

Urban Lot Split (SB 9) Applicant's Guide R-1 (Single-Family Residential) Zone Only

PURPOSE

The processing of Parcel Maps in compliance with the Subdivision Map Act is intended to promote the conservation, stabilization, and protection of property values through orderly growth and development, the provision of necessary public and private facilities and generally, the public health, safety, and general welfare within the City of Paramount.

In order to subdivide an existing parcel or lot of land into new parcels or lots, move existing lot lines, or merge existing lots, a subdivision map must be prepared by a subdivider and approved by the City.

Effective January 1, 2022, **Senate Bill 9 (SB 9)** authorizes local governmental agencies to ministerially approve **Urban Lot Splits**. Senate Bill 9 provides general regulations and procedures that local governments must follow in the regulation of urban lot splits. The Town may implement existing objective standards within the scope of the law that regulate urban lot splits, development standards, design standards, and submittal requirements.

EVALUATION

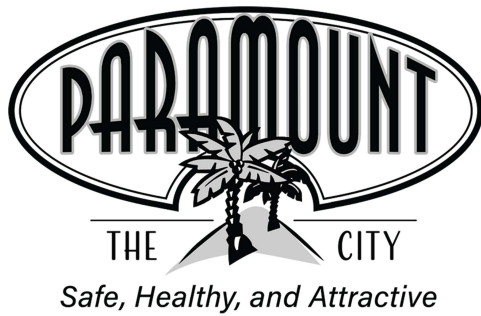
The Planning Division reviews the application with the following criteria:

- The property is located in the R-1 (Single-Family Residential) zone
- Consistency with applicable development standards
- Compliance with Senate Bill 9 and Section 17.08.140 of the Paramount Municipal Code

Applications cannot proceed through the review process until all the application requirements are met. The application is assigned to a Project Planner, who is your main contact throughout the review process, leads the evaluation of the application, and advises you of any items required to complete the application. Once deemed complete, the applicant can then submit the Parcel Map for review by the City Engineer (Public Works Department) for the recordation process.

NOTE:

If a new house is proposed in conjunction with an Urban Lot Split application, an Administrative Action application is also required. No permits will be issued until recorded maps have been filed with the City Clerk.

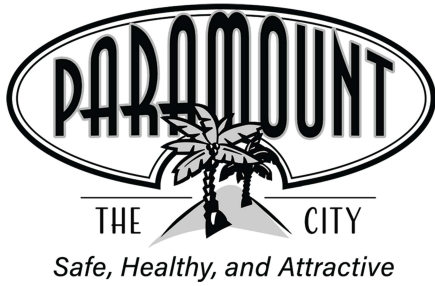


Planning Department
Planning Division
16400 Colorado Ave
Paramount, CA 90723
(562) 220-2036
planning@paramountcity.com

Urban Lot Split Application Check Sheet

Read questions carefully and fill the forms out completely.

- ☐ **Subdivision Map Application (Applicant, Location, Legal, Land Use, Request, Justification)**
- ☐ **Property Owner Authorization, if applicant is not owner of property**
If the applicant is not the property owner, have the property owner's signature to allow authorization for application.
- ☐ **Affidavit**
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Easements of Record / Affidavit**
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Tentative Subdivision Map**
 - ☐ **3 copies of Tentative Map (Follow Requirements)**
Prepared by or under the direction of a Registered Civil Engineer.
Overall dimensions of the map not exceed 18 inches by 24 inches.
 - ☐ **Accompanying Data and Reports (Follow Requirements)**
- ☐ **Provide electronic copy (PDF) of Map**
- ☐ **Site photographs.** Submit photographs (hard copy and electronic PDF) showing topography, vegetation and landscaping, and existing and adjacent structures.
- ☐ **Filing fee – \$562.50**



City of Paramount
16400 Colorado Ave
Paramount, CA 90723
(562) 220-2036
planning@paramountcity.com

For Planning Department Use:

Date Filed: _____ Fee: \$562.50

Project No. _____

Planner: _____

Related Items: _____

**URBAN LOT SPLIT
APPLICATION**

APPLICANT

Name of Applicant: _____

Mailing Address: _____

Phone Number of Applicant: _____

Email Address of Applicant: _____

Applicant's Agent
(Registered Civil Engineer)

Name: _____

Address: _____

Phone No. _____ Civil Engineer No. _____

Legal Owner of Property
(If different than applicant): _____

Owner's Address: _____

Owner's Phone Number/Email Address: _____

(Attach a separate sheet if necessary, including names and addresses of members of partnerships, joint ventures, and directors of corporations)

LOCATION

Subject property is located at _____

Between _____ and _____

LEGAL

Assessor's Parcel No.: _____ Parcel Size: _____ sq. ft.

