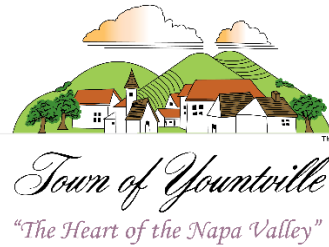


URBAN LOT SPLIT APPLICATION CHECKLIST



URBAN LOT SPLIT:

Pursuant to Yountville Municipal Code (YMC) Chapter 17.158.020 (Urban Lot Splits), the following shall apply to urban lot splits proposed pursuant to the requirements of Government Code Section **66411.7** (also known as "SB9").

This checklist only pertains to the subdivision of land under the provisions above. In addition, the requirements for a Tentative (and then final) Parcel Map are also required. As noted in Item 5 below, see Tentative Parcel Map checklist for parcel map requirements. If any additional development is proposed or entitlements required, the checklist for those entitlements will be required for such entitlements. Some submittal requirements may be waived depending on the type of project. *Unless waived on this form with a cross out/staff initial*, all submittal information detailed in 1-11 and Table 1 below must be provided before the application is accepted as complete.

The following criteria will be applied in order to determine the completeness of an application. An application that includes all of the following items will be deemed complete.

WHAT TO SUBMIT:

- ☐ 1 **Planning Application Form** – Completed and signed by all property owners holding a title interest or authorized agent (authorized agent form also required in this case).
- ☐ 2 **Fee / Initial Deposit** – Payment of the required fee / initial deposit shall be made to the Town of Yountville pursuant to the Town's adopted fee schedule.
- ☐ 3 **Agreement for the Advancement and Reimbursement of Full Cost Recovery Fees for Application Processing and Inspection Services** – Completed and signed by all property owners holding a title interest and applicant (if different from property owner(s)).
- ☐ 4 **Written Project Description** – In addition to the information required for any associated permits or approvals, an applicant proposing an urban lot split shall provide a detailed written narrative describing how the proposed project will meet the requirements listed in item 5 below, including an details regarding rental history, if/how the existing residence/parking, etc. will be maintained, proposal new development on each of the proposed new parcels, and explanation regarding any requested deviations from the requirements below.
- ☐ 5 **Proof of Parcel Eligibility** – An urban lot split shall be allowed on parcels located in the Old Town Historic (H) and Single Family Residential (RS) zones. In addition, the following criteria must be met (YMC 17.158.020(F-G)):

A development is not eligible if any of the following apply (check box if Yes/No. If "Yes" to any of the following apply. If any apply, parcel may not eligible, please speak with Town Planning Staff):

- ☐ a. Parcel is in an area of the coastal zone subject to paragraph (1) or (2) of subdivision (a) of Section 30603 of the Public Resources Code.
- ☐ b. Parcel is located on either prime farmland or farmland of statewide importance
- ☐ c. Parcel contains wetlands as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)

- ☐ d. Parcel is located within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code
- ☐ e. Parcel is 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.
- ☐ f. Parcel is 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.
- ☐ g. Parcel is within a special flood hazard area subject to inundation by the 1 percent annual chance of 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.
- ☐ h. Parcel is 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.
- ☐ i. Parcel is within or contains 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.
- ☐ j. Parcel contains 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).
- ☐ k. Parcel includes Lands under conservation easement.
- ☐ l. The parcel is located within a historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a Town or county landmark or historic property or district pursuant to a Town or county ordinance.
- ☐ m. The subject parcel is a property on which the owner has exercised their rights under Government Code 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 of submitting an application for a parcel map to create an urban land division.

- ☐ n. The subject parcel was established through prior exercise of an urban lot split pursuant to Government Code Section 66411.7 and/or this section.
- ☐ o. Neither the owner of the parcel being subdivided nor any person acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split as provided for in Government Code Section 66411.7.

ditionally, the development is not located on a site where any of the following apply (check box if applicable to project):

- ☐ a. The development would require the demolition of the following types of housing:
 - 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.
 - Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - Housing that has been occupied by tenants within the past 10 years.
- ☐ b. The site was previously used for housing that was occupied by tenants that was demolished within 10 years before the development proponent submits an application under this section.
- ☐ c. The development would require the demolition of a historic structure that was placed on a national, state, or local historic register.
- ☐ d. The property contains housing units that are occupied by tenants, and units at the property are, or were, subsequently offered for sale to the general public by the subdivider or subsequent owner of the property.

☐ 6 **Preliminary Title Report showing the current vested owner** (less than 6 months old)

☐ 7 **Tentative Parcel Map** – Application must meet all objective subdivision standards. See separate checklist for requirements for Tentative Parcel Map.

Additionally, the Tentative Parcel Map shall include the following requirements for Urban Lot Splits:

An urban lot split shall result in two parcels of a minimum gross area of 60% and 40% of the area of the original parcel being subdivided. However, in no instance shall a resulting parcel be less than 1,200 square feet in gross area.

Access to Public Right-of-Way. All parcels created through an urban lot split shall have access to, provide access to, or adjoin the public right-of-way. If needed, such access shall be delineated, defined, and recorded as an irrevocable easement to guarantee access crossing another parcel subject to the urban lot split.

Easements Required. Easements shall be required to ensure the provision of public services and facilities to support a two dwelling residential development constructed on the parcels created through an urban lot split and where such services and facilities are necessary to support existing development.

☐ 8 **Minimum Number of Dwelling Units Required** – A minimum of two dwelling units shall be proposed on each parcel created through an urban lot split.

Maximum Number of Dwelling Units Permitted – A maximum of two dwelling units shall be permitted on each parcel created by an urban lot split. The units may consist of a single-family dwelling paired with an accessory dwelling unit, a single-family dwelling combined with a junior accessory dwelling unit, two detached dwellings, or a single structure divided into two dwelling units and located on a single parcel as regulated under Section 17.158.010 of this code.

Two Dwelling Residential Development. Parcels created through an urban lot split shall only be available for development with a two dwelling residential development subject to the requirements of Section 17.158.010 of this code.

- ☐ 9 **Owner Occupancy Required** – The owner of a parcel being subdivided pursuant to Government Code Section 66411.7 shall occupy one of the housing units existing or constructed on one of the parcels created by the urban lot split as their principal residence for a minimum of three years from the date of approval of the urban lot split.

The owner shall sign an affidavit stating their intent to occupy one of the housing units existing or constructed in the development as their principal residence for a minimum of three years from the date of approval of an urban lot split.

- ☐ 10 **Statement of application required by Government Code Section 65943** – Application must include a statement that it is an application for a development permit.
- ☐ 11 **Certification of compliance with Government Code Section 65962.5** – Submit a signed statement indicating whether the project (and any alternatives) are located on a site that is included on any of the lists compiled pursuant to Government Code section 65962.5 and specify any list(s).

ATTACHMENT 1 – URBAN LOT SPLIT DEVELOPMENT TABLE

1. PARCEL SIZE AND PROPOSED DEVELOPMENT

	Parcel Size	New parcel % of total (New parcel size/existing parcel size)	Structures on property (list all, including # of dwelling units)	# Parking spaces on property	Proposed new structures/dwellings(list number)
Existing Parcel					
New Parcel 1					
New Parcel 2					

Two Dwelling Residential Development. Parcels created through an urban lot split shall only be available for development with a two dwelling residential development subject to the requirements of YMC Section 17.158.010.