TWO UNIT SMALL LOT ORDINANCE SUBDIVISION CHECKLIST

Project Address:
Accessors Parcel Number (APN):

General requirements

To qualify as a ministerial approval project, the project must comply with all the following development standards. Indicate below if the project complies:

Table 13-42 SMALL LOT SUBDIVISION STANDARDS			
STANDARDS	**SINGLE-FAMILY UNITS (located on individual dwelling unit lots and excluding townhouses)**	**Compliance?**	
		Yes	**No**
Maximum Number of Stories & Building Height	2 stories/27 feet, except as allowed in the Westside Overlay Districts. Flat roofs do not exceed 22 feet. Note: Lofts, as defined in section **13-6**, without exterior access and having only clerestory windows will not be regarded as a story. See also Attic discussion below.		
Attics	Attics shall not be heated or cooled, nor contain any electrical outlets or operable windows. In zoning districts where the maximum number of stories is two stories, attics above second stories shall be an integral part of the second story roofline and not appear as a 3rd story on any building elevation. Windows in any attic space above the second story shall be incidental and limited to a dormer style.		
Maximum Density (based on gross acreage)	The project proposes no more than two units. The maximum permitted density is the same as underlying zoning district or as specified in an applicable specific plan.		

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STANDARDS	**SINGLE-FAMILY UNITS (located on individual dwelling unit lots and excluding townhouses)**	**Compliance?**	
		Yes	**No**
Minimum Open Space (development lot)	35% of total lot area. No asphalt shall be permitted for paved areas. Parking and driveways shall consist of decorative concrete, pavers or other materials as deemed appropriate by the Development Services Director. This requirement may be decreased to a minimum of up to 30%, if the difference in the area is provided as additional open guest parking, located in a common area, and not exclusive for any specific unit.		
Minimum Open Space (individual unit)	200 square feet with no dimension less than 10 feet.		
Development Lot	Separately owned private property interests or any portion thereof, necessary or desirable for common use, are subject to recordation of an easement for reciprocal access and maintenance.		
Parking	• Three-bedroom or more units (including a den or home office) – 2 garage spaces and 2 open parking spaces. • Two-bedroom or less units (including a den) – 2 garage spaces and one open parking. • No tandem parking is permitted for open or guest parking spaces. • For all small lot developments subject to the provisions of this article, all open parking not located within an individual driveway shall be unassigned and nonexclusive.		
Distance Between Buildings (development lot)	6 feet minimum		

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		Yes	**No**
Driveway Width (development lot)	10-foot minimum, except 16-foot minimum driveway is required if the driveway serves tenants and/or guest parking for more than one dwelling unit. Driveway width shall be a maximum of 26 feet for lots less than 50 feet wide and a maximum of 50% for lots greater than 50 feet wide.		
Driveway Length	Straight-in driveways to garages shall have a minimum length of 19 feet from the ultimate public or private right-of-way. No driveways shall be more than 5 feet in length if parking is not provided in front of garage. Driveways accessing rear parcels shall be in compliance with the requirements of the Parking Design Standards, minimum separation between driveways and maximum 50% hardscape requirement.		
Mechanical Equipment (excluding antennas and flush-mounted solar panels on roofs)	Roof-top location is prohibited unless completely screened from public rights-of-way and adjacent properties.		
Development Lot Front Setback	20 feet		
Development Lot Side Yard Setback (interior)	5 feet. Additional setbacks are required for second story side elevations, see below.		
Development Lot Side Setback (street side, if applicable)	10 feet Note: Driveways providing straight-in access from a public street to a garage shall be at least 19 feet long, as measured from the ultimate public or private right-of-way.		
Development Lot Rear Yard setback (interior)	15 feet		

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Development Lot Rear Setback Abutting a Publicly Dedicated Alley	5 feet; however, garages may be required to be set back further to ensure adequate back up distance. Rear Yard Coverage does not apply.		
Flag Lots and Alley Fronting Lots	Flag lots are required to be accessed with a minimum 16-foot wide driveway unless serving one unit in which case a minimum of driveway width of 10-feet shall be provided. Parcels with alley frontage should include a minimum 8-foot wide pedestrian access to the public street in the front. Parcels with frontage only on public alleys are prohibited.		
Bluff Top Setback	No building or structure closer than 10 feet from bluff crest (see section **13-34** Bluff-top development).		
Roof or Eaves Overhang; Awning	2 feet 6 inches into required side setback or building separation area. 5 feet into required front or rear setback.		
Open, Unenclosed Stairways	Not permitted		
Chimneys	May extend 2 feet above maximum building height.		
Fireplaces	2 feet into required setback or building separation area		
Automatic Roll-Up Garage Doors	Required		
Location of Open Parking	Guest parking shall be located within a reasonable distance of the unit it serves. Detached garages that are not located within a reasonable distance to the units they are intended to serve are prohibited.		

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Trash Storage	All units shall be provided with a small alcove inside or outside the unit to allow storage of at least three trash carts without encroaching into the garage space. All efforts shall be made to provide on-site trash service. Trash carts shall be stored on-site for trash pick up to the greatest extent possible.		
Above-Ground Pools and Spas	Prohibited in front yards and subject to 5-foot side and rear setback from the main structures.		
LANDSCAPING			
A detailed landscape plan prepared pursuant to Chapter VII Landscaping Standards shall be approved by the Planning Division prior to issuance of any building permits. A preliminary plan shall include number of plants and plant materials compliant with the CMMC.			
FENCES AND WALLS			
Fences and walls placed between the property line and required setback line for main buildings shall conform to the city's walls, fences, and landscaping standards. See Article 9 General Site Improvement Standards of this chapter for further information.			
UTILITIES			
Installation or relocation of utility equipment or facilities is obscured from view from any place on or off the property.			
Utilities are shown to be installed underground on the building site in accordance with the serving utilities rules, regulations and tariffs on file with the state public utilities commission.			
TWO UNIT CONVERSION PROJECTS			
Projects proposing to subdivide a property with two existing units shall comply with all development standards listed above within this table.			

