



Additional Dwelling Units and Residential Lot Splits

The State of California enacted Senate Bill 9 (SB 9) to provide new pathways to homeowners to create additional dwelling units on property zoned for single family development. It allows up to four (4) dwelling units on eligible single family lots. SB 9 also allows the original single family lot to be split into two roughly equal lots; however, the total number of units on both lots combined, cannot exceed four (4). Importantly, SB 9 does not require a lot to be split, but it is an allowed option subject to standards.

SB 9 is not a pathway to getting eight (8) dwelling units through a lot split. There are additional criteria, but in summary, lots eligible for additional units under SB 9 must:

- a. be zoned for Single Family Residential (*R-1, E-3, E-4, E-5, E-6, E-7 and RHR*).
- b. be located outside of Very High Fire Hazard Severity Zones unless fully mitigated and served by a City-standard street of at least 26' in width.
- c. be located outside of the Historic Preservation Overlay Zone and not designated a historic property.

Undeveloped lots are ineligible to be split; however, a lot split off from an occupied lot may be undeveloped e.g., the lot split is not contingent on the lot being created having plans for additional dwelling units. Any lot proposed for a lot split must be owner occupied, the owner of record must be the applicant, and the owner/applicant must sign an affidavit to live on the property for three (3) years from time of application. A lot may only be split under SB 9 only once. The SB 9 application must not require demolition of affordable housing for persons or families of moderate, low, or very low incomes; rent-controlled housing; and/or housing which has been occupied by a tenant in the last three years.

Definitions

Accessory Dwelling Units (ADUs) may be used and rented as full-time living quarters and may be a detached accessory building or attached to the main residence. Guest Houses and Accessory Dwelling Units are also allowed in all single-family residential zones subject to the requirements of Glendora Municipal Code.

Lot Split means dividing one eligible, single-family zoned lot into two lots subject to the provisions of SB 9 and this policy. It is used synonymously with "urban lot split" and SB 9 lot split."

Primary Dwelling Unit is the main residential dwelling unit on a single-family lot. It is subject to all development standards for the lot; however, standards shall not preclude the construction of an 800 square foot Primary Dwelling Unit.

SB 9 Units are additional dwelling units, homeowners in a single-family zoning district may be eligible to construct under the provisions of SB 9 subject to standards. There may be up to one primary and one secondary SB 9 unit per lot (if split, this is four total). They may be attached or detached. No more than two SB 9 units are allowed per parcel.

Secondary Dwelling Unit (SB 9 Unit) is a second, residential unit authorized under SB 9.

Single Family Residence (SFR) is a dwelling intended for one household.

Single Family Residential Zones are the *R-1, E-3, E-4, E-5, E-6, E-7 and RHR*.



Disclosures

Property Taxes | Adding residential units and/or splitting your property may have property tax implications. Contact the Los Angeles County Assessor for guidance and more information regarding SB 9 tax implications.

Homeowner's Associations (HOA) | SB 9 does not require HOAs to approve or permit SB 9 units and/or lot splits. Please contact your HOA for approval before submitting an SB 9 application to the City.

Mortgages and other liens | Lot splits may impact the terms of mortgages and other loans against the property. The City is not responsible for lot splits or other development that violates the terms of any mortgages, deeds of trust, or loans encumbering the property. Contact your bank or mortgage holder for information regarding any lien terms against the property.

Preliminary SB 9 Lot Split Eligibility and Pre-application Checklist

- Complete development and lot split application. Applicant must be the property owner.

Please see Glendora's SB 9 Urban Lot Split Requirements for a full list of eligibility criteria and submittal requirements.

Additional SB 9 Units

- Applicant submits building permit application to Building Division
- Property must be within an eligible single-family zoning district.
- Must not be in a CalFire high or very high fire hazard severity zone unless fully mitigated.
- Property must not be within a designated historic district or a designated historic landmark.
- If demolition of an existing structured is proposed, it must not have housed a tenant in the last three years, and must not be 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. Applicant will be required to submit a complete SB 330 Residential Replacement Unit Determination Form if demolishing residential unit(s).
- See the Submittal Requirements Matrix & List for complete submittal requirements.

Additional Forms and Handouts can be found at:

