



TWO-UNIT DEVELOPMENT & URBAN LOT SPLIT APPLICATION

Development
Services

Effective: February 10, 2022

<p>PROJECT SITE INFORMATION</p> <p>APN: _____</p> <p>Address: _____</p> <p>Project Description: _____</p> <p>_____</p> <p>_____</p>	<p>APPLICATION TYPE(S):</p> <p><input type="checkbox"/> <i>SB 9 – Two-Unit Development Application</i></p> <p>A single-family home or additional unit (not an ADU, as defined separately under state law).</p> <p><input type="checkbox"/> <i>SB 9 – Urban Lot Split Application</i></p> <p>The subdivision of an existing legal lot into two legal lots as provided for in state law.</p>
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<p>PROPERTY OWNER INFORMATION:</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>Phone: _____</p> <p>E-Mail: _____</p>	<p>APPLICANT INFORMATION:</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>Phone: _____</p> <p>E-Mail: _____</p>
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SB 9 PROJECT QUESTIONNAIRE	
<p>Is the existing lot (choose one):</p> <p><input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Improved with a single-family dwelling (SFD)</p> <p><input type="checkbox"/> Improved with a SFD and an ADU or JADU</p> <p><input type="checkbox"/> Improved with a duplex or triplex</p> <p>If you are not splitting the lot, how many of the following will the project result in?</p> <p>_____ SFDs _____ Duplexes _____ ADUs or JADUs</p>	<p>If you are splitting the lot, how many of the following will the project result in?</p> <p>On Lot 1: _____ SFDs _____ Duplexes _____ ADUs or JADUs</p> <p>On Lot 2: _____ SFDs _____ Duplexes _____ ADUs or JADUs</p>

SB 9 PROJECT ELIGIBILITY CHECKLIST	
<p>1. Is the project site located within a zone that allows for single-family residential development only? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>2. The project site is (check all that apply):</p> <p><input type="checkbox"/> A single-family lot</p> <p><input type="checkbox"/> Located in a state or local historic district</p> <p><input type="checkbox"/> On prime farmland or farmland of statewide importance</p> <p><input type="checkbox"/> Conserved under a conservation easement</p> <p><input type="checkbox"/> Within a very high fire hazard safety zone</p> <p><input type="checkbox"/> Within a delineated earthquake fault zone</p>	<p><input type="checkbox"/> Located in an urbanized area or urban cluster</p> <p><input type="checkbox"/> A historic landmark</p> <p><input type="checkbox"/> Located on wetlands</p> <p><input type="checkbox"/> Habitat for protected species</p> <p><input type="checkbox"/> A hazardous waste site</p> <p><input type="checkbox"/> Within a 100-year floodplain or floodway</p>
<p>3. Would the project alter or result in the demolition of:</p> <ul style="list-style-type: none"> • Deed-restricted affordable housing? <input type="checkbox"/> Yes <input type="checkbox"/> No • Rent-controlled housing? <input type="checkbox"/> Yes <input type="checkbox"/> No • Housing on parcels with an Ellis Act Eviction in the last 15 years? <input type="checkbox"/> Yes <input type="checkbox"/> No • Housing occupied by a tenant now, or in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No 	

SB 9 PROJECT ELIGIBILITY (CONTINUED)

4. Will any of the units created through this application be used as a short-term rental? Yes No

5. Is the subject property governed by a Homeowners Association? Yes No

6. For 2-Unit projects on the same lot, would the project remove more than 25% of the exterior walls of an existing building that is occupied by a tenant now, or in the past three years? Yes No Not Applicable

7. For lot splits:

- Is the smaller of the resulting lots at least 40% of the area of the original lot? Yes No
- Is each new lot at least 1,200 square feet? Yes No
- Is the project site adjacent to another lot split by the same owner (or any person acting in concert with the owner) under SB 9? Yes No
- Was the lot being split created by a previous SB 9 lot split? Yes No
- Will the property owner occupy an existing or proposed unit on one of the lots for at least three years? Yes No

PROJECT CONTACT INFORMATION

Architect Name: _____ **Telephone Number:** _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **E-Mail Address:** _____

