



Planning & Building Department

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www.lovelafayette.org

**SB 9 HOUSING DEVELOPMENT/URBAN LOT SPLIT
APPLICATION REQUIREMENTS**

[Senate Bill 9 \(SB 9\)](#) is a California law that took effect in 2022 and allows a streamlined ministerial approval process for a lot split and corresponding housing development projects of up to two primary units on a parcel zoned for single-family. No public hearings will be required for projects eligible for SB 9 streamlining and the California Environmental Quality Act (CEQA) will also not apply. Lafayette has adopted objective standards for lot splits and developments utilizing SB 9.

Instructions: Check the appropriate boxes below to ensure a complete submittal package. The following forms, in addition to the applicable fee¹, are required when applying for an SB 684 subdivision or housing development. See “Submittal Requirements” for a comprehensive submittal checklist.

Provided	Not Provided	N/A	Description & Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eligibility Checklist & Objective Standards Checklist, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard Application Form, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreement to Pay for City Services Form, completed & signed ²
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application Fee Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Narrative and brief description of existing/proposed conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittal Checklist, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For Housing Development:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans (existing/proposed site plan, floor plan, elevations, grading/drainage, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noncomplying structures: Provide evidence of legal construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For Lot Split:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tentative Parcel Map: Electronic copy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form & Content Requirements checklist, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Response to State Map Act §66474 Findings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Owners’ Affidavit, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address Assignment Application Form, completed & signed

¹ A schedule of Planning & Development fees is available at www.lovelafayette.org > City Hall > City Departments > Planning & Building > [Fees](#)

² The ACS is for services and fees that are in addition to the application fee(s). The signee agrees to pay for services of consultants retained by the City in connection with the development application at the hourly rate charged by each consultant. These services include but are not limited to review of legal, landscape, engineering, technical reports, site analysis, and environmental services.

SB 9 HOUSING DEVELOPMENT/URBAN LOT SPLIT ELIGIBILITY CHECKLIST

Lots proposed for subdivision or development pursuant to SB 9 must meet specific eligibility criteria related to zoning, unit count, parcel size, etc. Several other site eligibility requirements as well as demolition protections and exclusions for environmentally sensitive areas apply (These criteria are listed in Gov. Code §65913.4(a)(6), subparagraphs (B) through (K)).

Instructions: Check the appropriate box and respond with additional requested information, if noted. Hyperlinks are provided to determine preliminary eligibility against the SB 9 criteria. However, the final determination on eligibility will be conducted and verified by staff.

Description	Applicant Response
6-3803 (a) Urban Lot Split and/or Housing Development Eligibility Criteria: The parcel is...	
Zoned Single-Family Residential per LMC Ch. 6-7 (Community View Map)	<input type="checkbox"/> True <input type="checkbox"/> False Zoning District: _____
Not located on prime farmland or farmland of statewide importance pursuant to USDA or zoned/designated for agricultural protection/preservation (CA Important Farmland Finder Map)	<input type="checkbox"/> True <input type="checkbox"/> False
Not located on wetlands (National Wetlands Mapper)	<input type="checkbox"/> True <input type="checkbox"/> False <i>If located within 100' of wetland/non-channeled creek, provide wetland delineation map.</i>
Not located within a Very High Fire Hazard Severity Zone (VHFHSZ) adopted pursuant to CA Public Resource Code (PRC) §4202 (Community View Map); Exception: Sites excluded pursuant to Gov't Code §51179 or those that have adopted fire hazard or state fire mitigation measures	<input type="checkbox"/> True <input type="checkbox"/> False <i>If false and proposing development, provide evidence the site is eligible with site exclusion or approved mitigation measures.</i> <i>If false and only proposing urban lot split, fire district sign-off not required.</i>
Not located within a hazardous waste site (DTSC EnviroStor Map)	<input type="checkbox"/> True <input type="checkbox"/> False
Not located within a delineated earthquake fault zone (CGS Earthquake Zones Map)	<input type="checkbox"/> True <input type="checkbox"/> False
Not located within a special flood hazard area (FEMA Flood Map)	<input type="checkbox"/> True <input type="checkbox"/> False <i>If false, provide verification that the site satisfies all applicable federal qualifying criteria.</i>
Not located within a regulatory floodway (FEMA Flood Map)	<input type="checkbox"/> True <input type="checkbox"/> False <i>If false, provide verification that the site satisfies all applicable federal qualifying criteria.</i>
Not located within lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (NCCP Conservation Plan List and Map)	<input type="checkbox"/> True <input type="checkbox"/> False
Not under a conservation easement	<input type="checkbox"/> True <input type="checkbox"/> False

Description	Applicant Response
6-3803 (a) Urban Lot Split and/or Housing Development Eligibility Criteria: The parcel is...	
Not included on the State Historic Resources Inventory (Provide State Historical Resources Commission property records research.)	<input type="checkbox"/> True <input type="checkbox"/> False <i>Attach response from the State.</i>
Not located on lands with habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the Federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (CA Fish and Game Code (FGC), Div. 3, Ch. 1.5, commencing with §2050), or the Native Plant Protection Act (CA FGC, Div. 2, Ch. 10, commencing with §1900). (Flood Risk and Endangered Species Habitat (FRESH) Map)	<input type="checkbox"/> True <input type="checkbox"/> False <i>If located within 100' of wetland/non-channeled creek or ½ mile of critical habitat, provide biological assessment to confirm site does not contain habitat for protected species.</i>
Lot split does not require demolition or alteration of housing that: (1) is 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. (2) Is subject to any form of rent or price control through a public entity's valid excise of its police power. (3) Has been occupied by a tenant in the last three years	<input type="checkbox"/> True <input type="checkbox"/> False <i>Attach completed/signed affidavit</i>
Owner of residential real property has not exercised the owner's rights under Ch. 12.75 (CA Gov't Code, Title 1, Div. 7, commencing with §7060) to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application	<input type="checkbox"/> True <input type="checkbox"/> False <i>Attach completed/signed affidavit</i>