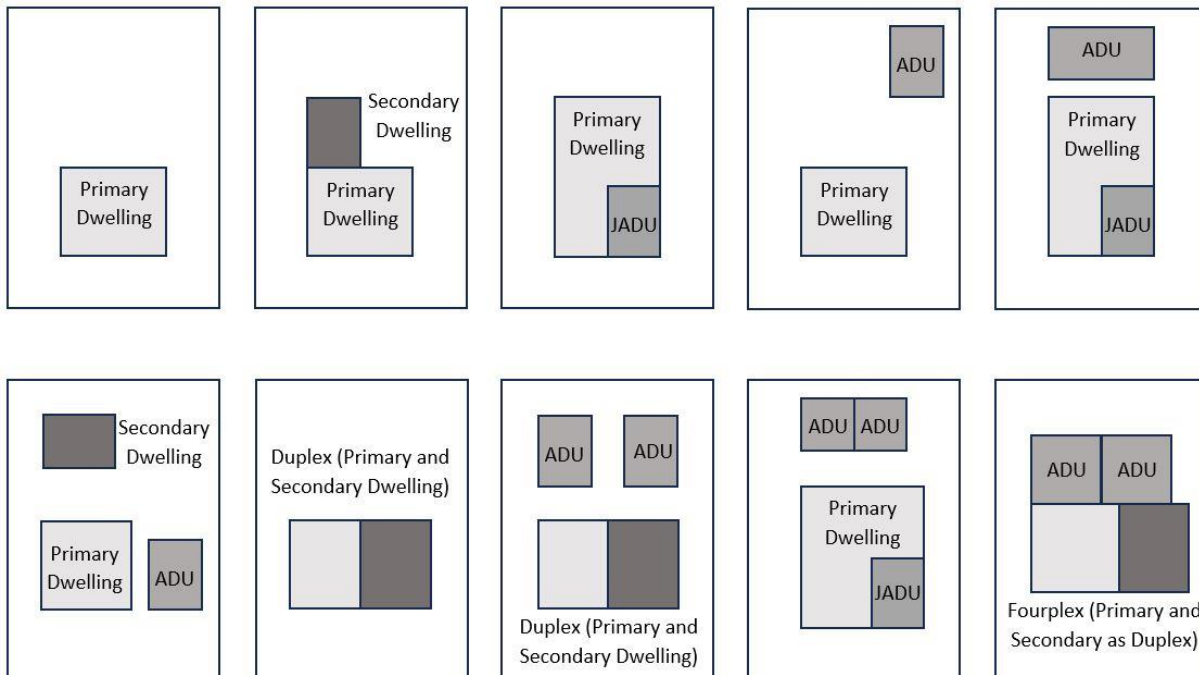
www.cityofglendora.org/departments/community-development/planning-division/applications-documents
www.cityofglendora.org/departments/community-development/planning-division/accessory-dwelling-unit
www.cityofglendora.org/home/showpublisheddocument/29281/638199318839670000



Possible SB 9 configurations on lots that are not split (Units may be attached or detached)

- Primary dwelling
- Primary dwelling, secondary dwelling
- Primary dwelling, JADU
- Primary dwelling, ADU
- Primary dwelling, ADU, JADU
- Primary dwelling, secondary dwelling, ADU
- Duplex (primary and secondary dwelling attached)
- Duplex (primary and secondary dwelling attached), ADU(s)
- Primary dwelling, detached ADU(s), and JADU
- Quadplex (Primary dwelling, secondary dwelling, ADU, and JADU)

**Illustration 1: Possible SB 9 Configurations when Lot is Not Split
(Any combination may consist of attached or detached units, not to scale)**

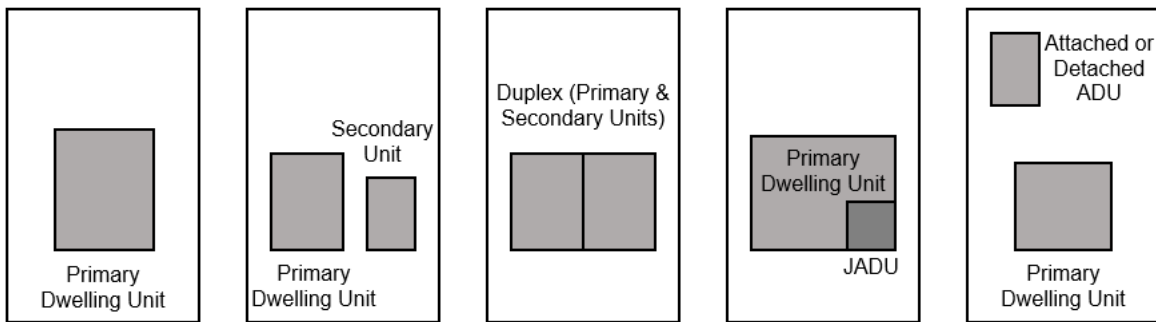




Possible SB 9 configurations on a lot created through a lot split

- One primary dwelling
- One primary dwelling and one secondary dwelling
- Duplex (one primary and one secondary dwelling attached)
- Primary dwelling with a JADU
- Primary dwelling with an ADU (attached or detached)

Illustration 2: Possible SB 9 Configurations on Lots Created through a Lot Split
(The following configurations depict a post-split lot)



SB 9 Policy and Standards

SB 9 applications are not subject to public hearings. Glendora has enacted the following objective standards:

A. Location

1. Eligible zones. SB 9 lot splits and units shall be allowed, subject to limitations and standards, in the following zones:
 - a. R-1 (Single-family residential);
 - b. E-3, E-4, E-5, E-6 and E-7 (Single-family estate);
 - c. RHR (Rural hillside residential).

B. Eligibility

1. Applicant. Only an individual property owner may apply for an SB 9 split. This means a natural person holding fee title individually or jointly in the person’s own name or a beneficiary of a trust that holds fee title. This does not include any corporation or corporate person of any kind except for a community land trust or a qualified nonprofit corporation.