Engineer Name: _____ **Telephone Number:** _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **E-Mail Address:** _____

Landscape Architect Name: _____ **Telephone Number:** _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **E-Mail Address:** _____

CERTIFICATION

I certify that the statements furnished above, and contained in the attached exhibits, present the data and information required for this evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant's Signature: _____ **Date:** _____

Applicant's Name: _____ **Company Name:** _____

NOTE: If the Applicant listed above is not the Property Owner, then the Property Owner must sign below to authorize the Applicant as his/her official representative:

I, _____ the Property Owner, do hereby authorize the Applicant,
_____, as my official representative in all matters relating to this Application.

Owner's Signature: _____ **Date:** _____

SB 9 LOT SPLIT SUBMITTAL REQUIREMENTS

Lot Split Map (per the Engineering Procedures Manual):

- The Parcel Map
- Closure calculations with a coordinate map indicating points referenced in the calculations
- Current preliminary title report with hyperlinks to reference documents and subdivision guarantee. "Pro-forma" reports will not be accepted. **The title report shall not be more than six months old**
- Topographic map showing existing structures, elevations, contours, trees, etc.
- Exhibit showing existing and proposed building footprints, utility connections, driveways, and easements
- Any additional information deemed reasonable and necessary by the City Engineer or required by local ordinance

Plans prepared in support of a grading permit may be required. The specific scope will be determined during the lot split process, if a grading permit is deemed necessary.

Preparation of improvement plans in support of this project may be required. The specific scope will be determined during the lot split process, if preparation of improvement plans is deemed necessary.

SB 9 UNIT SUBMITTAL REQUIREMENTS

Building permits for new single-family homes, duplexes, and detached ADUs

- Architectural and Structural Plans
 - Plot Plan
 - Dimensioned property lines with bearings
 - Set-back dimensions
 - Fence location and height
 - Architectural Plans
 - Floor plan
 - Roof plan
 - Exterior color elevations, calling out color codes and materials
 - Sections, details, and notes
 - Structural Plans
 - Foundation plan
 - Floor framing plan
 - Roof framing plan
 - Truss calculations & Engineer of Record letter of acceptance
 - Cross section
 - Structural framing details
 - Electrical/Plumbing/Mechanical
 - Location and size of service, switches, lights, and outlets
 - Location and size of electrical sub-panels
 - Location of plumbing fixtures
 - Mechanical ventilation system
 - T-24 energy calculations
 - California Green Building checklist. This must be a part of the plan set and the checklist must indicate where compliances are shown on the plans.
- Structural Calculations
- Truss Calculations
- Energy Calculations
- Soils Report
- Preliminary Title Report no more than six months old
- Fire sprinkler plans
- Pad certification and compaction report
- Green Halo

- Current color photographs of the site as viewed from the street and of each exterior elevation of all existing buildings on the property
- Transit Stop/Car Share Map (if applicable)
- Landscape Plans
- Appendices A through D of the City's Landscape Project Application

OBJECTIVE DESIGN STANDARDS

These standards apply to housing units constructed as part of two-unit housing developments within single family residential zones, including single-family subareas of Planned Development Districts, as described in Chapter 17.797, or on lots created through urban lot splits as described in Chapter 16.169.

