



TOWN OF PORTOLA VALLEY
PLANNING AND BUILDING DEPARTMENT
 765 PORTOLA ROAD
 PORTOLA VALLEY, CA 94028
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SB9 LOT SPLIT APPLICATION CHECKLIST, OBJECTIVE STANDARDS AND REQUIREMENTS, AND REVIEW PROCESS

Properties in Portola Valley vary significantly and may have specific regulations. Please contact staff prior to applying to discuss your property, including the following site characteristics:

- Soils & Grading
- Creeks & Flood Zone
- Easements & Setbacks

You are required to have a **Pre-Application** meeting with Planning staff before submittal of a formal application. Visit our website for directions on requesting a virtual counter appointment with a planner via our [PV Connect App](#).

APPLICATION CHECKLIST

❖ **Applicants must submit the following (incomplete applications will not be accepted):**

- Completed SB9 Lot Split Permit Application form
- Completed SB9 Lot Split Application Checklist (this form)
- Completed SB9 Intent to Occupy Affidavit
- Separate, detailed narrative on the proposed project
- [Statement of Understanding](#)
- Appropriate fee and deposit to the Town
- Full set of all plans, combined as one PDF document

If project is within an HOA or PUD:

- One (1) copy of HOA or PUD approval letter
- A parcel map showing the proposed lot split and a town-approved subdivision application shall be submitted to the town for all proposed lot splits under this chapter. The parcel map shall be prepared by a licensed land surveyor or civil engineer authorized to practice land surveying containing the information set forth below (and any additional information published on the Town's website):
 - The SB9 lot split number
 - The scale, north point, and date of preparation
 - The date of preparation and space for future revision dates and the north point, scale, and key map

- The name, address, and telephone number of the individual who prepared the parcel map and the registration or license number of the engineer or surveyor (signed and sealed)
- The parcel map boundaries and square footage and acreage to the nearest one hundredth of a square foot or acre. Town boundaries shall be indicated if they abut the proposed parcel map
- The location and size of the existing drainage facilities
- The lines of all easements, public and private, to which the lots are subject. The easements shall be clearly labeled and identified as to nature and purpose and, if already of record, their recorded reference given. Easements shall be denoted by fine dotted lines. Distances and bearings on the side lines of lots which are cut by easements shall be shown with the distance from a corner or angle point to the easement and the width of the easement along the lot line. The total length of the lot line and the exact location of the easement shall be clearly indicated. The width of the easements and the lengths and bearings of the lines shall be shown
- Any limitation on right of access or nonaccess strips or reserve strips to and/or from roads and lots and other parcels of land
- All major natural features, such as: streams and stream corridors; trees; rock outcrops; natural vegetation; earthquake faults and fault setbacks, wetlands and other environmentally sensitive areas, and known landslides
- The names and numbers of adjacent subdivisions, showing the lot and block or assessor's parcel numbers of the adjoining lots and the names of the owners and parcel numbers of all adjacent lands
- The location and an outline to scale of each existing building, structure, septic tank, and drainfield, noting whether or not it is to remain. The distances between all buildings and proposed property lines shall be shown
- The existing and proposed public utility easements and their location and width
- The existing and proposed formal and informal trails within, and adjacent to the subject parcel, and their location and width
- The location and size of existing and proposed sanitary sewers, fire hydrants, gas and water lines, and power, telephone, and other public utilities. If sewage disposal is to be by septic tank and drainfield, the approximate locations of the drainfields, with one hundred percent of the expansion area, shall be shown, as well as the locations of the percolation test holes and a copy of the test results for review and approval by county department of environmental health
- The location of areas subject to inundation or stormwater overflow and of all areas covered by water and the location, width, and direction of flow of all watercourses
- The existing contours in the range of ten-foot intervals to a one-foot interval to produce one contour at least every fifty feet. The source of the topographical information shall be stated. The contour interval shall be uniform for the entire parcel map. If grading is proposed, the finished grades shall be clearly shown and supplementary cross sections showing the completed elevations of excavations and fills shall be provided. The quantity in cubic yards of cut and fill shall be stated. All grading shall be in conformance with the town's SB 9 objective standards checklist

