



URBAN LOT SPLIT APPLICATION

PLANNING SERVICES DIVISION

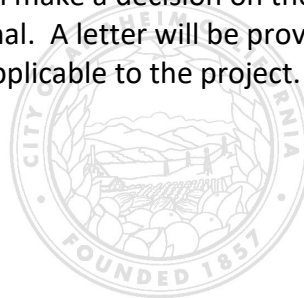
URBAN LOT SPLIT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

Introduction

Senate Bill 9 adopted by the Governor of California on September 16, 2021 mandates the ministerial approval of additional housing units and lot splits within single-family residential zones if certain conditions are met. Per Section 18.38.255.060 of the Anaheim Municipal Code, an Urban Lot Split is permitted subject to Chapter 18.62. This application for a tentative parcel map for a two lot subdivision is reviewed ministerially by the Planning and Building Director.

Procedures

Applications for Urban Lot Splits will be processed according to the filing schedule listed on the last page of this application. The Planning Director will make a decision on the request at the conclusion of the review. This decision of the Planning Director is final. A letter will be provided to the applicant describing the decision and any conditions of approval applicable to the project.



OFFICE USE ONLY – TO BE COMPLETED BY PLANNER

Initial Contact: _____ Intake Plnr: _____ Assigned Plnr: _____

Case Number(s): _____

Filing Deadline: _____ Decision Due: _____

Electronic Submittal Requirements:

The following minimum information and materials required for the processing of Urban Lot Splits. All plans must comply with the [E-plan Submittal Requirements](#) and [Sheet Numbering Guidelines](#). Submittal requirements are as follows depending on the type of request:

If you have obtained this application through our website, please contact a planner at 714-765-5139 to confirm applicability of the submittal items.

☐ **APPLIES TO ALL APPLICATIONS**

- ☐ 1. URBAN LOT SPLIT Application Form.
- ☐ 2. PHOTOGRAPHS (*includes project site & surrounding properties*): Color photos, minimum 3.5" x 5" size labeled with description.
- ☐ 3. SITE PLAN.
- ☐ 4. FLOOR PLAN.
- ☐ 5. ELEVATIONS (*exterior modifications, new construction only*).
- ☐ 6. APPLICATION FEE. \$_____ [Refer to Planning & Zoning Fee Schedule](#)
- ☐ 7. FILING SCHEDULE. Applications will be processed according to the filing schedule at the end of this application.
- ☐ 8. TENTATIVE PARCEL MAP - ([See Appendix](#))
- ☐ 9. PRELIMINARY TITLE REPORT- Must be dated within (90) Days. A Grant Deed and most recent year Tax Bill showing ownership may be submitted together instead of a title report.
- ☐ 10. SEWER DEFICIENCY VERIFICATION. Provide a copy of written verification from the Public Works Department verifying that there is sewer capacity for an Urban Lot Split.
- ☐ 11. URBAN LOT SPLIT SELF CERTIFICATION. Complete the [self-certification form](#).
- ☐ 12. OWNER OCCUPANCY COVENANT. At the conclusion of the review, a covenant requiring the original property owner occupy one of the lots as their principal residence for a minimum of three years shall be required. The covenant shall be recorded in the office of the Orange County Recorder.

CITY OF ANAHEIM SUBMITTAL CHECKLIST

PROJECT INFORMATION:

Project Name: _____

Project Address or
Location: _____

Assessor's Parcel Number(s): _____

Current Land Use: _____

APPLICANT INFORMATION (the individual or entity financially responsible for the project):

Applicant Name: _____

Company Name: _____

Phone No: _____

Fax No: _____

E-mail Address: _____

Address: _____

City: _____

Zip Code: _____

AGENT INFORMATION (IF APPLICABLE):

Applicant Name: _____

Company Name: _____

Phone No: _____

Fax No: _____

E-mail Address: _____

Address: _____

City: _____

Zip Code: _____

I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements and answers contained herein, are in all respects true and correct. The applicant is the person financially responsible for the payment of fees associated with this request.

Signature: _____ Date: _____

PROPERTY OWNER INFORMATION:

Property Owner: _____

Company Name: _____

Phone No: _____

Fax No: _____

E-mail Address: _____

Address: _____

City: _____

Zip Code: _____

I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements and answers contained herein, are in all respects true and correct. I HEREBY CERTIFY that I am the legal property owner of record or his/her authorized representative and acknowledge and authorize the person(s) named above as applicant and agent to represent me and bind me in all matters concerning this Application for Urban Lot Split. I approve of the action requested.

Signature: _____ Date: _____

APPLICATION TYPE - check appropriate permits requested:

☐ Urban Lot Split

☐ Other: _____

Case Number(s): _____

CLOSING DATES FOR FILING	REVIEW DUE TO APPLICANT
4/22/2025	5/20/2025
5/6/2025	6/3/2025
5/20/2025	6/17/2025
6/3/2025	7/1/2025
6/17/2025	7/15/2025
7/1/2025	7/29/2025
7/15/2025	8/12/2025
7/29/2025	8/26/2025
8/12/2025	9/9/2025
8/26/2025	9/23/2025
9/9/2025	10/7/2025
9/23/2025	10/21/2025
10/7/2025	11/4/2025
10/21/2025	11/18/2025
11/4/2025	12/2/2025
11/18/2025	12/16/2025
12/2/2025	12/30/2025
12/16/2025	1/13/2026
12/30/2025	1/27/2026
1/13/2026	2/10/2026

*All required application materials and fees must be submitted and paid by close of business on the filing deadline date