- 1) The standards set forth in this Appendix A to the Residential Design Guidelines shall not preclude the construction of up to two primary dwelling units per parcel zoned for single family residential use and shall not preclude each primary dwelling unit from being at least 800 square feet in floor area, as defined by Chapter 17.797.
- 2) If all applicable development standards contained in the single-family residential zone in which the primary dwelling unit is located cannot be met, then the maximum size of a primary dwelling unit shall be 800 square feet.
- 3) If all applicable development standards contained in the single-family residential zone in which the primary dwelling unit is located cannot be met, then the maximum height permitted of a primary dwelling unit is one story, not to exceed 15 feet to the highest ridge or top of the structure, including parapet.
- 4) No setback shall be required for an existing primary dwelling unit, or a primary dwelling unit constructed in the same location and to the same dimensions as an existing primary dwelling unit.
- 5) All primary dwelling units shall comply with the minimum front setback standards established for the single-family residential zone in which the unit is located.
- 6) Each primary dwelling unit constructed as part of a two-unit housing development not within an existing structure or constructed in the same location and to the same dimensions as an existing structure shall maintain a minimum of four feet to interior side and rear property lines.
- 7) All low-rise residential buildings shall have a photovoltaic (PV) system meeting the minimum qualification requirements as specified in 2019 California Energy Code Section 150.1(c)(14) Joint Appendix JA11, with annual electrical output equal to or greater than the dwelling's annual electrical usage as determined by Equation 150.1-C: ANNUAL PHOTOVOLTAIC ELECTRICAL OUTPUT $kW_{pv} = (CFAx_A)/1000+(NDwellx_B)$, and Exceptions 1-5 to Section 150.1(c)(14).
- 8) If a primary dwelling unit is located in the side or rear yard otherwise established for the zoning district by BMC Chapter 17.100, the maximum height of the portion of a primary dwelling unit located between the four-foot setback line established by Ordinance No. TBD and the limit of the rear, side, or street side yard area established by BMC Chapter 17.100 is 15 feet, as measured from the lowest grade adjacent to the structure to the highest ridge or top of the structure, including parapet. If the primary dwelling unit is proposed entirely outside of the rear, side, or street side yard area as established by the zoning district in BMC Chapter 17.100, the maximum height of the unit shall be the same as that established by the zoning district, and measured as specified in BMC Chapter 17.100 for primary structures.
- 9) The upper stories of primary dwelling units shall be separated from any structure on adjacent parcels by the following standards:
 - a) Where both the primary dwelling unit and the structure on the adjacent property is two or more stories, a minimum separation of 10 feet shall be provided between the upper stories of the primary dwelling unit and the upper stories of the structure on the adjacent property.

- b) Where only the primary dwelling unit is two or more stories and the structure on the adjacent parcel is one-story, a minimum separation of 10 feet shall be provided between the upper stories of the primary dwelling unit and structure on the adjacent property.
 - c) For the purposes of this section, separation shall be measured from the wall of one structure to the wall of the other structure excluding architectural projections.
- 10) For the purpose of this section, accessory buildings shall not include accessory dwelling units. Dwelling units shall be separated from accessory buildings on the same parcel, parcels resulting from an urban lot split, or adjacent parcels by a minimum of eight feet, except that the distance between a main building or home and an accessory building shall be allowed to be closer than eight feet if all of the following conditions are met:
- a) These separation requirements would cause the primary dwelling unit to conflict with the minimum setbacks or unit size otherwise allowed by Ordinance No. TBD.
 - b) All of the requirements of the building and fire codes are met.
 - c) If accessory buildings are not located closer than five feet to any side or rear property line.
- 11) Primary dwelling units shall meet the following standards for roof forms and detailing:
- a) A sloped roof shall be defined as a gable, hip, cross gable roof, or any combination thereof. Mansard roofs shall be prohibited.
 - b) Floor areas under sloped roofs shall be allowed to be designed for habitable use provided that they comply with floor area maximums.
 - c) Roofs for primary dwelling units that result from alteration or addition to an existing main structure shall match the existing slope, form, and materials of the main structure.
 - d) Roof material and color shall be consistent throughout the entirety of the roof within each new or modified building that is part of the primary dwelling unit. Metal roll and standing seam roofing shall be prohibited, except where their use is documented on existing adjacent structures.
 - e) A minimum of 25 percent of roof area shall include any combination of hip, gable, or shed dormers.
 - f) The roof styles and materials of garages and carports shall match the materials and detailing of main and accessory structures.
 - g) Roofs shall include projecting eaves and gable rakes. All roofs shall have a minimum twelve-inch eave overhang and shall have a pitch of not less than a four-inch vertical rise for each twelve-inch horizontal run.
- 12) If a unit has stairs leading to an upper story, the staircase shall be fully enclosed within the interior of the primary dwelling unit. A staircase on the exterior of a primary dwelling unit shall not be permitted.
- 13) Upper story windows located closer than 25 feet from and facing an existing primary residence on an adjacent property shall be located to maximize privacy for adjacent properties by using at least one of the following techniques:
- a) The sill height located a minimum of 60 inches above the finished floor.
 - b) The location of the window is such that the centerline of the glazing is offset greater than 15 lateral feet from the centerline of any glazing on an existing adjacent primary structure.
 - c) Any window sash located partially or entirely below 60 inches from the finished floor consists of frosted or obscured glazing.
 - d) As used in this section, frosted or obscure glass is glass which is patterned or textured such that objects, shapes, and patterns beyond the glass are not easily distinguishable.
 - e) As used in this section, the 25-foot measurement shall be measured from the wall of one structure to the wall of the other structure excluding architectural projections.
- 14) Fences, walls, and hedges shall meet the requirements identified in BMC Chapter 17.630.009, except that chain link fencing shall not be permitted.

