



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
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TDA No.: _____
Case No.: _____
Submittal Date: _____
Accepted By: _____

Urban Lot Split Subdivision – SB9 Application

Application and Eligibility Checklist for subdivisions as authorized
by Government Code § 65852.21 and 66411.7.

PROJECT INFORMATION

Parcel Map No. (Issued by County Recorder)*: _____

Project Description: _____

Address: _____

APN: _____ Tract: _____ Lot: _____ Block: _____

Zoning District: _____ General Plan Land Use: _____

Existing Lot SF: _____ Proposed Size Lot 1: _____ Proposed Size Lot 2: _____

Existing Structures? ☐ Yes ☐ No To Remain? ☐ Yes ☐ No

If Yes, describe: _____

Existing Trees? ☐ Yes ☐ No To Remain? ☐ Yes ☐ No

Quantity: _____ Species: _____ Trunk Diameter: _____

APPLICANT INFORMATION

Applicant (Main Contact Person): _____

Address: _____

Phone No.: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

ENGINEER OF RECORD:

Firm Name: _____

Address: _____

Phone No.: _____ Email: _____

Name of person who prepared the map: _____

Phone No.: _____ Email: _____

License Number: _____ License Expiration: _____

TITLE COMPANY INFORMATION:

Firm Name*: _____

Address: _____

Phone No.: _____ Email: _____

Contact Person: _____

Phone No.: _____ Email: _____

*The title company may be required to provide a subdivision guarantee. Please contact the San Bernardino County Recorder for additional Information. Phone (909) 387-8306 Email: mapdesk@arc.sbcounty.gov

ELIGIBILITY CHECKLIST

GENERAL REQUIREMENTS

1. Is the parcel is zoned for something other than single family residential use? ☐ Yes ☐ No
2. Does the proposed urban lot split involve the demolition or alteration of any of the following types of housing:
 - i. 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.
 - ii. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - iii. Housing that has been occupied by a tenant in the last three years.
 - iv. Housing that is on a parcel on which an owner 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.
3. Is the parcel located within an area(s) specified in subparagraphs (B) through (K), inclusive, of paragraph (6) of subdivision (a) of Government Code § 65913.4? These areas include, but are not limited to, prime farmland, wetlands, very high fire hazard severity zones, hazardous waste sites, earthquake fault zones, special flood hazard areas, regulatory floodway, and lands identified for conservation or habitat preservation as specifically defined in Government Code § 65913.4. ☐ Yes ☐ No
4. Is the parcel located within area(s) designated Ineligible for SB 9 Urban Lot Split Subdivision and Housing Development for Preservation of Public Safety. These areas are defined by two specific locations within the City shown in Figure 20-3 of CHMC Section 16.10.150. ☐ Yes ☐ No

**** If any checklist items are checked "Yes", the proposed subdivision may not be eligible for an Urban Lot Split.***

An Urban Lot Split or housing development under SB 9 may be denied if the Building Official makes a written finding, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

CERTIFICATION:

I/we certify under penalty of perjury that I/we am/are the Applicant for the project and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

APPLICANT SIGNATURE(S)

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

PROPERTY OWNER CERTIFICATION

I/we, the undersigned owner(s) or authorized agent for the person/organization owning the land(s) for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

When signing on behalf of the owner(s) as an “Authorized Agent”, attach a notarized copy of the Power of Attorney or a notarized letter of authorization.

PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

The information provided on this form may be subject to disclosure pursuant to the California Public Records Act (Gov't Code 6250 et seq.) and, at the City's discretion, may be posted/published on the City's website.

SUBMITTAL REQUIREMENTS:

- ☐ Application Fee.
- ☐ **One (1)** Completed application; signed and dated by property owner and/or authorized agent.
- ☐ **One (1)** Completed Trust Deposit Account Procedures/ Agreement form. Shall be signed and dated.
- ☐ **One (1)** Set of closure calculations.
- ☐ **One (1)** Set of copies of all reference maps, deed(s) or easements relative to the proposed subdivision.
- ☐ **Two (2)** Copies of a preliminary title report for the property (obtained from Title Company), not more than sixty (60) days old.
- ☐ **Six (6)** Copies of a Parcel Map prepared by a licensed land surveyor or registered civil engineer. The Parcel Map shall be a minimum size of 24" x 36"
- ☐ **One (1)** Copy of receipt of payment of Fire Review fees or letter stating such fees are not applicable. (Payment of these fees may be accomplished at the Chino Valley Fire District, located at 14011 City Center Drive, Chino Hills, CA 91709. Please contact the Fire District at (909) 902-5280 regarding Fire Review fees.
- ☐ **One (1)** Digital copy of all of the required submittal items.

