



This checklist provides the submittal requirements for land divisions proposed under SB9. Applications are required to be submitted electronically through the [ePlan Review](#) portal.

For projects that also propose the construction of one or more new dwellings, a separate building permit application is required. Use the [Building Permit Application Checklist](#) to prepare your building permit application.

Additional documentation may be required for processing land divisions or development projects.

Required for all SB9 Land Division Applications

1. Submit the results of an SB9 Pre-Screen Application (PLG-180) or SB9 Eligibility Checklist (PLG-191), including a signed Owner’s Occupancy Attestation form (last page of above forms). By signing the Attestation, the owner attests that they will reside on-site for a minimum of three years following map recordation (additional information may be required to demonstrate compliance). If the proposed project has not been through the Eligibility & Objective Standards Pre-Screen process, submit supporting documentation for eligibility requirements. At least one legal dwelling unit must exist on site (or be under construction) at the time of application.
2. Land Division Application (PLG-181) form which includes an Owner-Agent Authorization to be signed if the applicant is not the owner. The Owner-Agent Authorization is a written consent that the applicant has the permission of the owner to make the application.
3. SB9 Property Disclosure Form (PLG-194). This includes the statement of the applicant’s interest in the property in conjunction with which the application is filed and evidence that the applicant is the owner, or purchaser under contract of the premises involved, or is the owner of a leasehold interest.
4. A draft Parcel Map shall be provided (see below). Although complete civil engineered plans are not required for initial submittal, the existing site must be surveyed and the proposed property lines drafted by a licensed surveyor or civil engineer. If any additional information is required to determine project feasibility (e.g., Stormwater Management Plan, Preliminary Grading Plans, etc.) you will be notified during the processing of your application, at which time a complete list of required information will be provided. If necessary, civil plans may be required for parts, or all, of certain sites. A Tentative Map is not required. Subdivision improvement plans, subdivision agreement and securities are also not required for the Parcel Map. However, site and frontage improvements, as applicable, may be required as part of future building permits.
5. Staking: Stake the corners of any proposed, existing or required building envelope or development envelope, existing property boundaries, proposed parcel boundaries, septic leach field locations (if applicable), and proposed roads/driveways.

Supplemental Documents

1. Preliminary title report, not more than 60 days old
2. Letter from a public water source, declaring intent to serve (i.e., a “Will Serve” letter)
3. If public water service is not available, or if the project relies on a septic system for sewage disposal, contact Environmental Health. Submit an approved Environmental Health Building Clearance form, as applicable.
4. Copy of any recorded sewer easement(s) on the subject site or on adjacent parcel(s) if required to serve your proposed development
5. Proof of Deeded Access: Required to establish legal access over private rights-of-way
6. Technical Reports. Depending on site conditions, additional technical reports may be required, including soils, geologic, hydrologic, archeologic, biotic, and/or arborist reports.

Information to Include on Plans

ALL PLAN SHEETS SHALL INCLUDE THE FOLLOWING:

1. Plan dimensions shall be 24” x 36” or 18” x 24”.
2. Name, address, phone number(s), and email address of person(s) preparing the plan(s). Stamp and “wet signature” of project surveyor and/or civil engineer on every applicable sheet.
3. Include date prepared and scale. Acceptable scales are: 1” = 10’, 1” = 20’, 1/4” = 1’, 1/8” = 1”. Other scales may be appropriate but should be discussed with staff prior to applying.
4. Sheet Titles (e.g., Parcel Map, Existing Site Plan, Proposed Site Plan, etc.)
5. North arrow on every sheet except elevations and sections
6. Assessor’s Parcel Number on every sheet



