



CHECKLIST FOR AN SB 9 URBAN LOT SPLIT (PARCEL MAP)

This checklist is designed to provide property owners with an overview of the SB 9 requirements and process to subdivide an existing parcel into two legal parcels.

Projects must meet all the prerequisites listed below to potentially qualify for ministerial approval of a two-lot subdivision on a single-family zoned parcel. The criteria are state-mandated and cannot be waived or amended.

Criteria to apply for an SB 9 Urban Lot Split (Parcel Map)

- Parcel has a zoning designation of R-1, HR, or R-OS (i.e. a single-family zoned parcel)
- New parcel should be equal in area, or must be at least 40% of the original parcel's size (60/40 or 50/50 split)
- Each new parcel must be at least 1,200 square feet in lot area
- There cannot be a sequential subdivision on the same parcel, nor can there be a subdivision if the owner of the parcel being subdivided (or someone working in concert with that owner) has subdivided an adjacent parcel per SB 9. The subject parcel has not already been established/subdivided per SB9.
- The subject parcel is **not**:
 - Located within a Historic District or on a Historical Resources Inventory
 - Within a 100-year flood zone, or within a floodway, unless Public Works standards can be met
 - Within a very high or high fire severity zone (consult <https://egis.fire.ca.gov/FHSZ/>),
 - Within a hazardous waste or hazardous list site (consult <https://www.envirostor.dtsc.ca.gov/public/>),
 - Within a delineated earthquake fault zone (consult <https://www.saratoga.ca.us/204/Ground-Movement-Potential-Maps>),
 - Property that contains habitat for protected species or is not lands under a conservation easement
- The proposed subdivision does **not** result in the demolition or alteration of:
 - Affordable or rent-controlled housing
 - Market-rate housing that has been occupied by a tenant in the past three years
 - A parcel where the property owner exercised the right to withdraw accommodations from rent or lease within the last 15 years
 - A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 (Ellis Act) to withdraw accommodations from rent or lease within 15 years before the date that the development proponent applies
- The subject parcel must provide at least one off-street parking space per unit, except if
 - Parcel is located within ½ mile walking distance of high-quality transit corridor (i.e. bus line with 15 minute headway), or major transit stop
 - Or, parcel is located within one block of a car share vehicle lot
- The subject parcel(s) are limited to residential uses with a maximum of two dwelling units on each resulting parcel
- No rental of any unit(s) shall be allowed for 30 days or less
- As part of the Parcel Map application, the owner must sign an affidavit stating they will occupy one of the housing units as their principal residence for a minimum of three years

Urban Lot Split Objective Standards

Item	Requirement
Street Frontage	<ul style="list-style-type: none">Each parcel created by an Urban Lot Split shall adjoin the public right of way by means of a minimum twenty-foot street frontage or access easement.
Driveways	<ul style="list-style-type: none">A parcel with an existing street frontage of less than 80 feet may have only one driveway curb cut, providing access to both lots created by an Urban Lot Split via a 20 foot wide access easement.
Lot Width	<ul style="list-style-type: none">Each new parcel resulting from an Urban Lot Split must have a site width that is at least 50 percent of the site width of the original parcel.

How do I apply for an SB 9 Urban Lot Split?

- A Pre-Application Meeting is required prior to formal plan submittal. Please contact the Planning Division at planning@saratoga.ca.us to schedule a Pre-Application Meeting. When requesting a meeting, please also include a PDF of your preliminary plans.
- Plans can be uploaded to a cloud-based storage site as a PDF, then submitted electronically by emailing a hyperlink to planning@saratoga.ca.us with a description of the project.
- SB 9 projects must adhere to the [Chapter 14 - SUBDIVISIONS](#). Please refer to Section 14-20.040 for a list of items to be included on the Parcel Map.
- Questions? Please contact Planning Department staff at planning@saratoga.ca.us.

Useful Weblinks & Information

- [Municipal Code](#)
- [Planning Application Materials](#)
- [Protected Tree Regulations & Forms](#)
- [Geotechnical Clearance](#)