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RESIDENTIAL DESIGN GUIDELINES. PROJECTS THAT DO NOT COMPLY WITH THE FOLLOWING REQUIRE MINOR DESIGN REVIEW.			
Second-story floor areas does not exceed 100% of the first-story floor area (including garage area, if attached). Open balconies are included in the footprint area of the second floor			
The second-story interior side building elevation is setback an average of 10 feet at a minimum, but shall be no closer than 5 feet from the side property line. Exception: This requirement would not apply to the following: a) The distance between dwelling units within the same development in multiple family residential zones; or b) The initial development in planned development zones (subsequent additions would be subject to this requirement); or c) Second-story additions to existing residences with current side yard setbacks that are less than 10 feet; provided that the current width of the side yard is not further decreased. A minimum 5-foot setback shall be required; or d) Two-story new construction with less than 2,700 square feet of living area (not including garage). e) e. Two-story new construction over 2,700 square feet in area (not including garage) with up to 50 percent lot coverage as defined by Article 2 of Title 13 (Zoning Code).			
Second-story windows on side elevations do not have direct views into the windows of existing neighboring structures or private yard areas and a view study is provided. The study shows that there are no windows directly facing neighboring windows or overlooking neighboring private yard areas.			
Second-story floor-to-ceiling dimension is equal or less to the first-story floor-to-ceiling dimension, so that the second story does not appear out of proportion or top heavy in relation to the first story			

Application requirements checklist
To process a ministerial two unit small lot radiance project, you will need to apply for a Tentative Parcel Map Application on TESSA. Please submit the following documents with your application:

Tentative Parcel Map: The required plans for a Tentative Tract/Parcel Map must contain the following information:

1. Title of subdivision and legal description of property
2. Name and address of owner and subdivider
3. Name and address of person preparing map
4. Approximate acreage (gross and net)
5. North arrow
6. Scale: Large enough to be descriptive, depending on area being divided, 1"=100 feet minimum
7. Date of map
8. Boundary lines
9. Name, location, width, and grades of existing adjacent streets
10. Location, width, and grades of proposed streets
11. Cross sections of proposed streets
12. Width of alleys, existing and proposed
13. Width and location of easements and dedications: dimensions of reservations (proposed and existing)
14. Proposed building site elevations
15. Existing structures
16. Locations of existing and proposed public utilities, sewers, water lines, storm drains, culverts, etc.
17. Existing watercourses and/or drainage pattern(s) including cross lot drainage.
18. Land subject overflow, inundation, or flood hazard
19. Lot/parcel lines and dimensions
20. Lot/parcel numbers or other designations
21. Approximate radii of curves
22. Lands and parks to be dedicated for public use
23. Contours at 5 foot intervals if slope is grater than 10%
24. Contours at 2 foot intervals if slop is less than 10%
25. Proposed land use: single-family, multi-family, business or industrial
26. Existing property use immediately surrounding the subdivision
27. Names/numbers of adjoining subdivisions

Filing of a vesting tentative map, requires the submittal of the following additional information:

1. At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map." This requirement is mandatory and failure to comply with it will prevent the subdivider from obtaining the benefits of a vesting map.
2. The subdivider must provide the following additional information at the time the vesting tentative map is filed:
    a. The maximum height, total square footage, and general location of all future buildings on the subject property (include one 11" x 17" site plan containing this information);
    b. The proposed location and size of connections to sewer, water, storm drain, and roadways;
    c. A preliminary grading plan indicating reasonable approximation of site cut and fill (cubic yards) along with any required geological studies;
    d. Methodology of satisfying storm water runoff and the estimated amount of storm water runoff in CFS (cubic feet per second);
    e. School impact analysis for grades k through 12;
    f. Traffic impact analysis, as required by CEQA;
    g. Conceptual building signing program;
    h. Any other material considered essential to the proper evaluation of the project (i.e., open space maintenance responsibilities, provisions made for trails and/or parks and their maintenance responsibilities).
3. A vesting tentative map cannot be accepted for filling unless all other discretionary land use approval applications are already approved or are filed concurrently with the map.
4. If the vesting tentative map accompanies a project that is inconsistent with the zoning ordinance in existence at the time of filling, such inconsistency shall be noted on the map by the subdivider.

For the following submission requirements, please see the E-submittal Requirements guide for details on what should be included with each document.

1. **Parcel Map Fee**
2. **Applicant Letter**
3. **Project Plans**
4. **Draft organizational documents and/or maintenance agreement for common lot areas**

5. **Additional fees will be assessed prior to building permit issuance including Parkland Impact Fees and Traffic Impact Fees. Outside agencies will also assess impact fees.**

ONLINE PORTAL (TESSA): TESSA will help you submit, pay for, and track all planning land use or development applications and requests. All applications and requests must be submitted through TESSA. First time users will need to set up an online account with TESSA to manage your project. Please make an appointment with the Planning Division if you need access to a computer or help setting up an account.