ADDITIONAL DEVELOPMENT CRITERIA

- a. The parcel was not established through a prior exercise of an urban lot split as provided for in this section or pursuant to Government Code § 66411.7.
- b. Neither the owner of the parcel nor anyone acting in concert with the owner has previously subdivided an adjacent parcel through an urban lot split as provided for in this section or pursuant to Government Code § 66411.7.
- c. The proposed subdivision complies with applicable provisions of the Subdivision Map Act.

SITE STANDARDS

- a. Each lot resulting from the urban lot split is at least 1,200 square feet in area.

- b. The lots resulting from an urban lot split are approximately of equal size and the smaller of the two lots shall not be smaller than 40 percent of the lot area of the original parcel being subdivided.
- c. Each parcel has legal access to a public or private street consistent with the Chino Hills Municipal Code.
- d. Easements have been provided as necessary to ensure the provision of public services and facilities to the lots resulting from the urban lot split and surrounding parcels.

SUBDIVISION MAP CHECKLIST:

The following information must appear on the subdivision map. INCOMPLETE MAPS WILL NOT BE ACCEPTED FOR SUBMITTAL.

1. Map shall be drawn to an Engineer's scale. A scale of 1" = 100' of preferred, but in no case should the scale be smaller than 1" to 200'. Entire parent parcel and all information must on one sheet.
2. Parcel map number obtained from the San Bernardino County Recorder.
3. The Registered Civil Engineer or Licensed Land Surveyor shall sign, seal and provide their California registration or license number and the date of expiration of such license or registration.
4. Names, addresses and telephone numbers of the owner of record, subdivider and the engineer or surveyor preparing the map.
5. List the names, addresses and telephone number of public utility companies which will serve the subject property, including water supply and method of sewage disposal.
6. North arrow, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or right hand side of the map.
7. Show the entire assessor's parcel number; identify any remainder portion, and any contiguous properties under common ownership (whole of partial ownerships).
8. Legal description of the land included within the proposed subdivision.
9. The parcel layout, the approximate dimensions of each parcel (ditto marks not acceptable) and a number for each parcel in consecutive numbers. Any portion of property in common contiguous ownership not included in division shall be labeled as a remainder parcel.
10. Indicate the approximate acreage, the number of numbered parcels, number of lettered parcels and parcel density proposed. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcel.
11. Existing and proposed zoning by parcel number and/or letters.
12. Proposed use of parcels.
13. The number of lineal feet of new streets.
14. Land Use district classification and development of uses of adjoining property, including across any streets. Indicate distance from property line to any off site structures that are within fifteen (15) feet of property line.
15. Show and dimension all existing structures, indicating the use of each structure and whether the structure is to remain or be removed. In addition, show all parking facilities and driveways.
16. Front and side street building setback lines, delineated on the map, including dimensions.
17. Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.
18. The approximate gradient or centerline profile for each proposed highway, street, easement and drainage improvement shown on the map.
19. The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
20. Approximate radius of all centerline curves on highways, streets or ways.
21. The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation.
22. Locate, by distance from existing and proposed property lines and other above ground structures, the placement of the property of all existing structures and other manmade features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the subdivision. Indicate which existing structures will remain and which will be removed.
23. Topographic information (contour map) shall be required when the slope of any portion of the access route from the nearest public maintained road to a feasible building site exceeds ten percent (10%) including existing offers of dedicated or private road easements. Topographic information shall be required on all tentative maps except where a feasible building site (a feasible building site is at least ten thousand (10,000) square feet in area for parcels twenty thousand (20,000) square feet or greater in area and if fifty (50%) of the parcel area for all parcels less than twenty thousand (20,000) square feet.) is shown on natural ungraded slopes of ten percent (10%) or less. Where the above does not apply, the licensed land surveyor or registered civil engineer shall note on the tentative map that "average slope of both feasible access route and feasible building site does not exceed ten (10%)".