6-3803 (b) Housing Development – Additional Eligibility Criteria	
Development is intended to create one or two new dwelling units.	<input type="checkbox"/> True <input type="checkbox"/> False Total Units: Existing ___ Proposed ___
Housing development will not demolish more than 25 percent of the exterior structural walls, unless the site has not been occupied by a tenant in the last three years.	<input type="checkbox"/> True <input type="checkbox"/> False <i>Provide drawings calculating area & linear feet if proposing demolition</i>

6-3803 (c) Urban Lot Split – Additional Eligibility Criteria	
Newly created parcels are no smaller than 1,200 sq. ft.	<input type="checkbox"/> True <input type="checkbox"/> False <i>Parcel Areas: _____ sq. ft. and _____ sq. ft.</i>
Tentative parcel map shows a subdivision of the existing parcel, creating no more than two new parcels of approximately equal lot area provided that one parcel shall not be small than 40% of the original parcel proposed for subdivision	<input type="checkbox"/> True <input type="checkbox"/> False <i>Parcel split: ____% and ____%</i>
Current parcel was not previously established through prior exercise of an urban lot split, as provided for in Ch. 6-38	<input type="checkbox"/> True <input type="checkbox"/> False
Owner of the parcel to be subdivided or any person acting in concert with the owner, did not previously subdivide an <i>adjacent</i> parcel using an SB 9 urban lot split	<input type="checkbox"/> True <input type="checkbox"/> False

SB 9 Application – Eligibility

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SB 9 HOUSING DEVELOPMENT/URBAN LOT SPLIT OBJECTIVE STANDARDS CHECKLIST

Instructions: Check each box if the proposal complies with the standard described. Check “this section is N/A” if the entire subsection does not apply (e.g., no development proposed). Provide a brief response to each and reference appropriate plan sheets. If the standard is not met, explain why. Use additional sheets if necessary.

Description	Applicant Response
§6-3811 (1) Housing Development	<input type="checkbox"/> This section is N/A (No development proposed at this time)
<input type="checkbox"/> Complies with zoning setbacks. <input type="checkbox"/> Setbacks may be relaxed (but no less than 4’ side and rear yard) if necessary to allow for new construction of two units of at least 800 sq. ft. each. <input type="checkbox"/> Nonconforming setbacks for existing structures or new structures constructed in the same location and to the same dimensions as an existing structure shall be permitted to be maintained; increased non-conforming setbacks are not permitted.	
<input type="checkbox"/> Building height shall not exceed 35’ and 2- ½ stories per LMC §6-313. <input type="checkbox"/> Building height for Accessory Dwelling Units where permitted shall not exceed the applicable limits set forth in LMC §6-563(b).	
<input type="checkbox"/> Minimum one off-street parking space per unit (10’x20’ covered/open, outside of required setback or side yard). <input type="checkbox"/> No parking is required if the parcel is located within ½ mile walking distance of either a high-quality transit corridor (PRC §21155, subdivision (b)) or a major transit stop (PRC §21064.3) or a car share vehicle is located within one block of the parcel.	
<input type="checkbox"/> Import and off-haul shall be limited to a maximum of 200 cu. yds. combined for grading outside the building footprint.	
<input type="checkbox"/> Retaining walls outside the building footprint shall not exceed 4’ in height; multiple 4’ walls are permissible if separated by a minimum of 4’. <input type="checkbox"/> Walls shall be constructed of natural stone or concrete and/or masonry with a cultured stone or stucco finish with a light reflectance value not to exceed 50%. <input type="checkbox"/> Cut and fills shall be balanced so that off-hauling is maintained under 200 CY.	
<input type="checkbox"/> Grade changes outside a building footprint within the dripline of protected trees are prohibited. <input type="checkbox"/> If required to comply with state law, building footprints within the dripline of protected trees shall be drilled pier construction.	
<input type="checkbox"/> Building footprints shall not encroach in creek setbacks as calculated using the formula in LMC § 6-1841 (See also Creek Setback FAQs).	
<input type="checkbox"/> No protected tree shall be removed (See LMC §6-1704(b)). <input type="checkbox"/> If a protected tree must be removed in order to comply with state law, the applicant shall replace the removed tree pursuant to the tree mitigation calculations in LMC §6-1708(a). Submit a Tree Permit application .	

Description	Applicant Response
<input type="checkbox"/> Driveways shall be constructed with permeable pavers where slope is < 5%. <input type="checkbox"/> Impermeable paving is permissible where the driveway is > 5% slope.	
<input type="checkbox"/> Patios and walkways shall be constructed with permeable pavers, decomposed granite or other permeable materials and applicant shall provide a permeability certificate. <input type="checkbox"/> Impermeable surfaces adjacent to pools shall be limited to a 10' radius outboard.	
<input type="checkbox"/> A stormwater control plan ³ on a form established by the Contra Costa Clean Water Program shall be completed for each project demonstrating compliance by the Municipal Regional Water Quality Permit 3.0 established by the CA Clean Water Act and the National Pollutant Discharge Elimination System (NPDES).	
<input type="checkbox"/> Detention basins for regulating stormwater shall not be constructed within 10' of downhill adjoining properties.	
<input type="checkbox"/> Windows facing side property lines shall have a 5' minimum sill height, except as otherwise required by fire code (does not apply to ground floor windows).	
<input type="checkbox"/> Compressors, pumps and HVAC equipment shall not be located between the front of residence and the front property line or secondary frontage and shall not be located within 10' of a side or rear property line.	
<input type="checkbox"/> The landscape water budget shall be consistent with the Model Water Efficient Landscape Ordinance (MWELO) demonstrating water use of no more than 500 gallons per 10,000 sq. ft. of lot area per day. The landscape area of single-family residence or duplex shall be designed with no more than 20% of the landscaped area planted in turf or plants that are not water-wise, as defined as needing "low" or "very low" water per Water Use Classifications of Landscape Species (WUCOLS) established by the Water Use Efficiency Office of the CA Department of Water Resources (DWR) or other sources as verified by a licensed landscape architect.	
<input type="checkbox"/> Each dwelling unit must demonstrate legal access meeting current fire district standards which shall be demonstrated by a sign off from the Fire District prior to application submittal.	
<input type="checkbox"/> Utilities shall be installed underground in accordance with applicable underground utility ordinances and with the rules and regulations of the state Public Utilities Commission (6-2053).	
<input type="checkbox"/> Electric, gas and water utilities shall be separately metered for energy conservation purposes except for ADUs under 800 sq. ft. and shall be subject to grading requirements of this section unless superseded by State standards.	
<input type="checkbox"/> The property owner(s) shall occupy one of the housing units on the lot as the property owner(s)' principal residence. <i>Note: A property owner cannot be an LLC and meet the owner-occupancy requirements for SB 9</i>	