PROPOSED PARCEL MAP

7. The sheet size must be no smaller than eighteen (18) by twenty-four (24) inches and no larger than twenty-four (24) by thirty-six (36) inches. If necessary, use more than one sheet. The map must be of such a scale, preferably one inch equals one hundred feet, as to clearly show all details. The map must be prepared by a registered civil engineer or licensed land surveyor.
8. Survey of the existing parcel boundaries, prepared by a licensed land surveyor or qualified civil engineer.
9. Dimensions of all existing and proposed property lines, including bearings and distances, and radii and distances of all curves. . Proposed parcels shall be numbered (Lot 1, Lot 2).
10. Name and addresses of record owner and subdivider; name, address, and license number of engineer or surveyor under whose direction the map was prepared, as applicable.
11. Names, locations, pavement width, and right-of-way width of adjacent streets, highways and rights-of-way.
12. The locations, existing or proposed names, widths, and approximate grades of all rights-of-way and/or driveways in the land division.
13. The location-of all easements, if known, including, but not limited to, drainage, sewerage, or public utilities. Also include the location of future easements.
14. The areas of existing and proposed parcels, expressed in square feet and acres. Include both gross parcel area and net site area. Per 13.10.700-S, "Site Area, Net," net site area equals the gross parcel area minus the following: 1) any rights-of-way or corridor access, 2) any land constituting a coastal bluff or beach, and 3) any land seaward of the mean high tide line.
15. If there are environmental resources or constraints (e.g., slopes/scenic resources, etc.) a development envelope may be required to be added to the parcel Map. If required, Planning staff will provide details as part of the review of the land division application

EXISTING SITE PLAN

16. Existing property lines
17. Existing structures and their use (primary or ADU), including tenant occupancy (whether or not paying rent), owner occupancy, number of bedrooms, indicating whether to be retained, altered or demolished. **At least one dwelling unit must exist onsite or be under construction (passed first inspection) at the time of application submittal.** Documentation of occupancy status of existing structures may be required.
18. Existing roads, driveways and parking spaces (depict and number each 8.5' x 18' on-site parking space)
19. Locations of any septic systems and expansion areas.
20. Existing trees: indicate the diameter at breast height (DBH) for each.
21. If applicable, boundaries of areas subject to inundation or stormwater overflow and all of the areas covered by water and the location, width and direction of flow of all watercourses, running or dry. This information shall include the boundaries of all FEMA identified floodplains and floodways with the base flood elevation.
22. Public areas, if any
23. In areas to be developed, contours shall be drawn to intervals as follows:

Slope	Interval
0.00% - 1.00%	1 foot
1.01% - 10.00%	2 feet
10.01% and over	10 feet

Contours shall be accurate to within one-half a contour interval. In areas not to be developed, greater intervals may be permitted which must be extended into adjacent property a sufficient distance to establish proper topographical relationship.
24. Map shall indicate the following areas:
 The area of land between 0% and 29.9%, and
 The area of land greater than 30% slope
25. Existing features within 100 feet of the boundaries of the land division
26. Show the approximate location of any known soil or geologic hazard areas
27. Location of any existing public access across or contiguous to the subject site. For proposed projects within the Coastal Zone, indicate where public access exists on or adjacent to the site, or where public access is possible, as appropriate to the site location.

PROPOSED SITE PLAN

28. Existing and proposed property lines: Show proposed property lines in a **higher line point size**.
29. Existing structures and their use (primary or ADU), including tenant occupancy, owner occupancy, number of bedrooms and whether they are to be altered.
30. Setbacks from existing structures to the nearest existing and proposed property lines.
31. If proposed parcel map is combined with an application for new residential development, show all proposed structures (note their



