CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT

ADMINISTRATIVE SUBDIVISION REQUIREMENTS

1. Subdivision Pathway Selection

- ☐ SB 9 – California HOME Act / Urban Lot Split
- ☐ SB 1123 – Administrative Subdivision / SB 684 – Small Lot Subdivision
- ☐ Other

Important Note: Not all eligibility criteria apply to every administrative subdivision type. Applicants must satisfy the requirements of the specific State law pathway requested. This handout provides general City application and map-processing requirements. Separate building, grading, utility, access, fire, and other permits or approvals may be required.

2. General Information

Applicability and General Requirements. This handout applies to qualifying administrative subdivision requests processed under applicable State law and the Subdivision Map Act (California Government Code §66410 et seq.)preliminary subdivision map and final subdivision map shall be prepared by, or under the direction of a registered civil engineer whose license allows the practice of land surveying or licensed land surveyor, as required by the Subdivision Map Act. Supporting plans, reports, calculations, and technical studies shall be prepared by the appropriate licensed or qualified professional where required by law, City standards, or the nature of the requested subdivision. Depending on the site and subdivision type, additional grading, drainage, utility, title, easement, access, hazard, and infrastructure review may be required. Subdivision approval does not, by itself, authorize demolition, grading, construction, occupancy, or the creation of additional dwelling units.

Preliminary Map and Site Plan Required. An application for an administrative subdivision pursuant to California Government Code §66499.41 shall include a preliminary subdivision map (4 or fewer residential parcels) or preliminary tract map (5 or more residential lots) and a preliminary site plan for the associated housing development project. The site plan shall provide sufficient information for the City to determine compliance with applicable objective zoning, subdivision, design, access, utility, drainage, and improvement standards, and shall identify the location, number, and general footprint of proposed residential units; proposed parcels; internal circulation; parking, if any; common areas; utility connections; and any proposed public or private improvements. Review of the site plan shall be ministerial and shall not constitute discretionary site plan review, design review, or a public hearing process.

Phases of Review for Administrative Subdivisions. Phase 1 is the initial application and submittal of the project for review including a Preliminary Subdivision Map, Site Plan(s), and supporting materials. Phase 2 is the submittal of the Final Subdivision Map for technical and engineering review by the City. Phase 3 is for approval of the Final Subdivision Map by the City, processing and review by the Los Angeles County Department of Public Works and filing of the Final Subdivision Map with the Los Angeles County Registrar-Recorder.

Improvements and Structures. All proposed improvements and structures, including new residences, ADUs, JADUs, secondary SB 9 units, and housing units associated with an SB 1123/SB 684 administrative subdivision, shall comply with all applicable provisions of the Glendora Municipal Code, including Title 21, Zoning; Chapter 21.15, Objective Design Standards; applicable residential development standards; parking requirements; and any applicable specific plan, overlay, engineering, building, fire, utility, and public works requirements. These

would be processed under separate permits and applications via the Building, Planning and/or Land Development Divisions.

3. Administrative Review Process - Overview

- Applications are intended to be processed administratively / ministerially, if and to the extent authorized by the applicable State law pathway.
- No Planning Commission or City Council hearing is required unless otherwise required by law or unless a separate discretionary approval is requested.
- Community Development / Planning staff will review the submittal for completeness and basic eligibility. Land Development / Engineering and the City Surveyor will review the application materials, preliminary map, and final map and supporting materials, as applicable.
- Los Angeles County Department of Public Works Land Development Division (LACDPW-LDD) and other outside agencies will have separate review, signature, filing, and recordation requirements. During Phase 1 of the process, you will be required to obtain a parcel map or tract map number for your project from LACDPW-LDD.
- The City may request additional information necessary to verify property legality, access, utility availability, easements, title matters, and compliance with the applicable State law pathway.

4. General Screening Items (Phase 1)

☐ The applicant has identified the requested State law pathway.

☐ The subject property address and Assessor's Parcel Number(s) have been provided.

☐ The applicant has provided proof of ownership or other authorization acceptable to the City.

☐ The applicant has provided sufficient information for the City to evaluate access, utilities, easements, and basic site constraints.

☐ Verification that the subject property is a legal lot under the Subdivision Map Act is required. If property legality cannot be established to the satisfaction of the City, then a Certificate of Compliance or Conditional Certificate of Compliance process may be required before, or in conjunction with, processing of the requested administrative subdivision.

☐ If the site presents unusual grading, drainage, flood, geological, fire, or access issues, additional plans, studies, and/or agency clearances shall be required, as determined by Land Development Division.

5. Pathway-Specific Eligibility Requirements (Phase 1)

Complete the subsection below that corresponds to the requested State law pathway. Additional statutory criteria may apply.

A. SB 9 – California HOME Act / Urban Lot Split

☐ The applicant is the property owner.

☐ The applicant agrees, by affidavit or declaration, to owner-occupancy requirements imposed by applicable law.

☐ The property is located within a single-family zoning district and qualifies for processing under SB 9.

☐ The property and proposed subdivision satisfy all applicable SB 9 lot size, lot split, and access requirements.

☐ The property is not part of a previous SB 9 lot split.

☐ Any applicable historic, tenant-protection, deed restriction, affordability, environmental, fire hazard, or related statutory screening requirements have been addressed.

☐ The applicant has provided any affidavit(s), declaration(s), and supporting materials required by the City to verify SB 9 eligibility.

B. SB 1123/SB 684 – Administrative Subdivision

☐ The applicant has demonstrated that the project qualifies for administrative subdivision processing under SB 1123. (i.e., property is less than 1.5 acres, property is vacant, etc.)

☐ The proposed subdivision satisfies the applicable number of lots or parcels, residential project, map, and/or ministerial processing requirements established by State law.

☐ The applicant has provided all materials needed for the City to verify site eligibility, objective standards, utility access, legal property status, and any other statutory prerequisites.

☐ Any affordability, replacement, labor, occupancy, site condition, or other statutory requirements applicable to the project have been addressed, if required by law.

☐ The applicant has provided any affidavit(s), declaration(s), and supporting materials required by the City to verify eligibility under State law.

☐ The applicant shall submit a unit-size table and supporting floor plan information demonstrating that the average total area of floorspace for the proposed housing units on the lot proposed to be subdivided does not exceed 1,750 net habitable square feet, as required by California Government Code §66499.41.

☐ The unit-size table shall include:

1. The net habitable square footage of each proposed housing unit;
2. The total combined net habitable square footage of all proposed housing units;
3. The total number of proposed housing units; and
4. The resulting average net habitable square footage per housing unit.

☐ For purposes of this requirement, "net habitable square feet" means the finished and heated floor area fully enclosed by the inside surface of walls, windows, doors, and partitions, and having a headroom of at least six and one-half feet, including working, living, eating, cooking, sleeping, stair, hall, service, and storage areas, but excluding garages, carports, parking spaces, cellars, half-stories, and unfinished attics and basements. Citation: California Government Code §66499.41(a)(6).

6. Required Application Materials (Phase 1)

All application materials and requirements must be submitted electronically via the City's online portal, Civic Access (https://www.cityofglendora.gov/Services/Civic-Access).

1. Completed Planning Application Form, as applicable. (https://www.cityofglendora.gov/Services/Development-Services/Planning/Applications-Documents)
2. Ownership Affidavit for Applications. (https://www.cityofglendora.gov/Services/Development-Services/Planning/Applications-Documents)
3. Title Report Package:
   - Preliminary title report for the subject property, dated within six months of application submittal. This title report must include:
   - Copies of easements and items affecting title of record.
   - Copy of the current Grand Deed as proof of ownership and lot legal status. If the property is described by metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972. In these cases, also provide a Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed. NOTE: A Deed of Trust does not substitute a Grant Deed.
4. Development Summary Sheet:
   - project team – name and phone number of consultants, including engineers, surveyors, architects, designers and contractors
   - owner's name and address
   - project site legal description, assessor parcel number(s) and address
   - sheet index
   - type of construction and occupancy classification per the California building code
   - zoning designation
   - gross site area (lot size), floor area, floor area ratio or lot coverage as applicable (required and proposed)
   - existing and proposed uses including buildings, square footage, unit count (square footage breakdown by use)
5. Existing Conditions Site Plan:
   - lot size, boundaries and dimensions
   - location and name of all streets and/or alleys
   - any structures to be demolished including square footage and number of units

6. Proposed Site Plan:
    - lot size, boundaries and dimensions, including setbacks to property lines and dimensions between structures
    - location of all public and private easements
    - location and name of all streets and/or alleys
    - building footprints showing walls and eaves or overhangs
    - square footages and number of residential units shown on each structure including each floor of multi-story buildings, including all accessory dwelling units
    - location of fences, walls, trash enclosures, (refuse and recycling called out) electrical transformers, HVAC equipment, pools, spas, accessory buildings
    - location of utility poles, storm drain catch basins, fire hydrants, and other utility improvements
7. Landscape Plan:
    - roof plan showing all hips, valleys, and ridges. Indicate any mechanical equipment and details of any architectural screening element
    - full interior plans with all rooms labeled and dimensioned
    - doors, windows, and other openings
    - permanent and fixed furniture or equipment
    - square footages and number of residential units shown on structures, including all accessory dwelling units
    - if remodel, clearly distinguish all walls that are new and to remain
8. Proposed Preliminary Subdivision Map:
    - The preliminary map shall comply with the Subdivision Map Act and Tentative Map Requirements of the Municipal Code Chapter 20.
    - The number for the proposed subdivision map is obtained from LACDPW-LDD.
    - The map shall be signed and sealed by the Engineer or Surveyor who prepared it, be drawn to engineering scale, and show the owner and subdivider of the property.
    - Area calculation reports shall be submitted with the map to verify proposed parcel or lot areas.
    - The legal description of the property and all existing easements affecting the property shall be shown and referenced from a current title report. All existing, adjoining streets, alleys, and off-site easements shall be shown.
    - Topographic survey elevations, contours, and grades shall be shown and based on a County Benchmark.
    - Existing and proposed utilities, drainage facilities, and improvements shall be shown.
    - Drainage facilities, storm drains, channels, or other watercourses shall be shown on and near the property.
    - Indicate the method of water supply, sewage disposal, and types of utilities for the existing property and the proposed subdivision.
    - Show proposed buildings, walls, fences, retaining walls, and other improvements for the project.
9. Grading Plan:
    - If over 50 cubic yards of grading, see Grading Plan Submittal Checklist for City guidelines, (https://www.cityofglendora.gov/Explore/Public-Works/Forms-and-Documents).
    - Calculations showing percentage of site graded, total cubic yards and maximum dept of cut and fill activity, net import and export, maximum height of manufactured slope(s), and slope ratio.
    - Call out spot elevations as necessary for the reviewer to understand the character of the site.
    - Location, height and length of retaining/crib walls including spot elevations of both the bottom of the wall in several locations.
    - Show all buildings, structures and edges of all pavement and other impervious surfaces.

- Existing and proposed retaining walls and drainage devices.
- All trees with a diameter at breast height (DBH) of 6 inches or greater, labeled as being retained or removed.
- Public utilities, drainage patterns, swales, surface and subsurface drainage systems.
- Show all existing and future dedicated easements. List all horizontal and vertical restrictions.
- Preliminary Hydrology (Drainage Report) (https://www.cityofglendora.gov/Explore/Public-Works/Forms-and-Documents).
- Preliminary Geotechnical Soil Report prepared by Registered Geotechnical Engineer. See grading plan review guidelines (https://www.cityofglendora.gov/Explore/Public-Works/Forms-and-Documents).

10. Provide all required Building Division submittal documentation. See "Submittal Requirements Matrix and List" for Single Dwelling/Duplex/ADU and provide completed "Completeness Certification Form" for Single Dwelling/Duplex/ADU (https://www.cityofglendora.gov/Services/Development-Services/Building-And-Safety/Forms-and-Documents).
11. Payment of fees pursuant to current adopted fee schedule.

7. Administrative Subdivision Map General Requirements (Phase 2)

Phase 2 begins when the application, maps, documents, and supporting materials submitted during Phase 1 are complete and accepted by City Staff.

All application materials and requirements must be submitted electronically via the City's online portal, Civic Access (https://www.cityofglendora.gov/Services/Civic-Access).

☐Final map review submittal information is primarily for the surveyor or other authorized map preparer. A complete and formal submittal is required for technical checking.

☐ The map will be reviewed by the consultant City Land Surveyor, the City Land Development Engineer, and other reviewing staff, as applicable.

☐ After City administrative approval / clearance, the applicant or surveyor may also need to submit materials to Los Angeles County Department of Public Works Land Development Division for their review, filing, and recordation processing.

☐ Map type, title format, filing requirements, and sequence of signatures may vary depending on the applicable subdivision pathway and County requirements.

8. Detailed Requirements for Administrative Subdivision Map (Phase 2)

All application materials and requirements must be submitted electronically via the City's online portal, Civic Access (https://www.cityofglendora.gov/Services/Civic-Access).

The items below are general map-processing requirements unless otherwise modified by the applicable State law pathway, City requirements, or County requirements.

No.	Requirement	Checkbox
1	Complete the applicable City planning / subdivision application and provide all required supporting documents.	
2	Retain the services of a licensed land surveyor, registered civil engineer, or other authorized professional, as allowed by law, to prepare the preliminary subdivision map, final subdivision map, and related subdivision materials, as applicable.	
3	Obtain the applicable map number or other County numbering information from LACDPW-LDD.	
4	Provide will-serve letters proving public utility service is available at the time of application, along with any required utility easements, if required.	
5	Submit a PDF electronic copy of the final parcel map or final tract map documents for technical review. After each submittal, provide the latest version to the title company for review as needed.	
6	Submit a current subdivision report or preliminary subdivision guarantee, dated within the last 60 days, prepared by a title company for the subject property.	
7	Submit complete, full-size, legible copies of all deeds, field book pages, and other references needed to interpret the map.	
8	Submit sketch / drawing and traverse calculations for establishment of boundaries, property lines, and easements.	
9	Submit traverse closure calculations showing the point of beginning, sequence of courses, bearing and length to close, precision ratio, traverse length, error in latitude, error in departure, and angular error.	
10	Show the subtitle (legal description) on the map and/or in the preliminary subdivision report or guarantee.	
11	Prepare the map at a scale that clearly shows all line work, labels, dimensions, and text. Use engineering scale measurements and show a north arrow with proper orientation.	
12	Show sheet numbering and provide recorder space as required by County standards.	
13	Use a map title format approved by the County for the applicable subdivision type.	
14	Use formal language throughout title sheets. Spell out all words except in legal names and titles.	
15	Show the distinctive border on the front side of the Mylar inside the boundary of new parcels being created and show the legend where required.	

No.	Requirement	Checkbox
16	Show recorded conveyance deed references and recorded map references for exterior boundaries except where an exterior boundary abuts a dedicated public street.	
17	Provide dedication documents where the exterior boundary abuts a dedicated public street or alley.	
18	Label "NOT A PART OF THIS SUBDIVISION" for areas not included in the exterior boundary.	
19	Show references to adjoining sheets and compare duplicated information on adjoining sheets.	
20	Show method of establishment of all public street centerlines, boundary lines, parcel lines, easement lines, and corners, with references to recorded or filed evidence.	
21	Comply with State law provisions when using the California Coordinate System and show basis of bearing notes.	
22	Comply with monument requirements of the County Engineer and City code. Label every found monument with a recorded reference or state 'NO REFERENCE.'	
23	Every untagged boundary control monument and untagged centerline tie monument shall be tagged as required.	
24	Describe clearly and thoroughly the details of every monument found or set, including depth and height above or below surrounding grade where applicable.	
25	Every monument set at an offset to perpetuate a record point, or found at an offset from the record point, must have clearly labeled bearings and distances and dimensioned perpendicular offsets.	
26	All monuments must be set, inspected, and approved before final administrative approval, map certification, or recordation processing, as applicable, except as otherwise allowed for deferred monuments.	
27	Request a monument inspection by signed letter from the map's surveyor addressed to the City Engineer stating that all monuments are set, ready for inspection, and comply with City code and the Subdivision Map Act.	
28	Label all monuments approved for deferral as "TO BE SET" and modify the surveyor / engineer statement accordingly. A posted monument bond receipt from the City is required for approved deferred monument settings.	
29	Show adjoining streets and/or widths and/or names and clearly show transitions by duplicating data, labels, and linework where necessary.	

No.	Requirement	Checkbox
30	Show bearings and distances on all lines. Show curve data for every street centerline, street sideline, and property line corner return.	
31	Show parcel or lot areas (net and gross when appropriate) to the nearest square foot or 0.01 acre when over 3 acres.	
32	Clearly delineate and tie in all city boundaries adjoining or crossing the subdivision boundary.	
33	Traverses must close within allowable limits of error.	
34	Verify centerline-to-sideline width and centerline-to-centerline width for streets and easements.	
35	The sum of the parts must equal the total when sub distances and total distances are shown for a line on the map.	
36	Show the surveyor's / engineer's statement with dated signature and legible seal.	
37	Provide a complete title sheet as to owners' statements, dedications, offers, restrictions, signature blocks, and authority for signatures of LLCs and corporations, as applicable.	
38	Show proper signature omissions notes and state the purpose or nature of every easement cited in the omission notes and on the map sheets.	
39	Show and label every easement affecting the subdivision and show ties to property lines. If easements are blanket, indeterminate, or fall within areas dedicated for public street, so state in the omission notes.	
40	Provide a complete title sheet with signatures, seals, acknowledgments, and spelling verified.	
41	Show and label natural drainage courses, flood hazard areas, geological hazard areas, and accompanying notes where applicable.	
42	Show appropriate certificates, including those required by the City Engineer, City Clerk, County Engineer, tax clearance process, and any other agency with signature authority.	

9. Final Submittal / Recordation (Phase 3)

Once technical review is complete, the applicant or surveyor shall obtain signatures, acknowledgments, notaries, and any other required approvals on the title and signature sheet(s).

☐After receiving required City Surveyor and/or City signatures, submit the original final map and supporting documents to the City for final review as instructed.

The map shall be on Mylar media in the format and dimensions required by the City and County, with black, opaque, permanent ink and signatures executed in black ink as required.

☐Submit all public utility / public entity letters for every applicable signature omission to the City Engineer's office or provide a signed statement that State law has been met with respect to such omissions, if allowed.

The City of Glendora Land Development Division will secure required City signatures and return the original signed map to the applicant or surveyor for final County processing and recordation, as applicable. The process required by LACDPW-LDD is explained on their web page for City-checked maps: https://pw.lacounty.gov/ldd/lddservices/finalmaps/finalMapsCity.shtml

☐Tax clearance, tax bond, or other security may be required by Los Angeles County. Provide copies of County receipts and related information to the City when requested.

Final processing is complete once the map has been officially filed by the Recorder.

10. Applicant Acknowledgment

☐ I understand that this document is a general guide and completeness checklist, and that additional information may be required by the City, County, or other reviewing agencies.

☐ I understand that subdivision approval does not authorize building permits, grading permits, demolition, occupancy, or utility service.

☐ I understand that the City may require verification of property legality, including a Certificate of Compliance or Conditional Certificate of Compliance process, if necessary.

☐ I understand that I am responsible for all applicable City, County, and outside-agency fees and recordation requirements.

Applicant Name	
Applicant Signature	
Date	