³ See separate handout entitled "[Stormwater Control Plan Submittal Requirements](#)" (PDF pg. 11)

Description	Applicant Response
§6-3811 (2) Hillside Development	<input type="checkbox"/> This section is N/A (Not within the Hillside Overlay District)
<input type="checkbox"/> No portion of a structure may be erected within a mapped ridgeline setback as shown on the Lafayette Area Ridge Map (LARM) .	
<input type="checkbox"/> Specifically, no development may take place within 400' (measured in plan view) of a Class 1 ridgeline; no development may take place within 250' (measured in plan view) of a Class II ridgeline and no portion of a structure may be erected within 250' of a class III ridge that is higher than a horizontal plane that intercepts the ridgeline. The horizontal plane shall be at the nearest point of the structure to the ridgeline and perpendicular to the ridgeline or have an arc of 90 degrees from the endpoint of the ridgeline.	
<input type="checkbox"/> Each structure in the hillside overlay district shall not be visible when viewed from lower elevations using the adopted Viewing Evaluation Map showing the streets/locations from which views are considered. If a structure permitted under state law is visible, the applicant shall plant and maintain a minimum of one 15-gallon tree along each five (5) linear feet of visible structure to screen the structure. The trees shall be of a species listed in Chapter 6-17 Tree Protection. Trees for this purpose shall be planted on the side of the residence that is visible and the exterior colors of the residence must have a light reflectance value below 50.	
<input type="checkbox"/> Buildings shall be designed to have their longest dimensions parallel the natural contours.	
<input type="checkbox"/> Beyond 30' from a house, any new tree species planted shall be one of the species listed in Chapter 6-17 Tree Protection.	
<input type="checkbox"/> Grading located outside a building footprint shall be limited to an aggregate maximum of cut and fill of 200 CY.	
<input type="checkbox"/> No portion of a lot which has a ground slope in excess of 35 percent may be altered by grading.	

Description	Applicant Response
§6-3811 (3) Urban Lot Split	<input type="checkbox"/> This section is N/A (No lot split proposed at this time)
<input type="checkbox"/> Size. Each new parcel shall be a minimum of 1,200 sq. ft. in area.	Parcel Area : ____ sq. ft. and ____ sq. ft.
<input type="checkbox"/> Number. Each parcel shall not be split into more than two parcels.	Parcel total:
<input type="checkbox"/> Fire Safety. Each new parcel must demonstrate legal access meeting current fire district standards.	

<input type="checkbox"/> Depth. Minimum lot depth requirements shall be that established by zoning district in which the parcel is located.	Proposed lot depths: _____' and _____'
<input type="checkbox"/> Width. Average lot width requirements shall be that established by zoning district in which the parcel is located.	Proposed lot widths: _____' and _____'
<input type="checkbox"/> Slope. Each lot in the hillside overlay district will have a naturally contoured (not manmade) building site of thirty percent slope or less. All construction on each building site shall take place within the designated 30 percent slope area with the exception of: <ul style="list-style-type: none"> i. An access road or driveway (not parking area) that does not require grading; ii. An ancillary structure, such as a deck supported by posts or cantilevered, and where the natural grade is undisturbed. 	
<input type="checkbox"/> The applicant intends to occupy one of the housing units (if lot contains a residence or development is proposed) associated with the application as their principal residence for a minimum of 3 years from the date of approval. <i>Note: A property owner cannot be an LLC and meet the owner-occupancy requirements for SB 9</i>	

PLEASE NOTE: *There may be additional requirements after initial review.*

SIGNATURE OF PREPARER: _____

DATE: _____

PRINT FULL NAME: _____

SB 9 HOUSING DEVELOPMENT/URBAN LOT SPLIT APPLICATION FEE FORM

Payment of fees is required for all applications prior to application review or processing.

Fees Payment via cash, check, or credit card is required before application review or processing. Once the application is submitted, City staff will follow up electronically with an invoice for the total fee amount. Fees may be paid online via City's secure payment system or mailed for processing.

Mark your preferred payment method:

Cash Check Credit Card (in-person) Online Credit Card (via Square)⁴

Please provide the name, email address and contact details of the person who will remit the fee payment below.

Name

Address

Email

The Planning & Building Department collects two types of fees - application processing fees and development impact fees. Please refer to the [Planning & Development Fee Schedule](#) for a complete list of fees, as adopted by the City Council.

**The City of Lafayette will never request payment by wire transfer, cryptocurrency, or gift cards. Please verify all official communications and contact the City directly before responding or sending any payment. For more information and general scam awareness tips, please visit the [City's scam alert news release](#) on the City website.*

⁴ 2.9% fee applies to all online payments

SB 9 HOUSING DEVELOPMENT/URBAN LOT SPLIT SUBMITTAL CHECKLIST

This checklist is intended to cover all SB 9 development, large and small. Not all items may be applicable for the scope of your development, in which case check the N/A box. Please check all items and indicate the sheet number(s) where prompted. An applicant may obtain preliminary review from a planner during Planning Counter Hours.⁵ The Planning & Building Department will ultimately determine the level of detail needed to process your application once it has been submitted and is being processed. Hyperlinks are provided for the applicable handouts referenced in this document and are also available on the City's website, www.lovelafayette.org.

