



County of Imperial
 Planning & Development Services
 801 Main Street
 El Centro, CA 92243
 (442) 265-1736
 Email: planninginfo@co.imperial.ca.us
 Website: www.icpds.com

**SB 9 APPLICATION FOR
 PARCEL MAP – URBAN LOT SPLIT**

ACKNOWLEDGEMENT FORM

Applicant's Name: _____
 Project Address: _____
 Assessor's Parcel Number: _____

Approval of an SB 9 project by the Imperial County Planning & Development Services Department (Planning Division) **DOES NOT** guarantee approval/clearance by other Imperial County (County) departments or other agencies. Additional fees and studies from other County departments or agencies may be required, including but not limited to those listed below. Project feasibility can be negatively impacted by the following, which are not verified during Planning/Land Use Review:

Earthquake Fault Zones

- Properties located within a delineated earthquake fault zone do not qualify for SB 9 unless the project complies with applicable seismic protection building code standards.
- The Imperial County Department of Public Works (Public Works) – Geotechnical and Materials Engineering Division and the Building and Safety Division identify earthquake fault hazards and verify compliance with seismic protection building code standards during their review.

100-Year Flood Zones

- Properties located within a Federal Emergency Management Agency (FEMA) 100-year flood zone do not qualify for SB 9 unless the property is subject to a Letter of Map Revision prepared by FEMA and issued to the County or meets FEMA requirements necessary for minimum flood plain management criteria.
- A Letter of Map Revision issued by FEMA or evidence demonstrating the property meets FEMA requirements necessary for minimum flood plain management criteria must be submitted and verified by Public Works.

Regulatory Floodway

- Properties located within a regulatory floodway as determined by FEMA do not qualify for SB 9 unless the project has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations, to be submitted and verified by Public Works.

Sewer Capacity and Engineering

- Properties with a private wastewater (septic) system must also demonstrate that the system meets all requirements of the Imperial County Environmental Public Health Services (EHS).
 - Verification of a percolation test performed within the last five years, or the last ten years if the percolation test has been recertified, will be required by EHS in addition to other studies.
- A grading and drainage plan may be required by Public Works to determine a property's capacity to support additional units.

I/We, the property owner(s) have read and understand that review and approval of the proposed project by Imperial County Planning & Development Services (Planning Division) DOES NOT guarantee approval/clearance by other County departments or agencies. I/We, further acknowledge I/we am/are continuing with the review of the project by the Planning Division at my own risk. If the project's development is not allowed by another County department or agency, the Planning Division fees will be refunded.

Property Owner Name: _____
 Signature: _____ Date: _____
 Property Owner Name: _____
 Signature: _____ Date: _____

(For additional names, please use a separate sheet of paper)



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SB 9 APPLICATION FOR PARCEL MAP – URBAN LOT SPLIT APPLICATION REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS

Applicant's Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____
Project Address: _____
Assessor's Parcel Number: _____

Senate Bill 9 Review Process:

Step 1 Confirm the project is eligible. Projects for a Two-Unit Development and/or Urban Lot Split must meet all the criteria on the respective Senate Bill 9 (SB 9) Eligibility Checklist to qualify for ministerial review. A project that includes a proposal for a Two-Unit Development **and** an Urban Lot Split must complete both checklists.

Step 2 Submit a complete SB9 Application Packet. If you determine your project is eligible, you may submit the SB 9 Two-Unit Development Application and/or the Urban Lot Split Application Packet with each of the required forms, information, and plans required in order for the County staff to review your project. Each of the listed items is required for a complete application.

Step 3 Timelines for Ministerial Review.

1. *Completeness & Eligibility Review.* The County will issue a determination of completeness and eligibility within 30-days of receipt of an application.
2. *Action on the Application.* County staff will issue an approval or denial on the application within 60-days of the completeness determination.

Step 4 Submit for Building and/or Engineering Approvals. Following a project approval, permits including Building Permits and Encroachment Permits are to be applied for and reviewed.

Required Application Forms:

- | | |
|--|--|
| <input type="checkbox"/> SB 9 Application for Parcel Map – Urban Lot Split | <input type="checkbox"/> Owner Occupancy Affidavit |
| <input type="checkbox"/> SB 9 Checklist for Parcel Map – Urban Lot Split (this form) | <input type="checkbox"/> Acknowledgment Form |
| <input type="checkbox"/> Indemnification Form | <input type="checkbox"/> Copyrights Release Form |

Required Project Information:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application.

Project Documents: All documents must reflect the document requirements.

- Site Analysis & Neighborhood Context Map
- Preliminary Title Report
- Preliminary Drainage Report

Project Plan Set Components: All plans/sheets must reflect the plan sheet requirements.

- Proposed Tentative Tract Map

NOTE: Use the document requirements or plan sheet requirements to determine if you should include a document requirement or plan sheet requirement within your application packet.