uses and number of bedrooms) and proposed setbacks to the nearest property lines. (For SB9 development permit application requirements, please see building permit application requirements linked above and on Planning Division Home Page.)								
32. Existing and proposed roads, driveways, and parking spaces (depict and number each 8.5' x 18' on-site parking space)								
33. Existing and proposed septic systems and expansion areas								
34. Existing trees: Indicate the diameter at breast height (DBH) for each and show which will be retained and which will be removed								
35. Public areas – existing and proposed, if any.								
36. In areas to be developed, contours shall be drawn to intervals as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Slope</th> <th style="text-align: left;">Interval</th> </tr> </thead> <tbody> <tr> <td>0.00% - 1.00%</td> <td>1 foot</td> </tr> <tr> <td>1.01% - 10.00%</td> <td>2 feet</td> </tr> <tr> <td>10.01% and over</td> <td>10 feet</td> </tr> </tbody> </table> Contours shall be accurate to within one-half a contour interval. In areas not to be developed, greater intervals may be permitted which must be extended into adjacent property a sufficient distance to establish proper topographical relationship.	Slope	Interval	0.00% - 1.00%	1 foot	1.01% - 10.00%	2 feet	10.01% and over	10 feet
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0.00% - 1.00%	1 foot							
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37. Map shall indicate the following areas: The area of land between 0% and 29.9%, and The area of land greater than 30% slope								
38. Approximate location of any known soil or geologic hazard areas								
39. Location of any existing or proposed public access across or contiguous to the subject site. For proposed projects within the Coastal Zone, indicate where public access exists or is proposed on or adjacent to the site, or where public access is possible, as appropriate to the site location.								
THE FOLLOWING NOTES SHALL BE INCLUDED ON THE PARCEL MAP FOR SB9 LAND DIVISIONS.								
1. No parcel created subject to this lot split shall be further subdivided pursuant to the provisions of SB9.								
2. All vacant lots shall have a “Will Serve” letter from a water district or water mutual, or an Individual Water Service Permit, issued by the County Environmental Health Department for a well or other water source, prior to building permit issuance.								
3. All vacant lots shall be connected for sewer service and shall comply with all regulations of the sanitation district or agency within which they are located. Where not located within a sanitation district, all existing and proposed units on any lot created by this land division shall be connected to an Onsite Water Treatment System (OWTS) that meets, or shall be upgraded to meet, all current standards in compliance with County Code as required by the County Environmental Health Department.								
4. Prior to any building permit issuance or ground disturbance, a detailed erosion control plan shall be reviewed and approved by the Planning Division. The erosion control plans shall identify the type of erosion control practices to be used and shall include the following: a. An effective sediment barrier placed along the perimeter of the disturbance area and maintenance of the barrier, and b. Spoils management that prevents loose material from clearing, excavation, and other activities from entering any drainage channel Earthwork between October 15 and April 15 requires a separate winter grading approval that may or may not be granted.								
5. Prior to any building permit issuance or ground disturbance, a Stormwater Management Plan shall be approved by the Stormwater Management Division (Public Works), at which time engineered plans for work on- and off-site may be required to show compliance with the County Design Criteria and County Code. Recordation of easements for off-site improvements may also be required.								
6. A Shared Maintenance Agreement may be required to be recorded, as applicable, to maintain common-interest drainage, sanitation, or other facilities.								
7. All new utilities shall be underground. All facility relocation, upgrades or installations required for utilities service to the project shall be noted on the construction plans. All preliminary engineering for such utility improvements is the responsibility of the owner/applicant. Utility equipment such as gas meters and electrical panels shall not be visible from public streets or building entries.								
8. All future development shall comply with Fire Department requirements, including all standards for emergency vehicle access.								
9. All future structures constructed on parcels created by this land division shall comply with site and development standards for the zone district in which they are located, except as may be allowed consistent with the County’s Objective Standards for SB9 projects and as allowed by State law.								
10. All future development shall comply with the requirements of any approved technical reports submitted in support of this land division. Where no reports have been approved, technical reports may be required in support of future applications for a building in accordance with County guidelines.								
11. Capital Improvement Fees shall be paid for all proposed structures in accordance with the adopted fee schedule in effect at the								



time of Building Permit issuance. Applicable fees include the following: Roadside Improvement fees, Transportation Improvement fees, Park Dedication in-lieu fees, Child Care Development fees, Affordable Housing Impact fees, and School Developer fees.
12. No construction or site preparation is authorized prior to issuance of required building or grading permits.
13. All future construction shall comply with adopted Building and Fire Codes.
14. If new Assessor's Parcel Numbers (APNs) have not been assigned by the Assessor's Office for all new parcels created by this land division, a hold will be placed on any subsequent application for a building permit requiring the assignment of new APNs prior to final inspection clearance or occupancy of the structure.
15. Note that the Addressing Coordinator in the Planning Division shall assign numbers for new dwellings concurrent with the processing of Building Permits for each dwelling. Addresses will not be assigned until after new APNs have been assigned.
16. The property owner shall reside on one of the parcels created by this land division for a period of not less than three years from the date of recordation.
17. Additional notes may be required to be included on the Map depending on site specific circumstances. Such additional notes, if required, will be provided to the applicant prior to recordation of the Parcel Map.