2. Ineligible Zones. All zoning districts not listed above, including the HPOZ, are ineligible for SB 9 applications. The property may not be in a State Historic Resources Inventory, or on a site designated as a city or county landmark or historic property or district.
3. Fire Zones. SB 9 applications shall not be approved in very high fire hazard severity zones unless the lot is served by a public or private street that meets City standards, and other fire mitigation measures as determined by Los Angeles County Fire, the Public Works Department, and the Building Official per applicable codes.
4. Flood Zones and Floodways. Sites in 100-year floodplains and floodways are ineligible for SB 9 applications unless a letter of map revision has been issued by FEMA or meets the minimum National Flood Insurance Program requirements as defined by FEMA.
5. Habitat for Protected Species. If the site is designated habitat for a protected species, it is ineligible for the provisions of SB 9.
6. Undeveloped Lots. Undeveloped lots (lots that are not improved with an existing single-family dwelling) are ineligible for SB 9 lot splits.
7. Ownership Affidavit. The applicant for an urban lot split must sign an affidavit, under penalty of perjury, stating that they intend to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the urban lot split. Perjury is a felony in the State of California.

C. General Standards

1. Lot Split. SB 9 eligible residential lots may be split into no more than two lots. The minimum lot size is 1,200 square feet and each lot must be between 40 percent and 60 percent of the original lot area.
2. An application for a lot split must conform to all applicable objective requirements of the Subdivision Map Act (Division 2 (commencing with Section 66410)), except as otherwise expressly provided for in SB 9.
3. Multiple and Adjacent SB 9 lot splits prohibited. Parcels created through a prior lot split under SB 9 shall not be further subdivided. Neither the owner of the parcel being divided nor any other person acting in concert with the owner shall have previously subdivided any adjacent parcel under this law.
4. Dwelling Unit Quantity. There shall be no more than two dwelling units on a lot created through an SB 9 lot split, with one designated as the Primary Dwelling Unit. There shall be no more than four dwelling units on a residential lot not created or part of an SB 9 lot split, with at least one of the dwelling units designated as the Primary Dwelling Unit. All additional dwelling units to the primary residential unit, regardless of if lot split or not, must be designated as either a Secondary Unit, ADU, or JADU.
5. Primary Dwelling Units. One SB 9 unit must be designated as the Primary Dwelling Unit per lot. A Primary Dwelling Unit shall comply with the lot coverage, floor area ratio, open space requirements, height, front setback, and any other design standards of the underlying single-



family residential zone, except that application of these standards shall not preclude the construction of a unit that is 800 square feet and maintains four-foot side and rear setbacks and is otherwise in compliance with all other design and development standards. If only one unit is proposed, it shall automatically be designated as the Primary Dwelling Unit.

6. **Secondary Dwelling Units.** A Secondary Dwelling Unit shall comply with the lot coverage, floor area ratio, single-story height limit, open space requirements, and any other design standards of the underlying single-family residential zone, except that application of these standards shall not preclude the construction of a Secondary Dwelling Unit that is 800 square feet and maintains three-foot side and rear setbacks and is otherwise in compliance with all other design and development standards.
7. **Existing Unit Expansion.** A Primary Dwelling Unit that was legally established prior to the SB 9 lot split and that is larger than 800 square feet, may not be enlarged within 800 square feet of the maximum FAR. If an existing Primary Dwelling Unit exceeds the allowable FAR, then the Primary Dwelling Unit may not be enlarged. Secondary Dwelling Units existing prior to a lot split may be expanded to up to 1,000 square feet, provided this amount does not exceed FAR for the totality of the structures. If FAR is exceeded, then existing Secondary Dwelling Units are limited to 800 square feet.
8. **Accessory Dwelling Units.** If an existing lot is not split under SB 9, then a Primary Dwelling Unit, Secondary Dwelling unit, ADU, and one JADU may be allowed under the provisions of this policy and Chapter 21.04.040 Accessory Dwelling Units. If a lot is split, then up to two dwelling units per lot are allowed, with one being the Primary Dwelling Unit. The second unit may be a Secondary Dwelling Unit, ADU, or JADU.
9. **Demolition.** The proposed lot split must not require the demolition or alteration of any of the following types of housing: housing restricted to affordable rent by a covenant, ordinance, or other law; housing subject to any form of rent or price control; or housing that has been occupied by a tenant in the last three (3) years. If any demolition of a residence is proposed, the applicant must complete the [SB 330 Residential Replacement Unit Determination Form](#) and Affidavit.
10. **Utilities.** Each dwelling unit on a resulting lot must have separate utility connections for water, sewer, and gas; provided that the city shall not require a separate utility connection between an accessory dwelling unit or junior accessory dwelling unit and the utility, or impose a related connection fee or capacity charge, for units located entirely within a Primary Dwelling Unit, unless the accessory dwelling unit or junior accessory dwelling unit was constructed with a new single-family home.
11. **Easements.** The City may require on-site easements for the provision of public services and facilities. The owner must enter into an easement agreement with each public-service provider to establish easements that are sufficient for the provision of public services and facilities to each of the resulting lots.