GENERAL SUBMITTAL REQUIREMENTS

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. APPLICATION MATERIALS |
| | | <ul style="list-style-type: none">a. SB 9 Eligibility checklistb. Standard Application Form, completed and signedc. Agreement to Pay for City Services (ACS) form, completed and signedd. Project descriptione. Submittal checklist completed and signed by the preparer with each box checked acknowledging submittal of the required item(s) and listing the corresponding sheet number(s)f. Fee Form and applicable processing feeg. Response to State Map Act findings |
| <hr/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. PRELIMINARY TITLE REPORT - One (1) electronic (PDF) copy of report not more than six (6) months old, listing all recorded easements and restrictions, and providing legal description of the property |
| <hr/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. PRELIMINARY SOILS REPORT prepared by a registered geotechnical engineer
One (1) electronic (PDF) copy of report with colored attachments and/or exhibits |
| <hr/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. ARBORIST REPORT prepared by a certified or consulting arborist ⁶
One (1) copy of report (which may include colored attachments and/or exhibits), including: <ul style="list-style-type: none">a. Tree location, genus, species, diameter, dripline, and elevation at trunk base.b. Health and condition of the tree, including existing hazards to the tree.c. Potential impact of development on the tree or existing tree condition.d. Evaluation of preservation potential based on the tree's existing condition and in relation to any potential development.e. Recommendations for protection, preservation, and requirements to maintain and improve tree health and assure survival.f. Tree inventory table listing the tree number (as numerically tagged in the field), species, trunk diameter, health of tree, potential impact of proposal, and indicate whether tree is to be saved or removed.g. Site plan showing: numbered trees, accurate driplines, and proposed location of tree protection fencing.h. Photos as applicable.i. Post construction recommendations as applicable. |

⁵ By appointment only for in-person, Tuesdays and Thursdays between 9 a.m. and 11 a.m. or 1 p.m. and 3 p.m.

⁶ Required if the proposal entails development within the dripline of an existing protected tree $\geq 4''$ in diameter

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- 5. PHOTO AND VISUAL ANALYSIS**
- j. Site and neighborhood photos as a sheet in the architectural drawings or compiled as one (1) electronic (PDF)
 - i. If possible, provide field markers identifying the following: Green ribbon tied around all trees to be maintained, red ribbon tied around all trees to be removed, and yellow ribbon outlining property lines and proposed building footprint.
 - k. Story pole or ground staking
 - i. Submit a story pole or ground staking plan (certified by a California Licensed Surveyor or a California Licensed Civil Engineer, showing its layout, height and location)⁷
 - l. Photo montage⁵
 - i. Outline the project or graphically set it into the photos
 - ii. Submit photos from most prominent public vantage points and existing surrounding residences

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- 6. WETLAND AND BIOTIC RESOURCES**
- If located within 100' of wetland/non-channeled creek, provide a wetland delineation map*. If located within ½ mile of critical habitat, provide biotic resource analysis/biological assessment**. Provide a report that includes:
- m. Type and location of threatened and endangered plant and animal species.
 - n. Riparian vegetation on and within 100' of subject property.
 - o. Oak woodland and other plant communities providing habitat.
 - p. Location of watercourses, springs, drainage swales, wetlands, wildlife corridors, other natural features that may provide habitat or be subject to DFW⁸ or ACE⁹ jurisdiction.
 - q. Area and location of undeveloped land on the subject property required to protect and enhance the continued viability of significant biotic resources, where applicable.

**Wetland delineation maps must be created by a licensed wetland delineation expert and/or be on the US Army Corps of Engineer Wetland Consultant list.*

***Biotic resource analysis/biological assessments must be created by a qualified California Department of Fish and Wildlife and US Fish and Wildlife Service biologist.*

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- 7. CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT APPROVAL**
- r. Demonstrate legal access meeting current fire district standards.
 - s. Construction drawings shall have the fire protection district stamp and signature demonstrating approval (*applicable to Housing Development only*).
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⁷ Story poles do not need to be erected until requested by the project planner. Once installed, submit photos from public vantage points and neighboring residences. See separate handout entitled "[Ground Staking & Story Poles](#)"

⁸ Department of Fish and Wildlife

⁹ Army Corps of Engineers

PLAN SET SUBMITAL REQUIREMENTS FOR URBAN HOUSING DEVELOPMENT¹⁰

YES N/A

1. NUMBER OF PLAN SETS

One (1) electronic (PDF) 24" x 36" copy, by email or Dropbox, Google Drive, etc. (sent to planner@lovelafayette.org).

2. LAYOUT

All sheets shall be the same size, oriented in the same direction, and include the following:

- a. North arrow
 - b. Scale - drawn at the largest architectural scale that can fill the sheet unless otherwise specified
 - c. Graphic (bar) scale
 - d. Date of preparation
 - e. Revision date(s)
 - f. Changes or modifications clearly identified
 - g. Title block including:
 - i. Site address
 - ii. Assessor's parcel number (APN) or name of subdivision and lot number
-

3. COVER SHEET with the following:

- a. Sheet index
 - b. Contact information for the owner, Architect/landscape architect, arborist, and engineer
 - c. Area calculations – gross and net parcel area, gross floor area, living area, and impervious surface
-

4. MAPS

Sheet Number(s) _____

- a. Vicinity map (minimum 1" = 600') showing the approximate location of the subject property within the vicinity of Lafayette.
 - b. Context map (minimum 1" = 50') showing the location of the subject property within the context of the neighborhood.¹¹
 - i. Show and label the following:¹²
 1. All parcels immediately adjacent to and around the site
 2. Approximate distance of the proposed addition (upper & lower story) to structures on adjacent lots
 3. Footprints of all structures
 4. Vacant parcels or open space
 5. Property ownership
 6. Property address
 7. Finished floor elevations
 8. Number of stories
 9. Approximate square footage
 10. Significant landscaping
 11. Significant topographic or man-made landforms and features
-

¹⁰ [Example Submittals](#) are available online

¹¹ An aerial can be used to create the context map; however, it does not replace the context map.

¹² Show buildings outlined in black, background in white, and vegetation/trees in gray.

