



**Department of Conservation and Development
Community Development Division
Application and Permit Center**

URBAN LOT SPLIT APPLICATION CHECKLIST

This Application Checklist must be completed and submitted with the Urban Lot Split application and is supplemental to and in addition to a parcel map. The parcel map for an urban lot split must be prepared by a registered civil engineer or licensed land surveyor in accordance with Government Code Sections 66444 through 66450. Fees in the Land Development Fee Schedule for the processing of a parcel map must be paid concurrently with the submission of the parcel map.

- (1) ___ Completed Application Form with name(s) and address(es) of applicant(s) and property owner(s).
- (2) ___ Submittal of signed "Important Notice to Applicants and Property Owners" form and signed "ULS Parcel Map Qualifying Lot Location" Screening Form.
- (3) ___ Payment of application fees.
- (4) ___ Submittal of signed and notarized "Urban Lot Split Affidavit" form.
- (5) ___ Site address and assessor's parcel number for the lot.
- (6) ___ A legible map of appropriate size and scale that includes the following:
 - (A) Total area (in acreage and square feet) of each proposed lot.
 - (B) The location and dimensions of existing and proposed property lines.
 - (C) Zoning district.
 - (D) The location and use of all existing and proposed structures.
 - (E) All required zoning setbacks for the existing and proposed lots.
 - (F) The location of all existing and proposed water, sewer, electricity, storm drain, or gas service lines, pipes, systems, or easements.
 - (G) The location of any proposed easements for access or public utilities to serve a lot created by the subdivision.
 - (H) Any area of the parcel that is a watercourse by delineating the flow line and top of bank of the watercourse.
 - (I) The name and dimensions, including right-of-way and improved area, of public and private streets adjoining the parcel.
 - (J) The location of existing or proposed driveway dimensions, materials, and slope (including cross slope).
- (7) ___ A preliminary drainage plan.
- (8) ___ Property owner's consent to physical inspection of the premises.
- (9) ___ Written legal description of the property.