D. Development Standards

1. Attached or Detached. Primary Dwelling Units, Secondary Dwelling Units, and ADUs may be attached or detached.
2. Dimensions. SB 9-unit dimensional standards are provided in Table 2.
3. Architectural Consistency. Secondary Dwelling Units must match the existing Primary Dwelling Unit in exterior materials, color, and dominant roof pitch. The dominant roof pitch is the slope shared by the largest portion of the roof. If SB 9 units are being proposed for an undeveloped lot without a lot split, then the architecture style of the Primary Dwelling Unit shall adhere to a style found in the Glendora Municipal Code.
4. Parking. One off street parking space per SB 9 unit shall be required, outside of the required setbacks abutting a public or private street, according to the standards prescribed in Section 21.03.020 Off-street parking and loading, unless:
 - a. The parcel is located within a half mile walking distance of a high-quality transit corridor, or a major transit stop (see definitions in Public Resources Code Sections 21155 and 21064.3); or
 - b. There is a car share vehicle located within one block of the parcel. For Glendora, the only eligible transit facilities known are Metro’s “APU/Citrus” station and the future “Glendora” station. Parking relief for the “Glendora” station only applies once the station is in operation and accepting users.
 - c. If there is a combination of SB 9 units and ADUs, JADUs, the parking requirement for each classification of unit shall be according to the standards for that unit in the Glendora Municipal Code.
5. Access. New parcels must have vehicular and pedestrian access to, provide access to, or adjoin the public right-of-way.
6. Driveways. A driveway of at least eight (8) feet in width, with adequate access easement, required for lots that do not have public or private street frontage (Driveway may be required to be 20 feet in width if necessitated to meet fire code).
7. Entrances. Each SB 9 unit shall have its own, separate entrance.
8. Usable Open Space. Each SB 9 development shall provide a minimum of 200 square feet of usable on-site open space per residential unit and no dimension less than 10 feet, subject to the following standards:
 - a. The usable open space may be comprised of common open space shared by more than one residential unit or private open space for the exclusive use of the residents of one (1) unit.
 - b. Common open space at the ground level shall have a minimum area of 200 square feet and no dimension less than fifteen feet.



- c. Parking facilities, driveways, and service areas are not usable open space.
 - d. The required area of open space can only be reduced by the amount necessary to have minimum SB 9 units if the lot area is too small to otherwise accommodate this standard.
 - e. Any required setback abutting a public or private street shall not count toward meeting the usable open space requirement.
9. **Permanent Structures.** SB 9 units shall be permanent structures and meet all applicable standards in the adopted Building Code.
10. **Accessory Dwelling Units and Junior Accessory Dwelling Units (ADUs and JADUs):** Residential properties not invoking the lot split provision of SB 9, are still eligible for an accessory dwelling unit (ADU) and junior accessory dwelling unit (JADU) subject to the standards provided in §21.04.010.D.5, §21.04.010.D.4, and §21.03.020.K of the Glendora Municipal Code.
11. **Rural Hillside Residential Zone (RHR):** In the RHR zone, the Primary Dwelling Unit shall comply with all standards in the RHR zone as prescribed in §21.04.010, §21.04.030, and §21.A.A.
12. **Fire Mitigation.** A lot in very high fire hazard severity zone must comply all required fire mitigation measures including the following:
 - a. Must have direct access to a public right of way with a paved street that meets City standards and there must be at least two points of access meeting minimum standards for first responders to access and for residents to evacuate.
 - b. All dwellings on the site must comply with current fire code requirements for dwellings in very high fire hazards severity zones.
 - c. Other conditions and requirements as may be required by the Los Angeles County Fire Department.
13. **Building Safety.** All structures built on lots and resulting lots must comply with all current local building standards.
14. **Nonconforming Zoning Conditions.** As a condition for ministerial approval of a parcel map application for the creation of an urban lot split, the correction of nonconforming zoning conditions shall not be required.
15. **Denial.** The City may deny an urban lot split 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.
16. **Compliance with SB 9.** This policy is intended to fully comply with the requirements of SB 9. Where this policy may be silent, and/or where a conflict may occur, the minimum standards and limits of SB 9 shall prevail or apply. Development standards in this policy shall not be applied to preclude the construction of an 800 square foot Primary or Secondary Dwelling Unit.
17. **Variances Prohibited.** Unless superseded by State Law, the granting of variances for relief from any development standard or requirement for any permit under SB 9 is prohibited.



E. Conveyance and Leasing

1. **Separate Fee-Simple Conveyance.** Primary or Secondary Dwelling Units on the same lot shall not be sold or conveyed by fee simple, separately.
2. **Short-term Rentals Prohibited.** Any dwelling unit on a lot where an SB 9 application has been invoked shall not be rented for a period less than 31 days.
3. **Deed Restriction.** The owner must record a deed restriction, acceptable to the City, that does each of the following:
 - a. Expressly prohibits any rental of any dwelling on the property for a period of less than 31 days.
 - b. Expressly prohibits any non-residential use of the lots created by the urban lot split.
 - c. Expressly prohibits any separate conveyance of a dwelling unit sharing a lot.
 - d. States that the property is formed by an urban lot split and is therefore subject to the City's urban lot split regulations, including all applicable limits on dwelling size and development, and is ineligible for further lot splits.

