

CITY OF CLOVIS
SENATE BILL 9 LOT SPLIT – CHECKLIST AND INSTRUCTIONS

California Senate Bill 9 (SB-9) created a streamlined approval process for two-unit housing development projects and two parcel lot splits in single-family residential zone districts. When the applicable standards are met, both types of projects can be approved by City staff without public meetings or review by the Planning Commission or City Council. This checklist and instructions apply to SB-9 lot splits. If you are working on a project proposing the construction of two units on a single parcel, please see the separate checklist and instructions for the two-unit housing development projects.

A. PREREQUISITES

1. SB-9 lot splits are only permitted on existing parcels that are zoned for single family residential use. To determine if your parcel is zoned single-family, please visit the following link: [Zoning on My Property](#). If you answer “No” to the question in Section A-1, your parcel does not qualify for an SB-9 lot split.

Yes No Is your parcel located within a single-family residential zone?

2. An SB-9 lot split cannot be approved on your lot if your lot was previously created through an SB-9 lot split. Also, SB-9 prohibits one owner, or people working in concert with that owner, from completing SB-9 splits on adjacent parcels. If you answer “Yes” to any of the questions in Section A-2, your parcel does not qualify for an SB-9 lot split.

Yes No Was your parcel created through an SB-9 lot split?

Yes No Did you, or somebody working in concert with you, complete an SB-9 lot split on an adjacent parcel?

Yes No Are you, or somebody working in concert with you, currently in the process of applying for or requesting approval of an SB-9 lot split on an adjacent parcel?

3. An SB-9 lot split is not permitted if any portion of your parcel is located within or contains specific environmental resources or hazardous conditions. Is your property located within any of the areas listed below? If you answer “Yes” to any of the questions in Section A-3, your parcel does not qualify for an SB-9 lot split unless an exception applies. Please consult with Clovis Planning Staff.

Yes No High or very high fire severity zone.

Yes No Wetlands.

Yes No 100-year flood zone.

Yes No Floodway.

Yes No Prime farmland, or farmland of statewide importance.

Yes No Historic district, or California historical resources inventory, historic property, or landmark.

Yes No Hazardous waste, or hazardous list site.

Yes No Lands identified for conservation in an adopted natural community conservation plan.

Yes No Habitat for protected species.

Yes No Lands under a conservation easement.

Yes No Delineated earthquake fault zone.

NOTE: If you believe your property is located within any of the excluded areas identified above, please consult with Clovis Planning Staff to confirm the source of the information and to identify potential exceptions.

4. An SB-9 lot split may not result in the demolition or alteration of certain types of existing housing. Will your project require the demolition or alteration of any of the housing types listed below? If you answer “Yes” to any of the questions in Section A-4, your parcel does not qualify for an SB-9 lot split.

Yes No Housing that has been occupied by a tenant in the past three years.

Yes No Affordable housing for persons or families of moderate, low, or very low incomes.

Yes No Rent-controlled housing.

Yes No Housing where the property owner exercised the right to withdraw accommodations from rent or lease within the last 15 years.

5. The applicant for an SB-9 lot split must submit an affidavit stating his/her intent to occupy one of the housing units created or existing on the lot as their principal residence for a minimum of three years from the date of approval of the lot split or final approval for occupancy of a new housing unit, whichever is later (unless the applicant is a community land trust or a qualified non-profit corporation). If you answer “No” to any of the questions in Section A-5, your parcel does not qualify for an SB-9 lot split unless the applicant is a community land trust or qualified non-profit corporation.

Yes No Has the applicant signed the required affidavit?

Yes No N/A If you answered “No” to the question immediately above, is the applicant a community land trust or qualified non-profit corporation?

B. MINIMUM SB-9 LOT SPLIT STANDARDS

Minimum standards apply to all SB-9 lot splits. Please confirm that your proposed lot split conforms to each of the standards included in Section B below. If you answer “No” to any of the standards included in this section, your lot split cannot be approved.

Yes No The smallest lot created by the lot split must be at least 40% of the original parcel's size.

Yes No Each new parcel must be at least 1,200 square feet in lot size.

Yes No The lot split shall accommodate at least one off-street parking space per unit, except if the existing parcel is located within ½ mile walking distance of high-quality transit corridor, or major transit stop. Parking is also not required if the parcel is located within one block of a car share vehicle lot.

Yes No Each lot must have access to, provide access to, or adjoin public right-of-way.

Yes No Each lot must have access to public utilities.

NOTES: The lot configuration proposed in conjunction with the SB-9 lot split will be reviewed to ensure that all lots meet applicable standards, including those related to public safety access. The City’s adopted objective standards for single family development will be applied where relevant.

https://cityofclovis.com/wp-content/uploads/2022/02/PDS-OA2021-002-FINAL-SF-Obj-Stnds_As-Adopted.pdf

C. REQUIRED ACKNOWLEDGEMENTS

Certain requirements apply to future construction and occupancy of residential units created through the SB-9 lot split process. Please review each requirement below and confirm that you acknowledge and agree. You will not be eligible to submit an SB-9 lot split until all requirements in Section C have been acknowledged and agreed to.

Acknowledged & Agreed If the total street right-of-way necessary for the street(s) along your parcel’s frontage is not available, an irrevocable offer of dedication will be required for any missing portion of the right-of-way.

Acknowledged & Agreed Construction of frontage improvements and utility connections will be deferred until residential units are constructed on the lots created by the lot split.

Acknowledged & Agreed Short term rental of any dwelling on any lot resulting from an SB-9 lot split is prohibited. Rental of any unit(s) must be at least for 30 days or more.

Acknowledged & Agreed The use of any lot resulting from an SB-9 lot split is limited to residential use.

D. SB-9 LOT SPLIT SUBMITTAL REQUIREMENTS

The submittal requirements for an SB-9 lot split include a standard application form, the applicable processing fees, this SB-9 checklist completed for the project, and the typical submittal requirements for a parcel map application. Please ensure that required materials are included with your application.

- Completed City of Clovis Planning Division Master Application
- This SB-9 Lot Split Checklist – completed
- SB-9 Lot Split Affidavit
- All typical submittal requirements for a parcel map from the parcel map submittal checklist
<https://cityofclovis.com/wp-content/uploads/2018/09/Tentative-Parcel-Map-Requirements.pdf>

APPLICANT: I have reviewed this completed application and the attached material. The information provided is accurate.

Signed

Date