



# City of Los Altos

Planning Division

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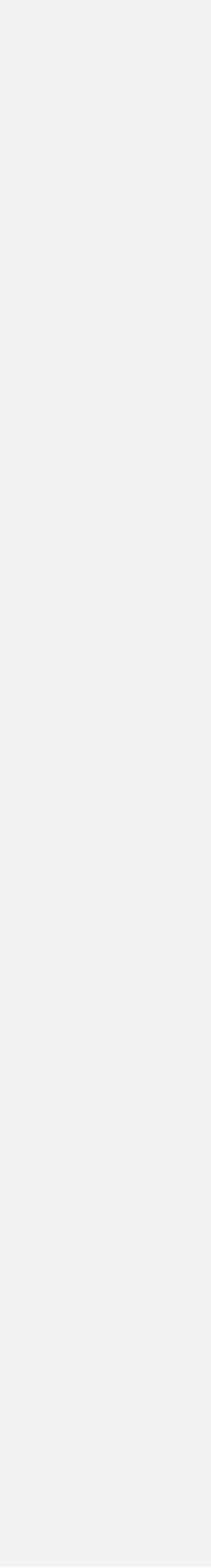
## SUBMITTAL REQUIREMENTS FOR AN URBAN LOT SPLIT

### APPLICANT PRESUBMITTAL CHECKLIST

#### REQUIRED APPLICATION MATERIALS

*All items are required at time of submittal and shall be submitted in electronic format.*

- A. [General Planning Application](#) (see separate City form)
- B. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.
- C. **Current Preliminary Title Report:** Title report for the project property prepared in the last year.
- D. **Urban Lot Split Worksheet:** A completed Urban Lot Split Worksheet, which is included within this checklist.
- E. **Urban Lot Split Applicant Affidavit:** Signed Urban Lot Split Applicant Affidavit, which is included within this checklist.
- F. **Project Plans:** A full plan set (24" x 36") in a single, flattened/compressed PDF file not exceeding 125 MB. Include page thumbnails with matching sheet title labels. Plan sets shall include the following sheets and information:
  - Tentative Parcel Map for Urban Lot Split** (1" = 10' scale)
    - North arrow, scale, and sufficient description to define the location and boundaries of the proposed subdivision.
    - General project information including project site address; Assessor Parcel Number (APN); General Plan designation; Zoning designation; flood hazard zones as shown on FEMA maps.
    - The name, address, and telephone number of the property owner, subdivider, and the registered civil engineer or licensed land surveyor who prepared the tentative parcel map.
    - Sufficient elevations or contours to determine the general slope of the land, the high and low points thereof, and all drainage features. Contour intervals shall be no more than 1' vertical in 100'.
    - The location, names, and existing width of all adjoining and contiguous highways, alleys, streets, and public ways.
    - Stormwater management measures to retain stormwater on site in accord with the Best Management Practices.
    - The approximate widths, locations, and purposes of all existing and proposed easements.
    - The lot layout and approximate dimensions and square footage of each lot.
    - A number or letter for each proposed lot.

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- The present location, floor area, and outline to scale of any existing buildings to remain or to be demolished on the property.
  - The setback of existing buildings from new and existing property lines (only those buildings which are proposed to remain).
  - Location, size, type, and proposed disposition of all existing trees greater than 4" in diameter measured at 48" above natural grade.
  - The locations and names of streams, creeks, or watercourses within one hundred feet (100') of the property.
  - The location of existing utility poles and anchors.
  - The location of any existing wells and whether they are to be retained or abandoned.



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## URBAN LOT SPLIT ELIGIBILITY WORKSHEET

This worksheet must be fully completed and included with an application for a tentative parcel map for an urban lot split. The completed worksheet will be utilized to determine eligibility for an urban lot split.

1. **Property Address:** \_\_\_\_\_

2. **Existing Lot Size (in square feet):** \_\_\_\_\_

3. **Zoning Designation:** \_\_\_\_\_

4. **Proposed Lot Sizes (in square feet):** Each lot must be at least 40% of the size of the lot being subdivided, but no less than 1,200 square feet:

Lot 1 Proposed Size: \_\_\_\_\_

Lot 2 Proposed Size: \_\_\_\_\_

5. **Previous Urban Lot Split:** Has the property previously been subdivided using an urban lot split?

Yes  No

6. **Adjacent Urban Lot Split:** Has any adjacent parcel been subdivided by the property owner or any party acting in concert with the property owner? A party acting in concert with the owner shall include any individual with a familial relation to the property owner (including, but not limited to, parents, children, siblings, and spouses) or any business entity in which the property owner has more than 10% ownership.

Yes  No

7. **Demolition or Alteration of Protected Units:** Would the Urban Lot Split result in the demolition or structural modification of any portion or an existing dwelling unit that:

- Is protected by a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low or very low income; or
- Has been occupied by tenant within the three (3) years prior to the submittal of an application for an urban lot split; or
- Was withdrawn from rental or lease under the Ellis Act at any time within fifteen (15) years before the date that the application for the urban lot split?

Yes  No

8. **Historic Status:** Does the property contain a historic resource which includes any property included on the State Historic Resources Inventory as defined in Section 5020.1 of the Public Resources Code, or at a site that is designated by the City as a historic landmark, or listed in the City's historic resource inventory pursuant to Los Altos Municipal Code Chapter 12.44?

Yes  No

9. **Lot location:** Is the lot to be subdivided located on a site that is any of the following, as contained within Government Code Section 65913.4(a)(6)(B) through (K), as may be amended from time to time:

- Prime farmland, farmland of statewide importance or land that is zoned or designated for agricultural protection or preservation by the voters.
- A wetland.
- Within a very high fire hazard severity zone, unless the site complies with all fire-hazard mitigation measures required by existing building standards.
- A hazardous waste site that has not been cleared for residential use.
- Within a delineated earthquake fault zone, unless all development on the site complies with applicable seismic protection building code standards.
- Within a one hundred (100) year flood hazard area, unless the site has either been subject to a letter of map revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction or meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program.
- Within a regulatory floodway, unless all development on the site has received a no-rise certification.
- Land identified for conservation in an adopted natural community conservation plan, habitat conservation plan or other adopted natural resource protection plan.
- Habitat for protected species.
- Land under conservation easement.

Yes  No



## URBAN LOT SPLIT AFFIDAVIT

**Property Address:** \_\_\_\_\_

**Assessor Parcel Number:** \_\_\_\_\_

**Property Owner(s) Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### DECLARATION

I, [insert name(s)] \_\_\_\_\_, declare and state:

1. I am the owner of record of the property described above.
2. I intend to occupy one of the existing or proposed housing units on the property described above as my principal residence for a minimum of three (3) years.
3. No housing unit on the property described above that has been occupied by a tenant within the last three (3) years is proposed to be demolished or altered in connection with the above application for an urban lot split.
4. The lot proposed to be subdivided was not created through a prior urban lot split.
5. Neither I, nor any person acting as my agent or representative, have or has acted in concert with another party to subdivide an adjacent lot using an urban lot split.
6. No housing unit on either of the resulting lots of the urban lot split will be rented for a period of less than thirty-one (31) days.
7. The property described above does not contain a dwelling unit that was withdrawn from rental or lease under the Ellis Act at any time within fifteen (15) years before the date that the application for the urban lot split is submitted to the City.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date