F. Application Required

1. **SB 9 Dwelling Units**
 - a. Processed as a building permit subject to residential Submittal Requirements Matrix & List and Certification.
 - b. A second story primary residence requires a minor Development Plan Review.
2. **Lot Split**
 - a. Subject to Lot Split Checklist and fee.
 - b. Subject to SB 9 urban lot split requirements.
 - c. Offsite improvements shall not be required for urban lot splits.



Table 2: Dimensional Standards Summary

Primary Dwelling Unit	Standards
Maximum Size	<p>Maximum square footage allowed under FAR, minus 800. For example:</p> <p>FAR 35%. Lot Size: 9,000 square feet. Equation: $3,150 - 800 = 2,350$. Maximum Unit Size: 2,350 square feet.</p> <p>Existing Primary Dwelling Units that are larger than the maximum FAR shall not be enlarged.</p> <p>Does not include up to 400 sf of a parking garage.</p>
Setbacks	<p>Street Front: minimum required in the zone. Side: 4 feet. Rear: 4 feet. If a lot has no street frontage, then all setbacks shall be 4 feet.</p>
Height	<p>Maximum: 25 feet and one-story. Second stories may be permitted subject to approval of a Development Plan Review application.</p>
Secondary Dwelling Unit	
Maximum Size	<p>1,000 square feet.</p> <p>Does not include up to 400 sf of a parking garage.</p>
Setbacks	<p>Side: 3 feet. Rear: 3 feet. If a lot has no street frontage, then all setbacks shall be 3 feet.</p>
Height	<p>One story; 16 feet.</p>
Both units	
Usable Open Space	<p>200 square feet of usable open space is required per unit; however, may be reduced by only the amount necessary to accommodate at least minimum SB 9 units and required parking.</p>
Unit Size	<p>An SB 9 Unit shall comply with all development standards, except that the application of those standards shall not preclude the construction of a unit that is 800 square feet in size.</p>
Lots	
Minimum size	<p>1,200 square feet subject to not exceeding 60:40 ratio.</p>
Proportionality	<p>Neither new parcel may be smaller than 40% of the lot area of the original parcel being divided.</p>
Configuration	<p>There are no other limits on lot shape or configuration.</p>



SB 9 URBAN LOT SPLIT REQUIREMENTS

General Information

SB 9 eligible residential lots may be split into no more than two lots. The minimum lot size is 1,200 square feet and each lot must be between 40 percent and 60 percent of the original lot area. An application for a lot split must conform to all applicable objective requirements of the Subdivision Map Act (Division 2, commencing with Section 66410), except as otherwise expressly provided for in SB 9.

Lot Split means dividing one eligible, single-family zoned lot into two lots subject to the provisions of SB 9 and the City's SB 9 Policy Framework. Policy. It is used synonymously with "urban lot split" and SB 9 lot split". The SB 9 Policy Framework provides detailed information on the Possible SB 9 Configurations on Lots created by an Urban Lot Split.

Applicants must retain the services of a Professional Land Surveyor licensed by the State of California to prepare the Urban Lot Split Map (Parcel Map) and documents required for the lot split. See [Detailed SB 9 Lot Split Requirements](#) below. In addition, a grading and drainage plan or a drainage plan prepared by a Registered Civil Engineer licensed by the State of California will be required if more than 50 cubic yards of soil, cuts or fills greater than one foot in depth, or drainage issues will be generated by the SB 9 development.

Disclosures

Property Taxes | Contact the Los Angeles County Assessor for guidance and more information regarding SB 9 tax implications before submitting an application to the City.

Homeowner's Associations (HOA) | SB 9 does not require HOAs to approve or permit SB 9 units and/or lot splits. Please contact your HOA for approval before submitting an SB 9 application to the City.

Mortgages and other liens | Lot splits may impact the terms of mortgages and other loans against the property. The City is not responsible for lot splits or other development that violates the terms of any mortgages, deeds of trust, or loans encumbering the property. Contact your bank or mortgage holder for information regarding any lien terms against the property.

Preliminary SB 9 Lot Split Eligibility

- Complete a Planning Application for "Tentative Parcel Map/Lot Split". The applicant must be the property owner.
- Applicant must agree by submission of a sworn affidavit, to live on property for three years from the date of approval of the lot split application.
- Property must be within an eligible single-family zoning district.
- Property must have at least one residence on it.
- Property may only have residential uses on it.
- Lot split cannot result in any parcel with more than two units on it.
- Each resulting parcel must be at least 1,200 sf and must be at least 40% of the size of the original parcel.
- Each resulting lot must have access to the right of way.
- Property must not be in a CalFire very high fire hazard severity zone unless fully mitigated and served by a city-standard width public or private street of at least 26 feet in width.
- Property must not be within a designated historic district or a designated historic landmark.



SB 9 URBAN LOT SPLIT REQUIREMENTS

- If demolition of an existing structure is proposed, it must not have housed a tenant in the last three years, and must not be 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.
- Must have "will serve" letters proving public utility service is available at time of application along with any required utility easements.
- Must show all existing and proposed easements on development plans.
- Property must not have been part of a previous SB 9 lot split.
- There must be access provided from all lots to the nearest public right-of-way.
- Shall not be adjacent to a parcel that was previously subdivided through an urban lot split by the owner of the parcel on which the urban lot split is proposed or any person acting in concert with the owner.
- Proof that the existing lot is a legal lot under the Subdivision Map Act – if not, the applicant will have to go through the Certificate of Compliance process.

