragraph (6) or subdivision (a) of Section 65913.4, as that section read on September 16, 2021:
 - a) *Either prime farmland or farmland of statewide importance, as defined pursuant to the United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.*
 - b) *Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).*
 - c) *Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code. This subparagraph does not apply to sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development, including, but not limited to, standards established under all of the following or their successor provisions:
 - i. *Section 4291 of the Public Resources Code or Section 51182, as applicable.*
 - ii. *Section 4290 of the Public Resources Code.*
 - iii. *Chapter 7A of the California Building Code (Title 24 of the California Code of Regulations).**
 - d) *A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless either of the following apply:
 - i. *The site is an underground storage tank site that received a uniform closure letter issued pursuant to subdivision (g) of Section 25296.10 of the Health and Safety Code based on closure criteria established by the State Water Resources Control Board for residential use or residential mixed uses. This section does not alter or change the conditions to remove a site from the list of hazardous waste sites listed pursuant to Section 65962.5.*
 - ii. *The State Department of Public Health, State Water Resources Control Board, Department of Toxic Substances Control, or a local agency making a determination pursuant to subdivision (c) of Section 25296.10 of the Health and Safety Code, has otherwise determined that the site is suitable for residential use or residential mixed uses.**
 - e) *Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless 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.*
 - f) *Within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined*

approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met:

- i. The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.*
 - ii. The site meets Federal Emergency Management Agency 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.*
 - g) Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site.*
 - h) Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.*
 - i) Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).*
 - j) Lands under conservation easement.*
4. I verify that, notwithstanding any provision of this section [Government Code Section 65852.21] or any local law, the proposed housing development would not require demolition or alteration of any of the following types of housing:
- a) Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.*
 - 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) A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.*
 - d) Housing that has been occupied by a tenant in the last three years.*
5. I verify that the parcel subject to the proposed housing development is not a parcel on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.
6. I verify that the development is not located in either of the following:
- a) A contributing structure within a historic district included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or historic property or district pursuant to a city or county ordinance.*
 - b) A parcel individually listed as a historical resource included in the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a property individually designated or listed as a city or county landmark under a city or county ordinance.*
7. I intend to construct a SB 9 two-unit development on this property. I agree that the SB 9 two-unit development shall be located, constructed, and at all times maintained in accordance with Government Code Section 65852.21, as amended.
8. I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review this project.
9. I hereby accept and approve of the SB 9 Two-Unit Development Standard Conditions of Approval as follows:

