



## Urban Lot Split – Application Checklist

### REQUIRED MATERIALS AND INFORMATION

The following information is required to be submitted with your Urban Lot Split application. If additional information is necessary for application review, Department staff will notify applicants and/or authorized agents. Initial application materials in digital format may be accepted, however, hard copies of documents and plans may be required for review and processing. Digital files should be in PDF format, and in a higher resolution to support digital review of all plan and map details.

#### A. FORMS & FEES

- Form PLN-2061 Urban Lot Split Eligibility Checklist
- Form GEN-3000: General Application Contact Information
- Form PLN-2050: Land Division – Project Information Form
- Form PLN-2062 Environmental Description for Urban Lot Split Form
- Form PLN-1006: Information Disclosure Form
- Form PLN-1012: Land Use Consent of Property Owner form (only if applicant does not own the property)
- Form PLN-1122: Hazardous Waste and Substances Statement Disclosure
- Form PLN-2063 Owner Occupancy Affidavit
- Application Fee (refer to current [fee schedule](#))

#### B. TENTATIVE MAP OR ADJUSTMENT MAP

**For applications via the CSS Portal (PermitSLO): please upload during initial application submittal. The Department may request up to 4 copies of full-sized hard copy plans for inter-agency review as necessary.**

**[Note: The proposed parcels must be a minimum of 1,200 square feet and contain at least 40% of the original lot area.]**

The tentative parcel map must show the following items (where they apply to your site):

- North arrow and scale, the legal description and the assessor parcel number(s) for the property, the name and address of the record owner(s) of the subdivision. A vicinity map showing precisely how to drive to the site (include street names and distances to help describe how to get to the site).
- Exterior boundaries and dimensions of the original parcel, with dimensions shown in feet based on survey data or information of record, and areas of the property shown in square feet or acres to the nearest tenth.
- The proposed division or adjusted lines with dimensions in feet and the gross and net area of each parcel created by the divisions in square feet or acres to the nearest tenth. Each proposed parcel must be designated on the Tentative Map by a number. The proposed use of the property must also be shown.
- Existing structures and their uses, wells, septic tanks, driveways, and other improvements on the original parcel, accurately located and drawn to scale. The distance between structures, the distance from existing structures to the boundary lines of the new parcel on which the structures will be

located, and the height of each structure shown. Such distances may be required to be established by a registered civil engineer's or licensed land surveyor's survey.

- Location, name, width and pavement type of all adjoining contiguous highways, streets, roads, and alleys. Existing/proposed curb, gutter and sidewalk. All points of access, both existing and proposed.
- Location, width and purpose of all existing and proposed easements, driveways, streets (with proposed names) and relevant utilities.
- Types and location of existing/proposed water supply and sewage disposal facilities.
- Contour Map showing the following:
  - Proposed parcels larger than 10 acres:
    - 40 acres or larger - 40-foot intervals;
    - 20 to 40 acres - 20-foot intervals;
    - 10 to 20 acres - 10-foot intervals
  - Proposed parcels smaller than 10 acres:
    - 0-12 percent slope - 2-foot intervals;
    - More than 12 percent - 5-foot intervals
- General location of major topographic and man-made features, such as rock outcrops, bluff tops, watercourses, drainage channels, drainage structures, streams, ponds, swales and graded areas.
- Approximate high-water lines in lakes or reservoirs, and the mean high tide line of the ocean. The location of all areas subject to inundation or stormwater overflow.
- Location, diameter (at 4 feet above grade), species, approximate canopy cover (dripline) of all trees on the site, noting which will remain and which are proposed for removal, and include proposals for replacement of trees to be removed.
- All areas proposed for grading and landscaping.
- Any areas proposed to be reserved and maintained as open space.
- Any designated building sites proposed to minimize grading, tree removal and other potential impacts, or areas proposed for exclusion from construction activities. Also include any proposed building setback lines different from those established by ordinance.
- Coastal Access - If the project is within the coastal zone and located between the ocean and the nearest public road, applications shall include the locations of the nearest public access points to the beach.

## C. ADDITIONAL REQUIRED INFORMATION

**For applications via the CSS Portal (PermitSLO): please upload during initial application submittal. The Department may request up to 4 copies of full-sized hard copy plans for inter-agency review as necessary.**

- Title report - preliminary, dated within the last six months
- Legal lot verification - 1 copy of a statement, describing how the parcel(s) was/were legally created.
- Improvements – Statement of road improvements and public utilities proposed to be made or installed, and timing of proposed completion. May include a road and/or culvert plan and profile and a streetscape plan.

- Environmental Health Letter – A letter verifying evidence of water and septic/sewer from the County Environmental Health Department
- Design Modifications/Road Exceptions – Justification and reason for any adjustments to the provisions of the Real Property Division Ordinance (Title 21), Section 21.03.010 or the standard improvement specifications and drawings – if applicable.
- Abandoned oil and gas wells statement - 1 copy identifying any abandoned oil or gas wells on the parcel(s). This information is available from the California Division of Oil & Gas, 195 South Broadway, Suite 101, Orcutt, CA 93455, (805) 937-7246 -- if applicable.
- Deed Restriction Agreement Forms - Both signed agreements will be required.
  - 30-Day Rental Agreement
  - Residential Use Agreement

## D. SUPPLEMENTAL INFORMATION

**If you had a pre-application meeting and any of these items were indicated, they are required for a complete submittal. For applications via the CSS Portal (PermitSLO), these can be uploaded with your initial application submittal or later when your full Plan Case has been created.**

- Preliminary soils report - 1 copy prepared by a geotechnical engineer or qualified registered civil engineer (required for all tract maps). This provision may be waived, upon receipt of a written request if Public Works determines the information is unnecessary. Preliminary soils report may be required for tentative parcel maps.
- Preliminary grading/drainage/erosion control plan - 1 copy prepared pursuant to Section 22.52/23.05.020 and .040 or to Public Works improvement plan standards.
- Preliminary Landscaping Plan prepared pursuant to Section 22.16/23.04.180, et seq.
- Fire Safety Plan prepared pursuant to Section 22.52/23.05.080, et seq. and fire response time verification (where applicable).
- Agricultural buffers - if any adjacent parcels are used for agriculture, show all proposed agricultural buffers.
- Archeological report - 2 copies (where required).
- Biological report - 2 copies (where required).
- Botanical report - 2 copies (where required).
- Noise Study - 2 copies if the property either adjoins or will be a noise generator or a potential source of noise.
- Traffic Study
- Visual Analysis – for applications that propose development along significant visual corridors such as Highways 1 and 101