15) Housing units positioned along any street frontage shall meet the following requirements:

- a) A minimum of one unit on each lot shall have the front entry door facing the street.
- b) Where the housing development comprises two side-by-side detached units positioned along the street frontage, each unit shall have the front entry door facing the street. Corner lots with two or more street frontages shall orient the primary dwelling units so that each unit faces a different street.
- c) Where two units are proposed to be attached and are located on an interior lot, one of the two units shall have its front entry door facing the street, and the other unit shall have its front entry door on the building side or rear. On a corner lot, it is encouraged, but not required, for the two front entry doors to respectively face the front and street side. In no case, whether on an interior or a corner lot, shall the front entry doors to two attached units be located on the same façade.
- d) The floor elevation of the housing unit shall be a maximum of twenty-four inches above the finish grade of the lot.
- e) Street-facing front entries shall be clearly identifiable and connected to the public street by a pedestrian path with a minimum width of four feet.
- f) Street-facing entries shall provide either a projecting entry with a minimum clear depth of six feet or a porch or patio that is a minimum of seven feet wide and six feet deep. Unroofed porches or patios, with three open sides, may be located no closer than 12 feet from a front property line, may not extend more than eight feet into a required front yard or side yard on the street side of a corner lot, and may not be closer than three feet to an interior side or rear property line, provided that the height, including railings, shall not exceed six feet above the grade of the ground at the property line.
- g) Street-facing doors shall provide six square feet of glazing through any combination of door glazing, sidelights, or transoms.
- h) Provide at least one architectural projection per unit with a minimum size of two feet, six inches deep by fifteen feet wide.

16) Mechanical and utility equipment shall be concealed from view of the public right-of-way and shall be placed behind a solid side or rear yard fence. Roof mounted equipment shall be prohibited.

17) Any tree that is twenty-two inches in diameter at breast height or larger removed for construction of a dwelling unit shall be replaced on-site with a twenty-four inch box tree.

18) Front yards and unfenced side yards adjacent to a street shall be landscaped in conformance with the standards set forth in Sections 17.630.008(H) through (N). Landscaping shall be installed within eighteen months of occupancy of that housing unit.

19) Refuse containers shall not be located within private driveways or be visible from the public right-of-way.

20) Windows and glazing areas of units shall comply with the following:

- a) Windows shall conform with the following:
 - i. Tinted windows and colored glazing are prohibited.
 - ii. Plastic glazing shall be prohibited for windows and skylights.
 - iii. Simulated mullions shall be allowed only when mullions are located on both the inside and outside faces of the glazing.
 - iv. Windows located in stucco walls shall be recessed a minimum of two inches.
 - v. All windows shall provide exterior trim.
 - vi. Windows located in wood clad masonry walls shall provide surrounding wood trim with a minimum width of 3 inches.
- b) Exterior wall planes exceeding 250 square feet in area shall provide glazing for 30 percent of the total wall area.