- Location of all existing single trees that have a trunk diameter of six inches or more, and multiple trunk trees that have one trunk of four inches or more; the diameter of each such tree at an elevation measured fifty-four inches above mean natural grade; the common name of each such tree, and a dotted line representing the actual drip line of each such tree. All such trees planned for removal shall be clearly labeled "to be removed,"
 - The lot lines, approximate dimensions of all lots, and the areas of each lot
 - All required certificates required by the Subdivision Map Act
 - The outline, to scale, of a conforming building site and drainfield and the location and grade of the existing and proposed driveways for each proposed lot. This is to provide assurance that at least one conforming and adequate building site exists that can accommodate two residential units on each lot subject to the requirements in the Municipal Code for SB 9 development, as well as adequate driveway access.
- A title report from a title company, dated within the last six months, giving the name of the owners and all easements and reservations of record affecting the land
 - Recorded documents for all easements, restrictions, and reservations of record affecting the land that are listed in the title report
 - A geotechnical report for the parcel
 - Will serve letters from all utility providers
 - Completed deed restriction prohibiting future lot splits pursuant to the requirements outlined in Section 17.13.040 (*see #15 of Objective Standards and Requirements in this document*)
 - Completed owner occupancy affidavit pursuant to the requirements outlined in Section 17.13.040 (*see Town's SB9 Intent to Occupy Affidavit and #16 of Objective Standards and Requirements*)
 - Completed property owner affidavit stating that all housing units on the lot proposed for demolition have not been occupied by a tenant within the previous three years from the date of application(*see Town's SB9 Intent to Occupy Affidavit*)
 - Materials necessary to verify that all proposed buildings and parcels located within the state mapped very high fire hazard severity zones, special flood hazard areas, and earthquake fault zones, comply with current requirements for such areas
 - Materials necessary to verify that all existing buildings and structures will comply with setbacks of the base zoning district from all new lot lines, unless those setbacks would physically preclude development of an SB 9 unit(s) or the applicant intends to exercise their right for reduced setbacks in accordance with SB 9 and this Code, in which case such reduced setbacks authorized by SB 9 shall be verified.
 - A guarantee of title or a letter from a title company certifying that the signatures of all persons whose consent is necessary to pass a clear title to the land being developed and all acknowledgments thereto appear on the proper certificates and are correctly shown on the parcel map, both as to consents to the making of such map and affidavits or dedications. Such guarantees shall be issued for the benefit of the town and the protection of the council and shall be continued complete up to the instant of the recordation of the parcel map

OBJECTIVE STANDARDS AND REQUIREMENTS (Section 17.13.040)

1. The subdivision shall create no more than two new parcels of approximately equal area provided that neither parcel shall be smaller than forty percent of the lot area of the original parcel proposed for subdivision. In no instance shall any resulting parcel be smaller than one thousand two hundred square feet in area.
2. The lot split shall contain no more than two residential dwelling units on each resulting lot, including existing and new units.
3. As authorized by Government Code Section 65852.21 (f), parcels created under this chapter and Chapter 18.27 of this Code shall not contain an accessory dwelling unit or a junior accessory dwelling unit, except as authorized in Section 18.27.050(a)(3).
4. Rental of all units created under this chapter shall be for a term longer than thirty days.
5. Land uses of any units created under this chapter are limited to residential uses.
6. Proposed lot lines shall be free of jogs in alignment, except where existing physical conditions and established property lines preclude the establishment of straight property boundaries, or such alignment would prohibit the creation of lots which are capable of being developed with two residential units that are at least 800 square feet each.
7. Proposed lots shall provide residential and emergency vehicle access to or provide access to a public or private street. Such emergency vehicle access shall be in accordance with the Woodside Fire Protection District's standards.
8. A twenty-five-foot-wide panhandle (for a flag lot) or an ingress/egress easement shall be provided for all new parcels that do not have direct frontage on a public or private road.
9. The front parcel line of any newly created parcel shall be the parcel line that is closest to or parallel to the public or private road that serves the parcel.
10. Easements for emergency access and public and private utilities shall be provided for any newly created parcel that does not front on a public or private street.
11. Separate utility meters shall be provided for each parcel prior to recordation.
12. All newly created parcels shall be connected to public sewer or provide a private wastewater system that is fully contained within the new parcel boundaries.
13. Front and side setbacks shall be at least four feet. No setbacks shall be required for an existing structure on the parcel from a proposed property line.
14. The subdivision is subject to all impact or development fees related to the creation of a new parcel.
15. A note on the parcel map and a recorded deed restriction in a form approved by the town attorney shall be applied to all newly created parcels indicating that the parcel was split using the provision of this article and that no further subdivision of the parcels is permitted.
16. The applicant for an SB 9 lot split shall sign an affidavit stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the urban lot split. This requirement shall not apply if the applicant is a community land trust or a qualified nonprofit corporation as provided in Sections 402.1 and 214.15 of the Revenue and Taxation Code.
17. The lot split shall comply with all objective standards of the State Subdivision Map Act and the map shall contain all required certifications.

PERMIT REVIEW PROCESS

1. Upon receipt of application, the town shall notify all owners within a three-hundred-foot radius from the subject parcel that an application for a SB 9 lot split has been filed with the town.
2. All applications for SB 9 lot splits shall be ministerially acted on by the planning and building director or designee without public hearings or discretionary review.
3. If the application complies with all applicable objective requirements of this Code and the Subdivision Map Act, the planning and building director shall approve the application and the parcel map shall be recorded with the County of San Mateo.
4. An application for an SB 9 lot split may be denied if:
 - a. The planning and building director determines the application does not comply with all applicable objective requirements.
 - b. The building official makes written findings, based upon a preponderance of the evidence, that the proposed project would have a specific, adverse impact, as defined in California Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.
5. There shall be no appeal rights from a decision made.