Legal description: _____

LAND

Existing Zoning:_____ General Plan Land Use Designation:_____

Current Land Use:_____

If Vacant, Previous Use:_____

Number of Months Vacant:_____

Omission of or incomplete answers to the questions or requirements below will result in the delay of processing your application. The matters below should not be considered as a limitation upon material to be submitted, and the applicant is encouraged to include all relevant information pertaining to a request, even if not specifically called for in this application form.

Total area of property in this subdivision_____sq. ft._____acres

Describe in detail the purpose of the subdivision, the way the property is to be used, what is to be done on or with the property and any additional improvements.

REQUEST

1. Describe how the proposed map is consistent with applicable general and specific plans, the Paramount Municipal Code, and the Subdivision Map act.

JUSTIFICATION

TOP SECTION - TO BE COMPLETED ONLY IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY

I/We, _____ owner of the above described real property, authorize _____ to:

_____ Make an application for a _____ on the property heretofore described and/or

_____ Appear and act for me in my place and stead at all hearings connected with said application, either before the Planning Commission, or the City Council of the City of Paramount. He or she is authorized to take such action as he or she deems advisable in connection with said application.

Signature of Property Owner _____

Property Owner's Mailing Address _____

Property Owner's Daytime Telephone No. _____

**AFFIDAVIT
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS**

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS:

I, _____, being duly sworn depose and say

Agent _____

Lessee _____

That I am an owner _____ of property in this petition and that the

Optionee _____

Purchaser _____

Forgoing signature, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I certify under penalty of perjury that the foregoing is true and correct.

Signature

Mailing Address

Phone Number

Subscribed and sworn to before me
this _____ day of _____

Notary Public

EASEMENTS OF RECORD

TENTATIVE MAP NO. _____

AFFIDAVIT

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS.

I, _____, declare under penalty of perjury that all easements of record, [as shown on Preliminary Title Report No. _____ Dated _____ furnished this office by (company) _____] are shown on the tentative map no. _____ and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements are also stated.

Executed at _____, California, this _____ day of _____, 20____.

Signature
Owner/Subdivider/Subdivider's Agent

Note: The use of that portion of the affidavit in brackets is optional and may be deleted.

CHECKLIST FOR SUBMITTALS **TENTATIVE MAP FOR URBAN LOT SPLIT**

PLEASE NOTE: Application shall not be deemed as complete: (pursuant to Sections 65920 et seq of the Government Code) until all materials listed below have been submitted and reviewed and approved as to form and content by the Planning Department and City Engineer.

The applicant shall file, as a part of this application:

- _____ Application form, completed and signed
- _____ Processing Fee
- _____ Three (3) prints of tentative map prepared by or under the direction of a Registered Civil Engineer. ***See requirements below.***
- _____ Accompanying Data and Reports
 - **Preliminary Title Report** – prepared within three months prior to filling Tentative Map
 - **Soils Report**
 - **Easements**. Submit one copy of affidavit certifying, under penalty of perjury, pursuant to Section 2015.5 of the Code of Civil Procedure, that all existing easements of record are shown on the tentative map.
 - **Grading**. Submit a grading plan showing existing topography and finished grades, including cross sections of the finished grades.

REQUIREMENTS FOR TENTATIVE MAP FOR URBAN LOT SPLIT

Tentative maps shall be on one sheet and shall be on white background prints. Engineering scale shall be 1" – 100', or that which will adequately show the proposed development. The overall dimensions of the map should not exceed 18" x 24", as oversize maps may not be accepted.

The tentative map shall show the following information:

1. Parcel number in upper middle portion of map.
2. Date, north point, scale and name of all owners.
3. Boundaries
 - a. approximate bearings and distances
 - b. Use heavy lines to define
 - c. Label with references to adjoining recorded maps or deed lines
4. Legal description of the land – sufficient to define boundaries.
5. Lots – number each lot and show approximate dimensions.
6. Contours (approximate) within and adjacent to subdivision.
7. Streets
 - a. Adjoining the property – show name, location, width, status, and existing and proposed improvements.
 - b. Curve radii
 - c. Rate of grade, drainage direction, and water distribution.
 - d. Street lights

8. Easements – Location, width, and status within and adjoining subdivision.
9. Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and, if possible, to two streets.
10. Existing structures
 - a. Show approximate location of those not to be removed.
 - b. Show if within 500 ft. of subdivision on adjoining land.
11. Grading plan (preliminary), if grading indicated.
12. Zoning – present and proposed. Delineate zone boundaries.
13. Stormwater – Approximate limits of any area subject to stormwater overflow or inundation and the location, width, and direction of flow of each water course and/or swale.
14. Wells – existing
15. Sewage Disposal – Location of any existing sewage disposal system which is proposed to remain in the division of land.