21) Building facades and materials:

- a) 100% of the elevations visible from the public right-of-way shall contain features to provide visual interest through a combination of at least two of the following:
 - i. Volumetric elements with a minimum projection of 24 inches beyond the plane of the façade with use of window bays, building recesses, or porches with columns.
 - ii. Façade elements with a minimum depth of four inches with the use of window boxes or by offsetting a change in façade material with use of wainscot or water table.
 - iii. 50% of all two-story houses shall have a minimum three-foot horizontal plan offset.
- b) Primary dwelling units shall be composed of durable, quality materials as hereby identified:
 - i. The following façade materials shall be prohibited: T-111 and similar plywood siding; corrugated and standing seam metal; and vinyl and plastic siding.
 - ii. The following roofing materials shall be prohibited: non-dimensional three-tab asphalt shingles, wood shake roofing, and corrugated metal and plastic.
 - iii. When stucco is used, it shall be used in combination with at least one other wall material, which shall comprise at least 20% of the building frontage excluding windows and railings.
 - iv. Durable and fire-resistant alternatives for traditional materials shall be allowed. Fiber cement siding is permitted as a substitution for wood shake, horizontal siding, or board and batten paneling. Cement S-tile roofing is permitted as a substitute for clay tile.
- a) Transitions for both material and color shall be located at interior corners.
- b) All siding material shall extend to a maximum of ten inches from the finish grade of the lot.
- c) A minimum of two exterior building colors shall be used on each unit at the street-facing façade. Primary dwelling units with no street-facing façade shall designate a front façade to meet this standard.

22) Primary dwelling units shall comply with the following landscaping requirements:

- a) Lots with aggregate landscaped area equal to or greater to 2,500 square feet shall comply with BMC 17.630.010 Adoption of the Model Water Efficient Landscape Ordinance.
- b) Landscaping used to screen views of storage areas, trash enclosures, mechanical or HVAC equipment, irrigation and plumbing equipment, and transformers shall be a maximum of 42 inches in height.

23) Primary dwelling units shall comply with the following lighting requirements:

- a) Applicants shall provide the following information for proposed exterior lighting fixtures:
 - i. Manufacturer cut sheets with Backlight/Uplight/Glare (B.U.G.) rating
 - ii. Lighting locations indicated on building or site plans
 - iii. Mounting heights for all proposed exterior fixtures.
- b) Exterior lighting fixtures shall provide a maximum B.U.G. rating of B3 U0 G1.
- c) Lighting shall be recessed or hooded, downward directed, and located to illuminate only the intended area.
- d) Lighting shall not extend across a property line, including any property lines that result from a proposed urban lot split.

24) One off-street, covered parking space shall be provided per unit, except if the parcel is located: (1) within one-half mile walking distance of either a high-quality transit corridor or a major transit stop; or (2) within one block of a car share vehicle. Transit frequency shall be based on the schedule posted by Tri Delta Transit at the time of the issuance of the first "completeness" letter issued by the city following submittal of the application. Vehicle parking spaces shall not: (1) be located within a front, side, or street side yard setback; (2) be a tandem space; or (3) be provided in a driveway. Vehicle parking spaces shall meet the minimum dimensions set forth in BMC 17.620 Off-Street Parking.

25) Garages constructed for units shall meet the following standards:

- a) Front or side-entry attached garages are permitted but shall comply with the standards identified in BMC 17.100.004 Design criteria – Single-family residence. An attached, front-entry garage shall be set back at least 4 feet behind the front plane of the structure to which it is attached.
- b) Garage doors located in stucco walls shall be recessed a minimum of three inches from the surrounding building wall.
- c) Garage doors located in wood clad (or similar) siding, or masonry walls shall provide surrounding wood trim with a minimum of three inches.

26) Sites containing a septic tank system shall provide evidence of a percolation test within the last five years, or if the percolation test has been recertified, within the last ten years.

27) Housing units shall comply with applicable building and fire code safety standards such that each structure is sufficient to allow for its separate conveyance.

28) Development standards set forth in a planned unit development or specific plan shall apply to any two-unit housing development or urban lot split except that any such planned unit development or specific plan standard cannot be applied if it would either: (1) result in a conflict with standards set forth by state law for a two-unit housing development; or (2) preclude a two-unit housing development that meets the applicable requirements of state law or this chapter.