**5. SURVEY** – wet stamped and signed ¹³

Sheet Number(s) _____

- a. All property lines with metes, bounds, and dimensions
- b. Building footprint of all structures with dimensions to property line
- c. Easements, fully dimensioned, as reflected on a current title report including:
 - i. All public and private roads (labeled accordingly)
 - ii. Rights-of-way
 - iii. Easements, within and to the parcel
- d. Street improvements - (curb, gutter, sidewalk, edge of paving)
- e. Topography – (2' contour intervals in area to be developed)
- f. Drainage features including:
 - i. Swales
 - ii. Creeks (with required creek setbacks shown in both plan and sectional view) ¹⁴
 - iii. Wetlands
 - iv. Riparian habitat
- g. Trees - show all trees > 4" in diameter at 4.5' above grade within 100' of proposed development, with the following labeled:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"

**6. SITE PLAN** – based on the aforementioned survey

Sheet Number(s) _____

- a. Property and zoning information, including:
 - i. Property lines, dimensioned.
 - ii. Setbacks (front, side, and rear), dashed.
 - iii. Sewage disposal and public utilities.
 - iv. Recorded easements (utility, drainage, access, etc.), labeled.
 - v. Total and net¹⁵ parcel square footage.
- b. Building site(s) and footprint(s)
 - i. Existing and proposed structures with dimensions to property lines.
 - ii. Changes or additions to existing structures shown as hatched, shaded or otherwise highlighted.
- c. Parking and circulation
 - i. Location, dimensions, and quantity of existing and proposed covered and uncovered parking facilities. ¹⁶
 - ii. Circulation plans for each vehicular and pedestrian way.
 - iii. Fire District turnarounds (i.e. a shunt, t-turn, or circle); road width, slope, and vertical clearance shall be overlaid or highlighted on the circulation plans.
- d. Impervious surface, existing and proposed
 - i. Include a table calculating the square footage, including building footprint, driveway, patios, walkways, pools, etc.
 - ii. Shade or hatch changes and additions
- e. Structures - existing and proposed fences and retaining walls
 - i. Label top-of-wall (TW) and bottom of wall (BW) spot elevations

¹³ Required if proposal encroaches within 5' of required setbacks, or if the property is within a ridgeline setback

¹⁴ See separate handout entitled "[Creek Setback Determination Guide](#)"

¹⁵ Excludes the area within vehicular rights-of-way and vehicular easements

¹⁶ Parking space minimum dimensions are 10' by 20' per space

- ii. Shade or hatch changes and additions
- f. Existing trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at base of trunk
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- g. Trails - general location of each hiking, riding and bicycle trail and recreational facility
- h. Open space that will remain upon completion of development
 - i. Designate a development boundary line that limits the area of development
- i. Ridgelines
 - i. Class I, Class II, or Class III ridgelines located within the project boundaries or within 100' beyond the project boundaries
 - ii. Setback areas (measured in plan view from the centerline of the ridge)
 - 1. Class I ridgeline setback is 400'
 - 2. Class II ridgeline setback is 250'



7. SITE-SECTIONS

Sheet Number(s) _____

- a. For all sites:
 - i. Provide cross-section(s) across the full extent of the property. Be sure to show the relationship of the proposal with the neighboring properties to demonstrate massing, neighborhood context, and privacy impacts.
- b. For sites with Class I and/or Class II ridges:
 - i. Provide an adequate number of cross-sections through the project site to show ridgeline declination.
 - 1. No portion of a structure may be erected adjacent to a Class I or Class II ridge that is higher than a plane sloping downward at a declination of 15° from the horizontal intercept of the ridge.
 - 2. The measurement shall be made at the nearest point of the development to the ridgeline and measured perpendicular to the ridgeline or as a radius from the endpoint of the ridgeline.
 - 3. The declination line terminates at the boundary line of the hillside overlay district.
- c. For sites with Class III ridges:
 - i. Provide an adequate number of cross-sections through the project site to show horizontal planes intercepting the ridge.
 - 3. No portion of a structure may be erected higher than the horizontal plane.
 - 4. The horizontal plane shall be at the nearest point of the development to the ridgeline and perpendicular to the ridgeline or have an arc of 90° from the endpoint of the ridgeline.

**8. FLOOR PLANS**

Sheet Number(s) _____

- a. Gross floor area –Table calculating existing and proposed¹⁷
 - i. Include all existing and proposed structures having three walls/columns and a roof, such as attached/detached accessory structures, garage, carport, basement, second stories, area capable of being developed as habitable space.
- b. Rooms - label all existing and proposed rooms for each floor level including:
 - i. All usable or potentially usable areas or spaces (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc.)
 - ii. All decks, balconies, porches, garages/carports, etc.
 - iii. Exterior and interior building dimensions.
 - iv. Existing and proposed square footage of all usable or potentially usable areas.
 - v. Doors, windows, bay windows, chimneys, stairways, other architectural features.
- c. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- d. Existing and proposed floor plans shown with (2) two separate plan view drawings, done at the same scale and shown on the same sheet.
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same floor plan, labeled accordingly
- e. Lighting (exterior residential):
 - i. List and label existing and proposed lighting
 - ii. Provide a legend and indicate quantity of each lighting type

**9. ELEVATIONS**

Sheet Number(s) _____

- a. Dimensions
- b. Building height as defined by the Lafayette Municipal Code Section 6-313¹⁸
- c. Finished grade indicating existing and proposed
- d. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- e. Existing elevations with dashed lines over proposed elevations
- f. Existing and proposed elevations shown with two separate profile view drawings, done at the same scale and shown on the same sheet.
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same elevation, labeled accordingly
- g. Indicate roof, doors, windows, trim, down spouts, and all other architectural features
 - i. Call out manufacturers' specifications for exterior walls, trim, and roofing materials.
- h. Retaining wall and fence elevations/profiles indicating heights, colors, and materials
- i. Perspective, colored elevations to indicate shadow and visual relief. Renderings shall reflect accurate site and context conditions, topography, and vegetation.

**10. COLORS AND MATERIALS BOARD (for Urban Housing Development)**

One (1) electronic (PDF) copy of a colors & materials board with a colored elevation of the proposal and referencing the color chips and manufacturers' specifications of the following:

- a. Body/Siding
- b. Trim
- c. Windows
- d. Roof
- e. Exterior light fixtures, residential and landscaping
- f. Fences
- g. Walls and retaining walls

¹⁷ Total horizontal area in sq. ft. of each floor level within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls

¹⁸ See separate handout entitled "[Building Height](#)"

h. Hardscape

11. GRADING AND DRAINAGE PLANS¹⁹

Sheet Number(s) _____

- a. Contours, existing and proposed
 - i. 2' contour intervals in the area to be developed
 - ii. Extend contours a minimum of 50' beyond property lines
- b. Calculate the amount of cut, fill, import or export in cubic yards
- c. Drainage facilities²⁰ - existing and proposed drainage facilities within and adjacent to the site, including but not limited to:
 - i. Swales
 - ii. Creeks
 - iii. Drainage ditches
 - iv. Discharge facilities
 - v. Catch basins
 - vi. Subsurface drainage pipes (closed and open)
- d. Sanitary sewers and storm drain facilities, existing and proposed
- e. Incorporate appropriate pollutant source control and design measures,²¹ to treat runoff
- f. Existing trees - show all trees > 4" in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- g. Open space - areas of natural open space that will remain upon completion of development
 - i. Designate a development boundary line that limits the area of development
- h. Roof plan – elevation of each roof ridge above established datum shall be noted.
 - i. Changes or additions to existing structures shall be hatched, shaded, or otherwise highlighted.