When topographic information is required the accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and if not more than five (5) feet if the slope of the land is then percent (10%) or greater.

Topographic information shall be obtained by aerial or field study done under the supervision of a licensed land surveyor or registered civil engineer. (Elevations shall be based upon 1929 datum and the bench shall be one accepted by the City Surveyor.)
24. Vicinity map of the area showing the proposed subdivision in relation to any established roads, landmarks, etc., so that the site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.

25. Preliminary grading information shall be delineated on the map when staff determines that the proposed site is located within a:
 - a. Geological Hazard Overlay District, or
 - b. Hillside area or an area of susceptibility to landslides or liquefaction.
 - c. The average slope of a feasible building site and/or the access to these sites exceeds ten percent (10%).
26. When preliminary grading information is required it shall include maximum elevation of top and minimum elevation of toe of finished slopes over five (5) feet in vertical height, the maximum heights of those slopes and approximate total cubic yards of cut and fill. Graded slopes shall not exceed thirty (30) feet in vertical height. Setbacks from top and bottom of graded slopes shall be a minimum of one-half the slope height. Pad elevations shall be shown, if applicable. In the event no such grading is proposed, a statement to that effect shall be noted on the map.
27. Indicate any regulated native trees or plants that are within one hundred (100) feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Indicate all regulated trees or plants that are proposed to be removed in accordance with the Development Code. All other protected trees or plants may be indicated by note or general graphic representation of major clusters or stands of trees. If no regulated trees or plants are on the site, indicate this by a note on the map.
8. All existing and proposed easements shall be shown, labeled and dimensioned.
9. Check improvement plans for easements required for proposed improvements.
10. Label and dimension any non-vehicular access easements.
11. For multiple sheet maps, no lot shall be split between sheets.
12. Primary border shall be a heavy solid line.
13. Show in dashed or phantom line all surrounding tracts including tract number, map book and page number, lot lines, lot numbers, and property line distances.
14. Bearing and distance shall be given for all lines except for portions where an overall bearing and distance is shown.
15. Partial distances shall add up to total overall distance.
16. Curve data (radius, delta, length and tangent) shall be given for each curve and portion thereof. Data may be placed on the curve or in table format.
17. Distances shall be provided for Beginning Curb Returns (BCR's) and Ending Curb Returns (ECR's) perpendicular to centerline at all intersections.
18. Verify that monuments found coincide with those shown on surround recorded maps.
19. Character of all "found," "not found" or "to be set" shall be noted on the map.
20. Record data shall be shown anywhere available to justify boundary. Record course and distance shall be shown in parenthesis, brackets, etc. and identified in the legend with record map book and page.

Title Sheet

1. All sheets shall have a 1-inch border without writing.
2. Tract or Parcel Map number.
3. Legal description consistent with title report.
4. "Sheet No. ___ of ___ Sheets" in upper right corner.
5. Number of lots, gross area and net area in upper left corner.
6. Name of company, person and registration number of preparer.
7. Owners statement per Section 66436 and 66439 of the Subdivision Map Act and Preliminary Title Report.
8. Notary acknowledgement for all signatures of record title interest holders (including trust deeds).
9. Engineer's or Surveyor's statement per Section 66441 of the Subdivision Map Act.
10. City Engineer's and City Surveyor's Certificate per Section 66442 of the Subdivision Map Act.
11. City Acceptance Certificates.
12. Auditor's Certificate.
13. Board of Supervisor's Certificate.
14. Signature Omissions per Section 66436 of the Subdivision Map Act and Preliminary Title Report.
15. County Recorders Certificate in lower right-hand corner.

Map Sheets

1. Index map shall be provided for multiple sheet maps.
2. Basis of bearing.
3. Existing and proposed monuments shall be per City standards.
4. Each lot shall be identified with a number or letter as appropriate along with the square footage of each lot.
5. Existing and proposed right-of-way shall be shown, labeled and dimensioned.
6. Existing and proposed street names shall be shown.
7. All dedications shall be shown, labeled and dimensioned.