Required Fees

IC Planning & Development – Planning Fee Schedule Effective September 1, 2023 (Title 9 Division 9 Chapter 1 Section 90901.03)

Minor Subdivision Administrative (SB9 Urban Lot Split) – Not more than 2 lots = \$3,000.00



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ACKNOWLEDGEMENT - COPYRIGHTS RELEASE FORM

Applicant's Name: _____
Project Address: _____
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The applicant acknowledges, understands, and agrees that any soils, seismic hazard, landslide, geologic, natural hazard, or geotechnical report, study, or information submitted to the County of Imperial by, or on behalf of, the applicant in furtherance of this application submitted by the applicant will be treated by the County of Imperial as public records which may be reviewed by any person and if requested, that a copy will be provided by the County to any person upon the payment of its direct costs of duplication.

I have read and agree to all of the above.

APPLICANT

Applicant's Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____
Signature: _____ Date: _____

REAL PARTY OF INTEREST (if different from Applicant)

Real Property Owner Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____
Signature: _____ Date: _____

PROFESSIONAL (e.g. architect, engineer)

Professional's Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____
Signature: _____ Date: _____

Professional's Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____
Signature: _____ Date: _____

ACCEPTED/RECEIVED BY _____ Date _____



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INDEMNIFICATION FORM

Applicant's Name: _____
Project Address: _____
Assessor's Parcel Number: _____

As part of this application, applicant and real party in interest, if different, agree to defend, indemnify, hold harmless, and release the County of Imperial ("County"), its agents, officers, attorneys, and employees (including consultants) from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent negligence on the part of the County, its agents, officers, attorneys, or employees (including consultants).

If any claim, action, or proceeding is brought against the County, its agents, officers, attorneys, or employees (including consultants), to attack, set aside, void, or annul the approval of the application or adoption of the environmental document which accompanies it, then the following procedures shall apply:

1. The Planning Director shall promptly notify the County Board of Supervisors of any claim, action or proceeding brought by an applicant challenging the County's action. The County, its agents, attorneys and employees (including consultants) shall fully cooperate in the defense of that action.
2. The County shall have the final determination on how to best defend the case and will consult with applicant regularly regarding status and the plan for defense. The County will also consult and discuss with applicant the counsel to be used by County to defend it, either with in-house counsel, or by retaining outside counsel provided that the County shall have the final decision on the counsel retained to defend it. Applicant shall be fully responsible for all costs incurred. Applicant shall be entitled to provide his or her own counsel to defend the case, and said independent counsel shall work with County Counsel to provide a joint defense.

APPLICANT

Applicant's Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____
Signature: _____ Date: _____

REAL PARTY OF INTEREST (if different from Applicant)

Real Property Owner Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____
Signature: _____ Date: _____

ACCEPTED/RECEIVED BY _____ Date _____



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OWNER OCCUPANCY AFFIDAVIT

THIS FORM MUST BE NOTARIZED

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

Assessor's Parcel Number: _____

Project Street Address: _____

Legal Description: Please attach as Exhibit A on a Separate Page

that I/we will occupy one of the units located at the above listed location(s) as my/our principal residence for a minimum period of three years from the date of final map recordation of an urban lot split.

I/We declare under penalty of perjury that I/we have reviewed this Affidavit and the information furnished is true and correct.

Property Owner Name: _____

Signature: _____ Date: _____

Property Owner Name: _____

Signature: _____ Date: _____

(For additional names, please use a separate sheet of paper)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
 COUNTY OF IMPERIAL

On _____ before me, _____, a **Notary Public**,

Date

Name and Title of Officer

personally appeared _____,

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public



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STAFF USE ONLY

Date Received: _____ Received By: _____
 Assessor's Parcel Number: _____ Zone: _____ Total Lot Area: _____

THE BELOW SECTIONS MUST BE COMPLETED BY THE APPLICANT

PROJECT SUMMARY

Street Address: _____
 Legal Description (Lot, Block, Tract): _____

Existing Use(s) Describe in detail what the existing use(s) of the project site is:

Project Description: _____

Zoning Parameters:

	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
Lot Area	_____	_____	_____
Lot Coverage	_____	_____	_____
Total Floor Area	_____	_____	_____
Floor Area of Junior ADU or ADU (if applicable)	_____	_____	_____
Front Yard Setback	_____	_____	_____
Left Yard Setback	_____	_____	_____
Right Yard Setback	_____	_____	_____
Rear Yard Setback	_____	_____	_____
Building Height	_____	_____	_____
Parking Space	_____	_____	_____

Property(ies) Affected:

<u>Assessor's Parcel Number</u>	<u>Address</u>	<u>Parcel Size</u>

1. Attach a survey map including the proposed and current boundaries, easements, right-of-ways, and existing structures.
2. Attach a legal description of each proposed lot.
3. If any of the proposed lots fail to comply with the existing zoning or subdivision laws, a variance may be required.

CONTACT INFORMATION

Applicant's Name: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____

PROPERTY OWNER ON RECORD Same as Applicant Different from Applicant (complete below)

Property Owner(s) on Record: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____

AGENT / REPRESENTATIVE OF PROPERTY OWNER

Owner's Agent or Representative: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____

OTHER (E.G. ARCHITECT, ENGINEER, CONSULTANT OF PROPERTY OWNER)

Owner's Agent or Representative: _____
Mailing Address: _____
Daytime Phone: _____ Email: _____

PRIMARY CONTACT FOR THE PROJECT

Applicant Property Owner Agent / Representative Other _____

PROEPRTY OWNER'S CONSENT

I declare under penalty of perjury that I am the property owner of said property or have written authority from the property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____