



**Senate Bill 9 Two-Unit and Lot Split Eligibility Checklist
(Pursuant to Urgency Ordinance 2021-21 and Government Code §65852.21 & §66411.7)
(To Be Completed By Applicant)**

California Senate Bill 9 (SB 9) created a "ministerial approval process" for "two-unit housing development" and "urban lot split" projects in single-family residential (R1) zones. To qualify for the "ministerial approval process," the project must satisfy the eligibility requirements listed in Urgency Ordinance 2021-21 Sections 13-265.5 and 13-36.

To apply for ministerial review pursuant to SB 9, the Applicant must complete the following Senate Bill 9 Two-Unit and Lot Split Eligibility Checklist. In addition to this checklist form, the applicant must also provide appropriate fees, architectural plans, a Tentative Parcel Map (if proposing an "urban lot split"), and any other documents listed herein. Projects will be reviewed based for compliance with Urgency Ordinance 2021-21 requirements, underlying standards of the R1 zoning district within CMMC Section 13-32, and Residential Design Guidelines. If the project proposes any new second story construction, a notice of zoning approval will be provided to the surrounding neighbors. Incomplete forms and exhibits will delay the approval process. Please contact planninginfo@costamesa.gov for assistance.

PROJECT TYPE	
Which type of project is being applied for?	<input type="checkbox"/> Two-Unit <input type="checkbox"/> Urban Lot Split

To qualify as a ministerial approval project, the answer must be "yes" for all the following general requirements, and all of the requirements for one or both of the project types:

GENERAL REQUIREMENTS		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the subject property zoned R1 (Single Family Residential District)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the property owned solely by an individual property owner(s)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the proposed development located outside of areas below: -Historic District or property included in State Historic Resources inventory or site designated as a City landmark or historic property -Very High Fire Hazard Severity Zone -Hazardous waste site pursuant to GC §65962.5 or Hazardous Waste site designated by the State unless the site has been cleared for residential use. -Earthquake Fault Zone -Special Flood Hazard Area -Regulatory Floodway
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the proposed project not require the demolition, or alteration, of any of the following: -Housing restricted for moderate, low, or very-low income -Housing subject to rent or price control -Housing occupied by a tenant in the last three (3) years
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If the property contains a rental unit within the last three (3) years, will the project demolish 25% or less of the existing exterior structural walls?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the proposed project be rented for periods of more than thirty one (31) consecutive days at a time?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the property within ½ mile walking distance of a High-Quality Transit Corridor of Major Transit Stop, or within one (1) block of a car share, or will at least one (1) off-street parking space per unit be provided?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the proposed project be used for residential purposes only?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are all existing improvements to remain on the property permitted?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the project comply with all provisions of Costa Mesa Urgency Ordinance 2021-21 and CMMC Title 13?

TWO-UNIT HOUSING PROJECT REQUIREMENTS		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the project propose a maximum of two (2) housing units on a single parcel, including ADUs or JADUs?

URBAN LOT SPLIT PROJECTS REQUIREMENTS		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the lot split result in two (2) lots?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the resulting lots be at least 40% the size of the existing lot?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the resulting lots be at least 1,200 sq. ft. in size?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has a Parcel Map been submitted to the County of Orange?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will this be the first time the property has been split through an Urban Lot Split?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The property owner has not previously subdivided an adjacent property pursuant to an SB 9 urban lot split?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the resulting lot split contain two (2) housing units, or less, on each property?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the individual property owner occupy any of the housing units as a result of the lot split for a minimum of three (3) years after the approval date?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the urban lot split conform to all objective standards of the Subdivision Map Act?

PROJECT INFORMATION:
Project Address:
APN(s):
Zoning & General Plan Land Use:
Number of Proposed Units:
Square Footage of Each Proposed Unit:
PRIMARY CONTACT INFORMATION:
Name:
Contact Type: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Property Owner <input type="checkbox"/> Representative <input type="checkbox"/> Other
Mailing Address:
City, State, Zip Code:
Phone No.:
E-mail:
PROPERTY OWNER CONTACT INFORMATION: (If different than Primary Contact)
Name:
Mailing Address:
City, State, Zip Code:
Phone No.:
E-mail:

SUBMITTAL DOCUMENTS AND REQUIRMENTS:	
<input type="checkbox"/> Tentative Parcel Map Application (For Urban Lot Splits Only)	<input type="checkbox"/> Applicant letter describing project and code compliance
<input type="checkbox"/> Parcel Map review fee (For Urban Lot Splits Only)	<input type="checkbox"/> Preliminary Water Quality Management Plan
<input type="checkbox"/> Preliminary Title Report (Less than 6 months old)	<input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Documentation of distance to high quality transit corridor	<input type="checkbox"/> Fees: LUR, Address Change, 2nd Story Notice (if applicable)

CERTIFICATION:

I certify and declare under penalty of perjury under the laws of the State of California that the answers furnished above, and in the attached exhibits, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted to the City of Costa Mesa to complete my review.

Applicant Signature

Date

Property Owner Signature

Date

FOR OFFICE USE ONLY	
Project Number:	Received By:
Date Received:	Determination:
Review Completed Date:	
Fees Paid	
Parcel Map:	Land Use Restriction:
Address Change:	Other:
Second Story Notice:	Total Paid: