



### **General Information**

- ☐ SB 9 allows eligible residential lots to be split into a maximum of 2 lots, each with a minimum size of 1,200 square feet and ranging between 40% and 60% of the original lot area.
- ☐ The split must comply with the Subdivision Map Act and the City's SB 9 Policy Framework. A Professional Land Surveyor is required to prepare the Urban Lot Split Map (Parcel Map) and related documents.
- ☐ If the development involves significant soil movement or drainage issues, a grading and drainage plan by a Registered Civil Engineer is needed.

### **Preliminary SB 9 Lot Split Eligibility**

- ☐ The applicant must be the property owner.
- ☐ Applicant must agree by submission of an affidavit to live on the property for 3 years from the date of approval of the lot split application.
- ☐ Property must be within an eligible single-family zoning district.
- ☐ The property must have at least 1 residence on it.
- ☐ The property may only have residential uses on it.
- ☐ There must be no more than 4 total dwelling units between the parcels.
- ☐ Each resulting lot must be at least 1,200 sf and must be at least 40% of the size of the original parcel.
- ☐ Each resulting lot must have access to the right of way.
- ☐ Property must not be in a CalFire very high fire hazard severity zone unless fully mitigated and served by a city-standard width public or private street of at least 26 feet in width.
- ☐ Property must not be within a designated historic district or a designated historic landmark. If demolition of an existing structured is proposed, it must not have housed a tenant in the last 3 years, and must not be subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very-low income.
- ☐ Property must not have been part of a previous SB 9 lot split.
- ☐ Shall not be adjacent to a parcel that was previously subdivided through an urban lot split by the owner of the parcel on which the urban lot split is proposed or any person acting in concert with the owner.
- ☐ Proof that the existing lot is a legal lot under the Subdivision Map Act – if not, the applicant will have to go through the Certificate of Compliance process.

### **SB 9 Urban Lot Split Parcel Map General Requirements**

- ☐ The Final Map Review Submittal information is primarily for the Surveyor who will be preparing the Map. The surveyor must prepare a complete and formal submittal for checking. The map will be checked by the consultant City Land Surveyor and the City Land Development Engineer.
- ☐ After approval by the City, the applicant or their surveyor will have to submit the Map to the County of Los Angeles Department of Public Works Land Development Division for their review and processing for filing of the map. The County will charge fees for their map processing and filing with the County Recorder.



### **SB 9 Urban Lot Split Fee**

- ☐ Applicant pays the Tentative Parcel Map/Lot Split fee of \$4,006.00 (Planning Fee P-48).

### **Detailed Requirements for SB 9 Lot Split Parcel Map**

#### **Initial Submittal:**

1. Complete a Planning Application for "Tentative Parcel Map/Lot Split".
2. Retain the services of a professional land surveyor who can survey your property, prepare a site plan/SB 9 tentative parcel map, a final SB 9 parcel map, and assist with the City application.
3. Your surveyor will obtain the Parcel Map number for the Urban Lot Split from the County of Los Angeles Department of Public Works Land Development Division.
4. Provide "will serve" letters proving public utility service is available at the time of application along with any required utility easements.
5. With the SB 9 Lot Split Application, submit site plan/SB 9 tentative parcel map for the proposed SB 9 Lot Split. It will be drawn to scale showing proposed buildings, all existing buildings, existing property lines, proposed property lines, easements, and topography based on a site survey. The site plan must show the dimensions from the existing (and any proposed) buildings to the proposed property lines.
6. Community Development Staff will review the submittal for completeness and conformance with City, State, and County codes and requirements. Review comments will be provided, so your surveyor can prepare the SB 9 final parcel map which will be submitted for City Staff review and City Surveyor Technical Map Review.

#### **Final Map Review Submittal:**

7. Your surveyor will prepare the SB 9 final parcel map. A PDF electronic copy of the SB 9 final parcel map shall be submitted for final map review. After each submittal, send a copy of the latest version of the final map to your title company for review. The following notes provide the necessary information for preparation of the map and what is required for submittal and refer to *LA County Surveyor Final Map Requirements*.
8. Submit a current subdivision report or preliminary subdivision guarantee (dated within the last 60 days) prepared by a title company for the subject property. Submit complete, full-size, legible copies of all deeds, field book pages, and other documents/information references shown on the map and needed to interpret references on the map. The recorded/filed/indexed numbers (book and page) must be clearly visible. Copies of corner records must be legible and complete.
9. Submit sketch/drawing and traverse calculations (including coordinates and closures) for establishment method of the boundary, property lines, and easements.
10. Submit traverse closure calculations clearly showing/labeling the POB and location of each traverse, the sequence of courses, the bearing and length to close, the precision ratio, the length of the traverse, the error in latitude, the error in departure, and the angular error. Show lengths to the nearest 1/100 of a foot (0.01') and bearings to the nearest second of angle (0' 00" 00"). Provide traverse closure calculations within allowable limits of error for the following: a. Distinctive border; b. Centerline loops; c. Block loops; d. Parcels(s); and e. Not a part areas.
11. Show the subtitle (legal description) on the map and/or on the preliminary subdivision report/guarantee.



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12. Prepare the map at a scale that clearly shows all delineated line work, labels, dimensioning, and text. The map must be clearly readable for referencing and retracement in perpetuity by all professionals after recordation and digital archiving by the County. Show/correct map scale and/or detail scale (CC 21.44 Part 2). Use engineering scale measurements, not architectural. Show north arrow with proper angular orientation to the drawing (CC 21.44.140). Show Sheet X of XX Sheet(s) beginning with the title sheet first (CC 21.44 Part 2). Provide a 3" across by 4" down rectangular space for the County Recorder in the upper right corner of Sheet 1 of the map.
13. Show title on all sheets: **Parcel Map No. XXXXX for SB 9 Purposes in the City of Glendora, County of Los Angeles, State of California** (CC 21.44 Part 2).
14. Use only formal language/verbiage throughout the title sheets. Spell-out all words; no abbreviations except in legal names/titles.
15. Show the distinctive border on the front side of the Mylar inside the boundary of new parcels being created. Show distinctive border on details and throughout the map sheets. Do not obliterate or obscure any figures, lines, or text. Use solid, bold line style with equidistant, solid circles tangent to the border. Show the distinctive border legend on the title sheet or on every mapping sheet. Place near the top of each sheet.
16. Show recorded conveyance deed references and recorded map references for exterior boundaries of the parcel map except where an exterior boundary abuts a dedicated public street. Note that Certificates of Compliance do not convey fee title interests.
17. Provide a copy of 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 (CC 21.44 Part 2).
20. Show method of establishment of all public street centerlines, boundary lines, parcel lines, easement lines, and/or corners on the map. Cite references of recorded/filed evidence where noted. Correctly label archived locations of every field book reference: CITY ENG. F.B.; CITY ENG. T.B. (Tie book); COUNTY ENG. F.B.; L.A. CO. P.W.F.B.; L.A. CO. R.D.F.B.; L.A.C.F.C.D. F.C.; L.A. CO. C.S.F.B.
21. Comply with all State law provisions when using/referencing the California Coordinate System. Show basis of bearing note. Place under the Surveyor's/Engineer's Statement.
22. Comply with the monument requirements of the County Engineer and CC Chapter 21.20 for all monuments. Label every found monument with a recorded/filed reference or state "NO REFERENCE". On every monument, cite the LS#, RCE#, or agency name shown on the tag/washer or cite "NO WASHER", "NO TAG", and/or "NO #". Every untagged boundary control monument and untagged centerline tie monument must be tagged. The filing of centerline tie notes shall be coordinated through the city engineer. Describe, clearly and thoroughly, the details of every monument found or set. Every iron pipe, found or set, must cite the depth/height above/below surrounding grade. Points falling on maintenance holes (manholes) shall describe the type of maintenance hole such as SSMH for sanitary sewer maintenance hole or SDMH for storm drain maintenance hole.
23. Every monument set at an offset to perpetuate a record point or found at an offset from the record point must have clearly label bearings and distances along each tie line from the record point to the offset monument and dimension perpendicular offsets from boundary lines or prolongations of boundary lines.
24. All monuments must be set, inspected, and approved before submittal for legislative body approval. Boundary corner monuments may be deferred after verified compliance with CC 21.20.060.
25. 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 CC & SMA; include Corner Records and/or city tie notes.



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26. Label all monuments approved for deferral as "TO BE SET"; modify the Surveyor's/Engineer's Statement accordingly. A posted monument bond receipt from the City is required for all approved, deferred monument settings.
27. Show adjoining streets and/or widths and/or names. Clearly show transitioning by duplicating data/labels/line work.
28. Show bearings and distances on all lines; use leader lines and leader arrows where necessary. Show curve data for every street centerline, street sideline, and property line corner returns. Label the radial line bearings where noted. Label the radial line bearings at each delineated termini along non-tangent curves.
29. Show parcel areas (both net and gross when appropriate) to the nearest square foot or 0.01 acre when over 3 acres. Show correct and enclosed details. Details are required where dimensioning is not clearly visible at the sheet's scale. Enclose the detail, labels, and dimensioning in a bold and dashed line style.
30. Delineate/label/tie-in all city boundaries adjoining or crossing the parcel map boundary.
31. Traverses must close within allowable limits of error. Reference map sheets for specific areas.
32. Verify centerline to sideline width and centerline to centerline width for streets and easements. Always use leader lines where dimensioned width crosses any line.
33. The sum of parts must equal the total.
34. Show the Surveyor's/Engineer's Statement; LS/RCE signature must be dated; affixed seal must be legible 1½" to 2" diameter. Provide sufficient space to easily affix the seal with no overlap of data.
35. Provide a complete title sheet as to owner's Statement, dedications, offers, restrictions, etc. Clearly delineate, dimension, and label all dedications on the map sheets. The title sheet must agree with the preliminary subdivision report/guarantee with respect to owners, trustees, beneficiaries, easement holders, and interest holders. Provide authority for the signatures of LLCs and corporations.
36. Show proper signature omissions notes. State verbatim from the recorded easement document the purpose/nature of every easement cited in the omission notes and on the map sheet. Verify 'indeterminate' or 'blanket in nature' designations. Have the preliminary subdivision guarantee revised accordingly.
37. Show and label every easement affecting the parcels and show ties to parcel lines. If easements are blanket, indeterminate, or within an area being dedicated for public street, so state in the signature omissions note.
38. Provide a complete title sheet with signatures, seals, acknowledgments, and spelling.
39. Show and label natural drainage courses, flood and geological hazard areas, and the accompanying notes.
40. Show appropriate Certificates. (City Engineer's, City Clerk's, Special Assessment's, County Engineer's, Tax Certificates (2), etc.). Provide a 2¼" diameter space to affix the County Seal next to the tax certificates and for any required City Seals next to the City Clerk's Certificate.

**Final Submittal:**

41. Once the Glendora Land Development Division notifies the applicant and surveyor that the map technical review is complete, the applicant or surveyor shall have the owner/subdivider and any other required parties sign the title and signature sheet(s) with the respective notary signature(s) and seal(s). The applicant or surveyor shall send the original SB 9 final parcel map to the City Surveyor for signature.



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42. After receiving the City Surveyor's signature, submit the original SB 9 final parcel map to the City for final review after completion of all reviews and when instructed [SMA 66434(a)]. The map shall be on Mylar media trimmed to 18" by 26" overall with a blank 1" margin on all sides.
43. Ink must be black (no grayscale), opaque, and permanent in nature. All required certificates should be stamped or printed with black, opaque, and permanent ink. Execute signatures with extra-fine point black marker or 1.0 mm, black, gel-roller ball pen (NO BALL POINT PENS). All printed information must be on the front side of the Mylar.
44. Submit all public utility/public entity letters for every applicable signature omission to the City Engineer's office or submit a signed statement that State law has been met with respect to public utility/public entity signature omissions. Submit the final map Mylars with subdivider/owner signatures and the signatures of other parties required with the appropriate notaries.
45. The City of Glendora Land Development Division will secure the required City signatures on the SB 9 final parcel map, and the original, signed map will be returned to the applicant or the surveyor for final processing and recordation with Los Angeles County. Follow the current procedures established by the Los Angeles County Department of Public Works Land Development Division for final processing.
46. Tax clearance is required by the County, and the County will require a bond estimate declaration signed by all owners of record. The County will require that the applicant post the tax bond or other security as required. Provide copies of all receipts and information received from the County to the Glendora Land Development Division when the map has been submitted to the County.
47. Final processing by LA County is complete once the map has been officially filed by the Recorder.