SB 9 Urban Lot Split Parcel Map General Requirements

This information is for the Licensed Land Surveyor who will be preparing the Map. The surveyor must prepare a complete and formal submittal for checking. The map will be checked by the consultant City Land Surveyor and the City Land Development Engineer.

After approval by the City, the applicant or his surveyor will have to submit the Map to the County of Los Angeles Department of Public Works Land Development Division for their review and processing for filing of the map. The County will charge fees for their map processing and filing with the County Recorder.

SB 9 Urban Lot Split Fee

Applicant pays the Tentative Parcel Map/ Lot Split fee of \$4,006.00 (Planning Fee P-48).

Detailed Requirements for SB Lot Split Parcel Map

1. The surveyor will obtain the Parcel Map number for the Urban Lot Split from the County of Los Angeles Department of Public Works Land Development Division.
2. Submit the original tracings to the City for final review after completion of all reviews and when instructed [SMA 66434(a)].
3. With the SB9 Lot Split Application, submit the Parcel Map for the proposed SB9 Lot Split and a site plan drawn to scale showing proposed buildings, all existing buildings, existing property lines, proposed property lines, and easements. The site plan must show the dimensions from the existing (and any proposed) buildings to the proposed property lines.
4. Trim the Mylar(s) to- 18" by 26" overall with a blank 1" margin on all sides. The Mylar(s) will be measured [SMA 66434(b)].
5. Ink must be black (no grayscale), opaque, and permanent in nature. All required certificates should be stamped or printed with black, opaque, and permanent ink. Execute signatures with extra-fine point black marker or 1.0 mm, black, gel-roller ball pen (NO BALL POINT PENS). All printed information must be on the front side of the Mylar.
6. The minimum size of all text must be 0.10", Arial 10.5 point, or similar; do no overlap or obscure text; use only black, solid lettering; no shadow text; no ghost text; no block outline text.



SB 9 URBAN LOT SPLIT REQUIREMENTS

7. Prepare the map at a scale that clearly shows all delineated line work, labels, dimensioning, and text. The map must be clearly readable for referencing and retracement in perpetuity by all professionals after recordation and digital archiving by the County. Show/correct map scale and/or detail scale (CC 21.44 Part 2). Use engineering scale measurements, not architectural.
8. Show north arrow with proper angular orientation to the drawing (CC 21.44.140).
9. Correct all spelling errors and activate the "Spell-Check" tool on your CAD application.
10. Show Sheet X of XX Sheet(s) beginning with the title sheet first (CC 21.44 Part 2).
11. Provide a 3" across by 4" down rectangular space for the Recorder in the upper right corner of Sheet 1 of the map.
12. Show title on all sheets: Parcel Map No. XXXXX in the City of Glendora, County of Los Angeles, State of California (CC 21.44 Part 2).
13. Show/correct the subtitle (legal description) on the map and/or on the preliminary subdivision report/guarantee.
14. Use only formal language/verbiage throughout the title sheets. Spell-out all words; no abbreviations except in legal names/titles.
15. Show/correct distinctive border on the front side of the Mylar inside the boundary of new parcels being created. Show distinctive border on details and throughout the map sheets. Do not obliterate or obscure any figures, lines, or text. Use solid, bold line style with equidistant, solid circles tangent to the border.
16. Show/correct distinctive border legend on the title sheet or on every mapping sheet. Place near the top of each sheet.
17. Show/correct recorded conveyance deed references and recorded map references for exterior boundaries of the parcel map except where an exterior boundary abuts a dedicated public street. Certificates of Compliance do not convey fee title interests.
18. Provide a copy of the dedication document as noted where the exterior boundary abuts a dedicated public street.
19. Label "NOT A PART OF THIS SUBDIVISION" for areas not included in the exterior boundary as necessary.
20. Show references to adjoining sheets and compare duplicated information on adjoining sheets (CC 21.44 Part 2).
21. Submit complete, full-size, legible copies of all deeds, field book pages, and other documents/information references shown on the map and needed to interpret references on the map. The recorded/filed/indexed numbers (book and page) must be clearly visible. Copies of Corner Records must include both pages; reductions, partial copies, and illegible text are not acceptable.
22. Show/correct/state method of establishment of all public street centerlines, boundary lines, parcel lines, easement lines, and/or corners on the map. Cite references of recorded/filed evidence where noted.
23. Submit sketch/drawing and traverse calculations of establishment method of easement(s) originating outside the boundary.