- a) Applicant shall read and fully understand all of the requirements related to the application, approval/denial, building, and maintenance of the proposed dwelling units located on the real property identified above, as per city zoning ordinance requirements and standards.
- b) The proposed dwelling units shall not be built over existing easements. The applicant shall be responsible for determining the existence and location of any easements on their property prior to application submittal.
- c) Applicant hereby agrees to indemnify, defend, and hold harmless the City from any claims, demands, liabilities, losses, causes of action of any nature whatsoever arising out of or in connection with this application or any part thereof, from and against all cost, fees, expenses, claims, liabilities, orders, judgments, or decrees which may be entered, and from against all cost for attorney's fees, expenses and liabilities incurred in the defense of such claim or in the investigation thereof.
- d) Approval of this application shall be considered null and void in the event of failure by the applicant and/or the authorized representative, architect, engineer, or designer to disclose and delineate all facts and information relating to the subject property and the proposed development including, but not limited to, the following:
 - i. All existing and proposed improvements including but not limited to buildings and structures, signs and their uses, trees, walls, driveways, outdoor storage, and open land use areas on the subject property and all of the preceding which are located on adjoining property and may encroach on the subject property; and
 - ii. All public and private easements, rights-of-way and any actual or potential prescriptive easements or uses of the subject property; and
 - iii. Existing and proposed grade differentials between the subject property and adjoining property zoned or planned for commercial use.
- e) Approval of this application may become null and void in the event that development is not completed in accordance with all the conditions and requirements imposed on this special permit, the Zoning Ordinance, and all Public Works Standards and Specifications. The Community Development Department shall not assume responsibility for any deletions or omissions resulting from the application review process or for additions or alterations to construction plans not specifically submitted and reviewed and approved pursuant to this application or subsequent amendments or revisions.
- f) Development shall take place in accordance with all city, county, state and federal laws and regulations.
- g) Applicant understands that if a new dwelling unit is proposed, or if additional nonresidential square footage is proposed, prior to allowance of final occupancy, the property owner shall provide written consent to the City of Reedley to initiate proceedings for annexing the subject property into the City's Community Facilities District No. 2005-01 (Public Services) for the maintenance and operation of public services and facilities. Annexation of the property into the City's CFD is a condition precedent to the City's obligation to issue any certificate of final occupancy for development or improvement of the parcel within the scope of this Zone Clearance, and the Developer acknowledges and agrees that if this property were not part of the CFD, the City might lack the financial resources to operate facilities and provide adequate public services to the property.
 - i. Willdan Financial Services (WFS) will serve as the primary contact and liaison between the City of Reedley and the developer and coordinate the CFD annexation process from start to finish. A representative from Willdan can be reached at (951) 972-8106 or via e-mail at cqano@willdan.com.
 - ii. Said special tax shall be levied when a building permit has been issued prior to July 1 of the Fiscal Year and may increase each Fiscal Year thereafter by an inflation factor determined by City Council of the City of Reedley and adopted by resolution.
- k) Applicant understands that if a new dwelling unit is proposed, or if additional nonresidential square footage is proposed, City of Reedley Development Impact Fees (DIF) in accordance with the City of Reedley Master Fee Schedule shall be paid prior to building permit issuance.
- l) Applicant shall provide to the City written certification of payment of Kings Canyon Unified School District (KCUSD) facilities fees prior to the issuance of any building permit. New development on the subject property will be subject to the fee in place at the time school facilities are paid.
- m) Acknowledgment of Regional Transportation Mitigation Fees (RTMF) shall be signed prior to issuance of building permits. Regional traffic impact fees shall be paid (if required) prior to the issuance of a certificate of occupancy.
- n) Applicant shall have the option to tie into water and sewer service lines that currently exist on the property unless the service lines are determined to be inadequate. I also understand that if the same water line that serves a primary dwelling unit on site is used by any proposed structures, there may be changes in the existing water pressure of the primary dwelling unit. Applicant further acknowledges that each new dwelling unit shall be required to have their own water meters.
- o) Applicant acknowledges that PG&E will require a separate electric meter for each new dwelling unit. There may also be charges from PG&E to submit permits and install electrical meters. Applicant shall be responsible for securing all required permits and arranging for inspections from PG&E.
- p) Applicant acknowledges that SoCal Gas Company will require a separate gas meter for each new dwelling unit. There may also be charges from SoCal Gas to submit permits and install gas meters. Applicant shall be

- responsible for securing all required permits and arranging for inspections from SoCal Gas.
- q) Applicant acknowledges that adding additional permeable surface to the property, such as covered structures and paved parking spaces, may change the drainage patterns on the property and cause standing water to form after storm events. Applicant also acknowledges that no on-site surface drainage shall be allowed to drain over sidewalk, driveways, alleys, or onto adjacent property.
 - r) The property owner shall use the ADU for rentals of terms longer than 30 days.
 - s) Applicant acknowledges that at any time the regulations for application and approval of an SB 9 two-unit development may change, and states that applicant shall abide by those requirements in place at the time of application processing.
 - t) Applicant shall consent to the physical inspection of the premises, if deemed necessary.
 - u) After receiving Planning Approval, applicant shall submit construction documents and a building permit application to the Building Division. Building permit applications can be submitted online at the following link: <https://reedley.portal.iworq.net/portalhome/reedley> For questions regarding the City's building permit, please contact the Building Division at (559) 637-4200 x 225 or via email at BuildingDepartment@reedley.ca.gov.
 - v) Applicant acknowledges that any Construction within public right-of-way including off-site City streets, easements, and alleys shall be subject to an encroachment permit issued by the Engineering Department. For questions regarding submitting an encroachment permit, please contact the Engineering Department at (559) 637-4200 Option 4 or via e-mail at angelina.barajas@reedley.ca.gov.

Property Owner's Signature _____

Date _____

PRIMARY CONTACT PERSON INFORMATION:

- ☐ Check this box if the property owner authorizes a primary contact person (i.e. contractor or relative) to communicate on the property owner's behalf with City of Reedley staff regarding this application.
- ☐ Check this box if the property owner would like to be included in any e-mail correspondence between the City of Reedley and the primary contact person regarding this application.

Name: _____

Mailing Address: _____ City/Zip: _____

Phone Number(s): _____

E-mail: _____

-CITY STAFF USE ONLY-			
By signing this form, the Planning Division is verifying that the proposed use is in compliance with Government Code Section 65852.21 in effect at the time the application was deemed complete, and the Zoning Regulations of the City of Reedley, notwithstanding any provision of Government Code Section 65852.21.			
Zone District:		Staff's Signature:	
SB 9 #:			
Conditions of Approval:			