12. LANDSCAPE AND IRRIGATION PLANS

Sheet Number(s) _____

- a. Topography - show existing topography with a light line weight and proposed topography with a darker or heavier line weight
- b. Existing trees - show all trees \geq 4" in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- c. Plant list table – list proposed planting as follows:
 - i. Trees – species (common and botanical name), quantity, size to be planted, and whether species is native.
 - ii. Shrubs - species, quantity, size to be planted, and whether species is native.
 - iii. Groundcover - species, size and spacing, and whether species is native.

¹⁹ Required if project involves \geq 500 sq. ft. of new or replacement impervious surface or \geq 50 cubic yards of grading.

²⁰ See separate handout entitled "[Drainage Plan Guidelines](#)"

²¹ See separate handout entitled "[Stormwater Quality Control Guidelines](#)"

- iv. All other plants may be shown and referred to in general terms.
- v. Only list those plants shown in the plan.
- d. Irrigation - submit a preliminary plan showing:
 - i. Watering zones (drip/spray) with corresponding legend and table
 - ii. No spray irrigation or lawn shall be within 15' of oak trees (existing or proposed)
- e. Lighting (landscape):
 - i. List and label existing and proposed lighting.
 - ii. Provide a legend and indicate quantity of each lighting type.
- f. Water Efficient Landscape Ordinance (WELO)²²:
 - i. Total landscaped area (sq. ft.) – all planting areas, turf, and water features
 - ii. Note that “all proposed planting and irrigation shall be WELO compliant”²³

PLEASE NOTE: There may be additional requirements after initial review.

SIGNATURE OF PREPARER: _____ DATE: _____

PRINT FULL NAME: _____

²² Refer to Lafayette’s WELO [website](#) for a complete list of triggers

²³ Required if landscaped area \geq 500 sq. ft.

SB 9 URBAN LOT SPLIT
FORM & CONTENT CHECKLIST FOR TENTATIVE PARCEL MAP

The following is a Form & Content list of information that should be reflected on the Parcel Map (per Contra Costa County Code and City Requirements). Submit one (1) electronic (PDF) copy of tentative map not to exceed 30" x 42" and one (1) electronic reduction, that is clearly and legibly drawn and containing the following information:

- 1. The Title, which shall contain the type of subdivision (SB 9 Lot Split).**

- 2. Names and address for:**
 - a. Legal owner of property
 - b. Subdivider, and
 - c. Person or persons who prepared the map (including registration number)

- 3. A topographical contour map** showing accurately (within one foot) the existing terrain within the subdivision, and, a minimum of 100' beyond the perimeter of the project boundary, including existing drainage channels, roads, culverts, overhead and underground utility lines which affect the design of the subdivision, wells and springs, major structures, irrigation ditches, utility poles, and other improvements in their correct location. Topography and other site details under trees or heavy vegetation shall be field verified if located within 100 ft. of any proposed house location, driveway or grading. Elevations shall be in accord with the U.S. Geological Survey (1929 Sea Level Datum). The map shall be drawn to an engineer's scale large enough to show all information clearly, but not smaller than thirty feet to the inch. Contour interval shall not be greater than 2' feet if the ground slope is less than ten percent nor larger than five feet for ground slopes greater than ten percent; and at such intervals that the contour lines will not be spread more than one hundred-fifty feet (ground distance) apart.

The surveyor or civil engineer shall provide a certification on the map that he/she performed the field verifications and the information on the map represents field conditions as of a certain date.

The map shall show:

- a. Per the standards outlined in the Hillside & Ridgeline Preservation Ordinance, a building site may not exceed 30% slope; therefore, all construction on each building site shall take place within the designated 30% slope area with certain exceptions related to access and ancillary structures.
- b. The outline of existing slides, slips, slump areas, and areas subject to inundation or ponding
- c. The edges of pavement on both sides of existing paved roads, driveways, and the edges of existing traveled ways within the public rights-of-way and easements or within private common rights-of-way,
- d. Location of existing property lines and approximate boundaries of existing easements within the subdivision, with the names of the owners of record, of easements, exclusions, and the properties abutting the subdivision
- e. The proposed lot and street layout with scaled dimensions and sizes of each lot. Engineering data must show the approximate finished grading of each lot, the preliminary design of all

grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the identifying Parcel Letter of each lot,

- f. Preliminary grading for streets, house sites, driveways, lots and drainage,
- g. The location of all proposed easements for drainage and access,
- h. Street names, width of streets and easements, approximate grade, and radius of curves along property lines of each street,
- i. Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills, and other construction proposed or applicable,
- j. Areas to be used for public purposes,
- k. Location, approximate grade, direction of flow and type of facility of existing drainage channels and storm drains. If there are any creeks on the property, the map shall show the creek centerline, top of bank and creek setback line required by Lafayette Code Article 4, Section 6-1841 Creek Setback Requirements.
- l. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroad, and other data sufficient to locate the proposed subdivision and show its relation to community development,
- m. North arrow and scales for maps and contour interval. A temporary benchmark is required on-site or nearby and it shall be identified on the map and staked.
- n. Boundary lines of existing land use zones shall be delineated,
- o. Type of trees, field verified location of all trees over 4" in diameter as measured 4 ft. above grade, and spot elevation at the base and driplines for trees within 100' of house footprint, driveway or any grading or within 20' of any street right-of-way. Tree canopies shall be filled with a medium gray tone on the Parcel Map. Any trees proposed to be removed shall be identified with a prominent "X".
- p. A conceptual drainage plan prepared by a registered civil engineer, showing the proposed alignment and layout for the collection of drainage originating within the subdivision, as well as drainage entering the subdivision, and the means of conveying drainage downstream, drainage easements or erosion control shall be indicated on the plan.
- q. Small scale drawing showing the watershed drainage basin in which the subdivision is located including approximate acreage.