SB 9 URBAN LOT SPLIT REQUIREMENTS

24. Submit sketch/drawing, traverse calculations, dimensioning, and point# locations clearly indicating proportionate measurement methods, references, and calculations.
25. Correctly label archived locations of every field book reference: CITY ENG. F.B.; CITY ENG. T.B. (Tie book); COUNTY ENG. F.B.; L.A. CO. P.W.F.B.; L.A. CO. R.D.F.B.; L.A.C.F.C.D. F.C.; L.A. CO. C.S.F.B.
26. Comply with all State law provisions when using/referencing the California Coordinate System.
27. Show/correct basis of bearing note. Place under the Surveyor's/Engineer's Statement.
28. Comply with the monument requirements of the County Engineer and CC Chapter 21.20 for all monuments.
29. Label every found monument with a recorded/filed reference or state "NO REFERENCE". On every monument, cite the LS#, RCE#, or agency name shown on the tag/washer or cite "NO WASHER", "NO TAG", and/or "NO #". Every untagged boundary control monument and untagged centerline tie monument must be tagged. In a city, the filing of centerline tie notes shall be coordinated through the city engineer. In unincorporated areas, Comer Records must be filed with the County Surveyor.
30. Describe, clearly and thoroughly, the details of every monument found or set. Every iron pipe, found or set, must cite the depth/height above/below surrounding grade. Points falling on maintenance holes (manholes) shall describe the type of maintenance hole such as SSMH for sanitary sewer maintenance hole or SDMH for storm drain maintenance hole.
31. Every monument set at an offset to perpetuate a record point or found at an offset from the record point must have clearly label bearings and distances along each tie line from the record point to the offset monument; dimension perpendicular offsets from boundary lines or prolongations of boundary lines (Reference the County Surveyor's Monument Requirements.)
32. All monuments must be set, inspected, and approved before submittal for legislative body approval. Boundary comer monuments and centerline monuments on dedicated/offered interior streets may be deferred after verified compliance with CC 21.20.060.
33. Request a monument inspection by signed letter from the map's surveyor to this office addressed to the County Engineer and stating that all monuments are set, ready for inspection, and comply with CC & SMA; include Comer Records and/or city tie notes.
34. Label all monuments approved for deferral as "TO BE SET"; modify the Surveyor's/Engineer's Statement accordingly.
35. Submit a copy of the posted monument bond receipt from the city for all approved, deferred monument settings.
36. Show/correct adjoining streets and/or widths and/or names. Clearly show transitioning by duplicating data/labels/line work.
37. Show/correct bearings and distances on all lines; use leader lines and leader arrows where necessary.



SB 9 URBAN LOT SPLIT REQUIREMENTS

38. Show/correct curve data for every street centerline, street sideline, and property line corner returns. Label the radial line bearings where noted. Label the radial line bearings at each delineated terminus along non-tangent curves.
39. Show/correct parcel areas (both net and gross when appropriate) to the nearest square foot or 0.01 acre when over 3 acres.
40. Show correct and enclosed details. Details are required where dimensioning is not clearly visible at the sheet's scale. Enclose the detail, labels, and dimensioning in a bold, dashed, enclosure line style ().
41. Delineate/label/tie-in all city boundaries adjoining or crossing the parcel map boundary.
42. Traverses do not close within allowable limits of error. Reference the map sheets for specific areas.
43. Submit traverse closure calculations clearly showing/labeling the POB and location of each traverse, the sequence of courses, the bearing and length to close, the precision ratio, the length of the traverse, the error in latitude, the error in departure, and the angular error. Show lengths to the nearest 1/100 of a foot (0.01') and bearings to the nearest second of angle (O' 00' 00").
44. Provide traverse closure calculations within allowable limits of error (See map for specific area(s)). Submit traverse closures for the following: a. Distinctive border; b. Centerline loops; c. Block loops; d. Parcels(s); and e. Not a part areas.
45. Verify centerline to sideline width and centerline to centerline width where noted on check print. Always use leader lines where dimensioned width crosses any line.
46. The sum of parts does not equal the total where noted on check print.
47. Show/correct the Surveyor's/Engineer's Statement; LS/RCE signature must be dated: affixed seal must be legible, 1½" to 2" diameter Provide sufficient space to easily affix the seal with no overlap of data.
48. Complete/correct the title sheet as to Owner's Statement, dedications, offers, restrictions, etc. Clearly delineate, dimension, and label all dedications on the map sheets.
49. Verify that the dedications and/or offers to the City as cited in the Owner's Statement are specifically accepted or rejected in the City Clerk's Certificate. Every easement offered or dedicated must be delineated and tied- out on the map sheet(s) and labeled with the same acceptance/rejection verbiage in the Owner's Statement.
50. The title sheet must agree with the preliminary subdivision report/guarantee with respect to owners, trustees, beneficiaries, easement holders, and interest holders. Need authority for the signatures of LLCs and corporations.
51. Show/correct signature omissions note(s). State verbatim from the recorded easement document the purpose/nature of every easement cited in the omission note(s) and on the map sheet. Verify 'indeterminate' or 'blanket in nature' designations. Have the preliminary subdivision guarantee revised accordingly.
52. Submit all public utility/public entity letters for every applicable signature omission to the City Engineer's office addressed to the City Council or submit a signed statement that State law has been met with respect to public utility/public entity signature omissions.



