



Town of Atherton
Planning Division
80 Fair Oaks Lane Atherton CA 94027
Phone: (650) 752-0544
planningdept@ci.atherton.ca.us

Urban Lot Split (SB9) Tentative Map Process

The Town's review period will begin once staff receives a completed application, including your payment and required application materials. The Town will review your submittal package for completeness specifically addressing consistency with SB 9 regulations and the Town's Municipal Code. This completeness review will be completed within 30 days of submitting an application, plans, and payment of fees.

Once your application has been determined complete, Town staff will work to issue a Tentative Parcel Map Certificate within 60 days. This Certificate will require applicant signature of acknowledgement and will contain conditions of approval that will be required to be met. The Tentative Map is valid for 24 months.

Once the Tentative Map is approved, the next step in processing and approval of the application will be for you to submit a Final Map to the Town in accordance with AMC Chapter 16.20 and ultimately get recorded at the San Mateo County Recorder's office. The Final Map needs to be recorded within 24 months of the approval of the Tentative Map.

SB9 Building applications can be applied for after the recording of the Final Map.

Urban Lot Split (SB9) Tentative Map Submittal Requirements

- Payment of \$3,025.12 FY22-23. Please mail or drop off payment to the town address. Checks should be made out to the *Town of Atherton*.
Attn: Planning Department (project address on check)
80 Fair Oaks Lane Atherton, CA 94027
- Planning Department Application
<https://www.ci.atherton.ca.us/DocumentCenter/View/7015/Planning-Commission-Application?bidId=>
Add Zoning
Size of the parcel subject to proposed split: square feet
 - a. Size of resulting parcel #1: square feet
 - b. Size of resulting parcel #2: square feetNumber of units existing on the parcel (indicate whether owner or renter occupied for last three years):
 - c. Primary dwelling units:

- d. Existing Accessory Dwelling Unit(s):
 - e. Existing Junior Accessory Dwelling Unit(s):
- Number of existing units to be demolished:
- If units are to be demolished or altered:
- f. Indicate whether owner or renter occupied for last five years:¹
 - g. Income of existing tenant or last tenant in occupancy, if known:
- Number and size of units being proposed on resulting parcel #1:
- Number and size of units being proposed on resulting parcel #2:
- Eligibility Checklist for SB 9 lot split handout
https://www.ci.atherton.ca.us/DocumentCenter/View/10625/SB-9-Draft-Checklist_Lot-Split-728
 - Pictures of the house to determine historic value of the house. List all historic structures and/or artifacts on the property. Please provide date built and pictures of all buildings on the property.
 - Deeds with legal property owner names (to be used for preparation of approval document)
 - A Preliminary Title report for the property (must be prepared within 6 months of date of submission)
 - Preliminary Soils report
 - All application materials are to be submitted digitally through the [Planning Department's ePlan Submittal Page](#). Email Senior Planner Radha Hayagreev after you submitted digitally for faster response.
 - Provide information for a Tentative Parcel Map per the requirements of AMC [Chapter 16.16](#) and other documents as required by the Subdivision Ordinance. Please assure submittal materials include:
 1. Property line distances from the improved roadway.
 2. Boundary survey that extends a minimum of 50 feet outside of the property lines.
 3. Map and/or exhibit that delineates setback distances from any existing building/structure to remain.
 4. For any new SB9 lot split to be created, and/or if any existing building/structure is to be demolished on an existing lot as part of the SB9 application, the proposed new main buildable area(s), including setback distances from all property lines, shall be delineated on a map and/or exhibit.
 5. The map scale shall be adequate to clearly show all details.
 6. Tract name, date, north point, scale and sufficient description to define the location and boundaries of the proposed tract.
 7. Key map showing adjacent property, subdivision, roads, or streets in subdivisions.
 8. Show jurisdiction information.
 9. Name and address of record owner or owners, name and address of the subdivider, and name and business address of the person who prepared the tentative map.

¹ Units that were occupied by a tenant in the past three years cannot be altered or demolished. Any units rented by lower income households in the past five years that are to be demolished must be replaced with deed-restricted lower income units as provided under the Housing Crisis Act of 2019. (G.C. Section 66300(d).)

10. Location of wooded areas, tree masses, individual trees over eighteen inches in diameter, five feet above the ground, type of tree, and other significant landscape features including TPZ zones. Note if any heritage trees will be removed.
11. Acreage of the proposed tract to the nearest tenth of an acre.
12. Approximate area of each of the lots proposed to be created, in Sq. ft.
13. Number of lots, average lot size, and size of smallest lot in tract;
14. Contours at two-foot intervals up to five percent slope; five-foot intervals up to ten percent slope; and, ten-foot intervals over ten percent slope; the high and low points and all drainage features; and such additional topographic information required by the city engineer;
15. The locations, names, existing widths, approximate grade, type and width of pavement of all existing streets, highways and ways in the proposed subdivision, or abutting or contiguous to the proposed subdivision;
16. The locations, names, widths, approximate grade, type and width of pavement of all streets, highways and ways proposed to be constructed, widened, improved or dedicated within, abutting or contiguous to the proposed subdivision.
17. Typical cross-sections of all streets and alleys to be constructed, widened, improved or dedicated;
18. Approximate radii of each curve;
19. Locations, widths and purposes of all existing and proposed easements within the proposed subdivision;
20. Locations, size and character of all existing and proposed utilities/pipelines and related structures, and all other public utilities, showing the ground elevation and flow line elevations at the connection to existing pipelines.
21. Will Serve letters of all utilities.
22. Lot layout and approximate dimensions of each lot. Each lot shall be numbered
23. Location of the foundation line and all exterior walls and protrusions of all buildings and structures, including pools, athletic courts, decks and other similar structures, existing on the property;
24. Approximate boundaries of areas subject to inundation of storm water overflow and the location, width and direction of flow of all watercourses;
25. All water wells locations
26. Proposed public areas, if any;
27. A general grading diagram showing proposed contours, areas and estimated quantities of excavations and embankments, and statement of estimated amount of material to be imported or exported from subdivision site;
28. Method proposed for erosion control, including prevention of sedimentation, or damage both on-site and off-site;
29. Show building area and proposed front and rear yard designations.
30. Proposed access to each lot
31. Closure Calculations (Optional)
32. Driveway locations and note how they would affect protected trees both on the subject side and trees on neighboring properties.
33. Building areas.
34. Lots shall minimum 60%/40% split upto 50%/50% split.