4. Off-site Easements

To accomplish your subdivision, will you need any easements across the property of a third party? These might be easements for access, utilities or drainage. If so, you need to investigate securing these easements in advance of submitting your application.

If you are unsuccessful in securing the necessary easements(s), you will need to provide evidence of a good faith effort to acquire the easement. At a minimum this evidence should consist of a written description of the easement in question, the property owner(s) involved, and a record of the contacts made in attempting to secure the easement.

FORM AND CONTENT - DATA TO ACCOMPANY TENTATIVE PARCEL MAP

The Parcel Map shall be accompanied by one (1) electronic (PDF) copy of the following data, to be submitted at the time the map is filed with the Planning Department:

- 1. A written statement of general information containing the following information.**
 - a. Existing use or uses of property.
 - b. A description of the proposed lot split, their average and minimum size, and nature of development.
 - c. A preliminary title report prepared within three months prior to filing the Parcel Map.
 - d. Source of water supply.
 - e. Calculations for each lot size, depth, width, and slope of each lot.
 - f. The method of sewage disposal proposed.
 - g. Other improvements proposed.
 - h. Certification in writing from all utilities that the proposed subdivision can be adequately served.

You must prepare a Stormwater Control Plan²⁴ if your project meets either of the following:

- Single-family residence creating or replacing 10,000 sq. ft. or more of impervious surface
- All other projects creating or replacing between 5,000 sq. ft. and one acre of impermeable surface.

Additional information may be required by the Planning and Building Dept. Director or imposed by the city's zoning, subdivision, building and grading regulations, and environmental review procedures.

I acknowledge that I have read the Tentative Parcel Map Form & Content requirements for a SB 9 Lot Split, and have submitted at least the minimum submittal requirements to the Planning Department Staff. I agree to submit more materials regarding my application, if requested to do so

APPLICANT SIGNATURE: _____ DATE: _____

PRINT FULL NAME: _____

²⁴ See separate handout entitled "[Stormwater Control Plan Submittal Requirements](#)" (PDF pg. 11)

SB 9 URBAN LOT SPLIT REQUIRED STATE MAP ACT §66474 FINDINGS

Response to Findings – The applicant assumes the burden of producing evidence that the listed standards and that the intent of the objectives of the General Plan will be satisfied. The applicant is responsible for responding to the findings required by the State Map Act, Section 66474 for tentative map or parcel map approval. On the following page, respond to all of the findings listed below by describing how the project will prove satisfy each finding.

1. That the proposed map is consistent with applicable general and specific plans as specified in Section 65451.
2. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.
3. That the site is physically suitable for the type of development.
4. That the site is physically suitable for the proposed density of development.
5. That the design of the subdivision and/or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
6. That the design of the subdivision or type of improvements is not likely to cause serious public health problems.
7. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the governing body may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is hereby granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.

Additional Comments – Use the following sheets to provide a response to findings and provide any additional comments

SB 9 HOUSING DEVELOPMENT/URBAN LOT SPLIT PROPERTY OWNER'S AFFIDAVIT

In the matter of the (check all that apply): **SB 9 Housing Development** **SB 9 Urban Lot Split**

Address _____

Assessor Parcel Number _____

Initial Each Box Below

PO¹/A

PO²/A

		For Urban Lot Split – The applicant intends to occupy one of the housing units associated with the submitted application as their principal residence for a minimum of 3 years from the date of the approval of the urban lot split. This does not apply to a community land trust or a qualified nonprofit corporation.
		For Housing Development – The property owner(s) are required to occupy one of the housing units on the lot as the property owner(s)' principal residence. This does not apply to dwelling units on parcels created pursuant to an SB 9 Urban Lot Split.
		For Urban Lot Split - The project does not involve demolition or alteration of affordable housing subject to recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
		The project does not involve demolition or alteration of housing that is subject to any form of rent or price control though a public entity's valid exercise of its police power.
		The project does not involve demolition or alteration of housing that was occupied by tenant in the last 3 years.
		The project does not involve demolition or alteration of affordable housing, rent controlled housing, and/or housing that was withdrawn from rent within the last 15 years.

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) I hereby authorize City Lafayette Planning & Building Department staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.

Property Owner (PO¹)/Authorized Agent Name

Signature

Date

Property Owner (PO²)/Authorized Agent Name

Signature

Date

Choose an item.

SB 9 Application

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STANDARD APPLICATION FORM

PROJECT INFORMATION

Project Address / Location		Assessor's Parcel Number (APN)	Zoning District	Flood Zone
General Plan Designation	Parcel Size (sq.ft.)	Grading: Cut (cu.yds.)	Grading: Fill (cu.yds.)	
Existing Gross Floor Area (sq.ft.)	Existing Building Footprint (sq.ft.)	Existing Impervious Surface (sq.ft.)	Existing # Parking Spaces (sq.ft.)	
Proposed Gross Floor Area (sq.ft.)	Proposed Building Footprint (sq.ft.)	Proposed Impervious Surface (sq.ft.)	Proposed # Parking Spaces (sq.ft.)	