SB 9 URBAN LOT SPLIT REQUIREMENTS

53. Show/correct/label every easement affecting the parcels and show ties to parcel lines. If easements are blanket, indeterminate, or within an area being dedicated for public street, so state in the signature omissions note.
54. Submit a preliminary subdivision guarantee dated within the last 90 days.
55. Complete/correct the title sheet with respect to signatures, seals, acknowledgments, and spelling.
56. Show/correct/label natural drainage course(s), flood hazard area(s), geological hazard area(s), and/or the accompanying note(s).
57. Show/correct street alternate section note on each sheet of map.
58. Show/correct Certificates. (City Engineer's, City Clerk's, Special Assessment's, County Engineer's, Tax Certificates (2), etc.)
59. Provide 2 $\frac{1}{4}$ " diameter space to affix the County Seal next to the tax certificates and for any required City Seals next to the City Clerk's Certificate.
60. Tax clearance is required.
61. Submit bond estimate declaration signed by all owners of record.
62. Post the tax bond or other security as required.
63. Send a copy of the latest version of the final map to your title company and/or to the City Engineer for review.



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT OWNERSHIP AND CONSENT AFFIDAVIT

SB 9 Owner Applicant Affidavit (Must be Notarized)

This is to certify under penalty of perjury that the undersigned is/are the record owner(s) of the property known as:

Project Street Address _____
and

Assessor's Parcel Number _____
and

Legal Description (May Attach) _____

agree(s) to the following:

1. The information presented is true and correct to the best of my knowledge.
2. Public Record. I understand that any information provided becomes part of the public record and can be made available to the public for review and posted to the city website.
3. Protected Housing. I certify that the project does not include 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) 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 of the Government Code to withdraw accommodations from 27 rent or lease within 15 years before the date that the development proponent submits an application; (iv) Housing that has been occupied by a tenant in the last three years.
4. No Prior Urban Lot Split. If an urban lot split is proposed, I certify that the parcel has not been established through prior exercise of an urban lot split; and that 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.
5. No Additional Future Urban Lot Splits: If an urban lot split is proposed, I the property owner acknowledge that no future lot splits or subdivisions of the property will be allowed.
6. Owner-Occupancy. If an urban lot split is proposed, I the property owner intend to occupy one of the housing units located on a lot created by the parcel map as my principal residence for a minimum of three years from the date of the recording of the parcel map.
7. Rental Terms. I understand that rental terms of any unit created by the project shall not be less than 31 consecutive days, nor shall rental terms allow termination of the tenancy prior to the expiration of at least one 31-day period occupancy by the same tenant.
8. Residential Uses. I understand uses allowed on a lot are limited to residential uses only.

That I/we agree to the above on my/our property for SB 9 processing by the City of Glendora. I/We declare under penalty of perjury that I/we have reviewed this Affidavit and the information furnished is true and correct.

Executed this ____ day of _____, 20__ at _____ (city) California, under penalty of perjury of the laws of the State of California.

To be signed by all record owners:

Signature

Print Name

Signature

Print Name

For additional names, please use a separate sheet of paper.

Notary Must Be Attached When Application Submitted



ACCESSORY DWELLING UNIT | SB 9 SURVEY

**** To help reduce the number of resubmittals please submit the ADU | SB 9 survey at the time of your application ****

Building Permit Number: _____

Address: _____

Indicate application type and complete the applicable survey questions.

Application Type:

- ADU
- JADU
- SB 9

Accessory Dwelling Unit Questions

Construction Type:

- Detached
- Attached
- Conversion

ADU Size: _____ SF

What is the intended use of the ADU?

- Housing for a family member or friend
- Housing for caretaker/employee
- Occasional use by guests
- Rental for extra income
- Other: _____

Number of bedrooms? _____

How many persons will typically occupy the unit? _____

Will any rent be charged?

- Yes
- No

If yes, expected monthly rent: \$ _____

Junior Accessory Dwelling Unit Questions

What is the intended use of the ADU?

- Housing for a family member or friend
- Housing for caretaker/employee
- Occasional use by guests
- Rental for extra income
- Other: _____

JADU Size: _____ SF

Number of bedrooms? _____

How many persons will typically occupy the unit? _____

Will any rent be charged?

- Yes
- No

If yes, expected monthly rent: \$ _____



ACCESSORY DWELLING UNIT | SB 9 SURVEY

SB 9 Unit Questions

SB 9 Application Type:

- Urban Lot Split
- Additional SB 9 Unit(s)

What is the intended use of the Urban Lot Split?

- Housing for a family member or friend
- Housing for caretaker/employee
- Occasional use by guests
- Rental for extra income
- Other: _____

Secondary Unit Type:

- Detached
- Attached
- Conversion

Secondary Unit Size: _____ SF

What is the intended use of the Additional SB 9 Units?

- Housing for a family member or friend
- Housing for caretaker/employee
- Occasional use by guests
- Rental for extra income
- Other: _____

Number of bedrooms? _____

How many persons will typically occupy the unit? _____

Will any rent be charged?

- Yes
- No

If yes, expected monthly rent: \$ _____

Will an additional dwelling unit be included?

- Yes
- No

ADU Type:

- ADU
- JADU

ADU Size: _____ SF

Construction Type:

- Detached
- Attached
- Conversion

What is the intended use of the ADU?

- Housing for a family member or friend
- Housing for caretaker/employee
- Occasional use by guests
- Rental for extra income
- Other: _____

Number of bedrooms? _____

How many persons will typically occupy the unit? _____

Will any rent be charged?

- Yes
- No

If yes, expected monthly rent: \$ _____

Total number of units: _____