Existing Land Use
 Single-Family Residential Multi-Family Residential Commercial Office Vacant Other (specify) _____

Proposed Land Use
 Single-Family Residential Multi-Family Residential Commercial Office Vacant Other (specify) _____

APPLICANT INFORMATION

OWNER INFORMATION

Applicant Name:			Owner Name:		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone () -	Cell () -		Phone () -	Cell () -	
Email (for official use only):			Email (for official use only):		
Party Responsible for Fee Payment: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant			Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card* * Online payment includes a 2.9% convenience fee		

CHECK ALL APPLICABLE REQUESTS

- | | | |
|---|---|--|
| <input type="checkbox"/> 15-Degree Declination Exception | <input type="checkbox"/> Land Use Permit | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Accessory Dwelling Unit Permit (Class C) | <input type="checkbox"/> Lot Line Revision | <input type="checkbox"/> Study Session |
| <input type="checkbox"/> Address Assignment / Change | <input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots) | <input type="checkbox"/> Temporary Land Use Permit |
| <input type="checkbox"/> Appeal (App. # _____) | <input type="checkbox"/> Minor Subdivision (4 lots or fewer) | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Preapproved ADU (vendor only) | <input type="checkbox"/> Variance / Exception |
| <input type="checkbox"/> Change of Conditions | <input type="checkbox"/> Public Art Permit | <input type="checkbox"/> Wireless Communications Facilities Permit |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Family Day Care | <input type="checkbox"/> Reconsideration (App. # _____) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Re-Zone Property | SB 9 Application |
| <input type="checkbox"/> Grading Permit (≥ 50 cu. yds.) | <input type="checkbox"/> Ridgeline Setback Exception | <input type="checkbox"/> SB 9 Housing Development |
| <input type="checkbox"/> Hillside Development Permit | <input type="checkbox"/> Right-of-Way Abandonment | <input type="checkbox"/> SB 9 Urban Lot Split |

OWNER / AGENT STATEMENT

Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

Print Name _____ Signature _____ Date _____

Standard Application Form

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**City of Lafayette
Planning & Building Department**

AGREEMENT TO PAY FOR CITY SERVICES

Complete and submit this form with the development application.

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number _____, property in the City of Lafayette located at _____, assessor's parcel number _____.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services and may also include the costs associated with such services such as mileage and photographic copies.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
 - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
 - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
 - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
 - d. If an application is withdrawn, when all remaining staff work on the application is completed;
 - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the undersigned shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

PROPERTY OWNER NAME (Print): _____ MAILING ADDRESS: _____

PROPERTY OWNER SIGNATURE: _____ CITY, STATE, ZIP: _____

DATE: _____ TELEPHONE: _____

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE • COPY TO APPLICANT • COPY TO APPLICATION FILE

APPLICATION NO. _____

FOR OFFICIAL USE ONLY

ACCOUNT NO. _____

Agreement for City Services

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Planning & Building Department

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549-1968

Tel. (925) 284-1976

www.lovelafayette.org

ADDRESS ASSIGNMENT / CHANGE OF ADDRESS APPLICATION

The Planning & Building Department is responsible for coordinating the assignment of new addresses and changes to existing addresses in the City of Lafayette. Address assignments include an assignment of a new street number or street name or any change to an existing street number or street name.

To request an address assignment or change of address, please submit the following to Planner@lovelafayette.org:

1. Completed application form
2. Agreement to Pay for City Services (ACS) form
3. Map showing the layout and addresses of adjacent properties and the proposed address (see example below).
4. Brief statement articulating the reason for the requested address assignment.
5. Application fee (does not apply to Accessory Dwelling Unit) payable by card or check to City of Lafayette

When received, Planning staff will refer the proposal to service agencies (utilities, police, fire district, 911 dispatch, etc.) as a proposed address for review and comment. If there is no objection to the proposed address, the applicant will be provided a letter advising that the address assignment has been approved and is effective. All service agencies are then advised to update their databases and maps accordingly. Staff works with the most current assessor’s parcel number when assigning new addresses. **Parcels newly created through an approved subdivision or lot line revision will be assigned the new address when the new parcel number is issued by the assessor’s office.**

Proposed addresses should follow the existing numbering pattern, that is: (1) even numbers on the even side of the street, odd numbers on the odd side of the street, and (2) fall within the existing series of numbers. Please note that ALL affected property owners must consent to the application and sign the application form if multiple parcels are affected.

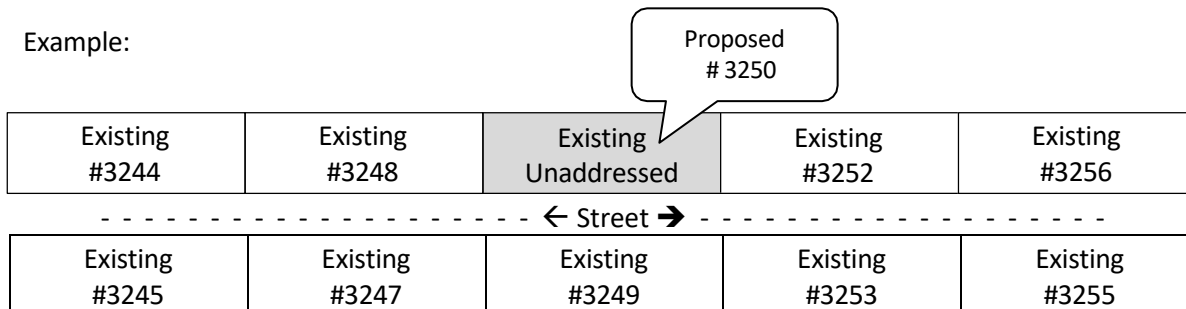
Applicants requesting an additional address for an accessory dwelling unit will need to provide evidence of when the unit was built in order to demonstrate the legality of the unit. Due to standardization requirements by the United States Postal Service, alpha numeric addresses cannot be in the primary address line.

The City will use the word “Unit” and letter “A” for the approved accessory dwelling unit in the secondary address line,

e.g. “3244 [street name], Unit A”.

Processing an address assignment takes approximately six weeks to allow referral to service agencies.

Example:



ADDRESS ASSIGNMENT/CHANGE OF ADDRESS APPLICATION

PROJECT INFORMATION		
Project Address / Location	Assessor's Parcel Number (APN)	Zoning

APPLICANT INFORMATION			OWNER INFORMATION		
Applicant Name			Owner Name		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone () -	Cell () -		Phone () -	Cell () -	
Email (for official use only)			Email (for official use only)		

REQUIRED FOR APPLICATION SUBMITTAL
<input type="checkbox"/> Completed and Signed Application <input type="checkbox"/> Narrative Stating Requested Address <input type="checkbox"/> Map Showing Current Street Addresses and Proposed New Address <input type="checkbox"/> Application Fee (if applicable) <input type="checkbox"/> Agreement for City Services (ACS)

OWNER / AGENT STATEMENT		
<p>Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.</p>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Print Name	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date