



SB9 PRE-SCREEN APPLICATION

Senate Bill 9 (SB9) allows the development of two housing units and/or a lot split on eligible single-family zoned properties. A project may be eligible for the SB9 application process if it meets all of the eligibility criteria per [Gov. Code §65852.21 and/or §66411.7](#) (as shown in the checklist below).

This Pre-Screen Application will evaluate whether your project is eligible for streamlined processing under SB9 and meets the County's Zoning [Objective Standards](#).

Instructions

STEP ONE: Fill all fields except for the section reserved for Planning Department Use only. The Owner's Occupancy Attestation on the last page is required for lot split or combo applications only. Applicant responses will be confirmed by the reviewing planner.

STEP TWO: Prepare your preliminary project plans. The more detailed the project plans, the more detailed will be the feedback you receive. At a minimum, submit a site plan drawn to scale, showing parcel dimensions, size, location and use of all existing and proposed structures, existing and proposed setbacks to all structures, site access, existing and proposed parking spaces and location of septic system if present. For lot splits, please provide the above information and also label all existing and proposed property lines.

STEP THREE: Submit your application by emailing it as a PDF(s) to:
Planning.ZoningInfo@santacruzcounty.us

STEP FOUR: A planner will review your application and, if complete, will request that you pay the required fee online.

STEP FIVE: A planner will review the application materials. If additional information is required to determine eligibility, the planner will request it. Once a final determination is made, the planner will email you the results of the Pre-Screen Application. You will submit this final determination with your SB9 Application.



– THIS SECTION FOR PLANNING DEPARTMENT USE ONLY –

This pre-screen does not comprise project approval and does not authorize any construction or site preparation.

SB9 Pre-Screen Application Number:

Planner Name:

Application Date:

Completion Date:

Eligibility determinations are based on available data and are not a guarantee of project approval.

PROJECT ELIGIBLE TO SUBMIT

SB9 DEVELOPMENT:

YES NO N/A

PROJECT ELIGIBLE TO SUBMIT

SB9 URBAN LOT SPLIT:

YES NO N/A

PROJECT ELIGIBILITY NOT DETERMINED.

Biotic resources may be present.

Please submit application for:

Biotic Presite *Biotic Assessment*

STAFF COMMENTS:



PROJECT INFORMATION

Site Address: _____ APN: _____

Is the parcel located in the Coastal Zone? Yes No Parcel Size: _____ sf

The proposed project will use SB9 for following purpose (check one):

- ONLY development of two primary housing units on one parcel.
- ONLY an urban lot split of one existing parcel.
- BOTH an urban lot split AND development of 1-2 primary units.

Note: proposed development project may also include ADUs / JADUs.

DETAILED PROJECT DESCRIPTION: _____

PRIMARY CONTACT INFORMATION

Name: _____

Address: _____

Email: _____ Phone: _____

ATTACHMENTS FOR SB9 PRE-SCREEN APPLICATION

- Project Plans in PDF format. Project Plans providing required information described above are **required**.
- Any additional supporting documents confirming SB9 Eligibility (optional)

Note: The initial eligibility determination is based upon submitted information. The final determination will be based upon the subsequent formal project application*

Owner Name: _____ Date: _____

Applicant Name: _____ Date: _____



SB9 Eligibility Checklist

Please fill out this checklist as completely as possible to receive a comprehensive screening of your project’s eligibility for SB9. Mandatory application fields are indicated with the * symbol. Note: GISWEB information is general and may require additional review.

SECTION A. PROPERTY ELIGIBILITY

This section must be completed for all SB9 Applications. See the [Santa Cruz County GISWeb](#) for parcel information. Select your property by entering the parcel number or address. Use the Property Report button to generate a list of general information about your parcel. The checklist below identifies specific layers available on the GISWeb legend for more detail.

	<p>1. The site is a legal parcel <i>wholly</i> within the boundaries of an urbanized area or urban cluster, as designated by the US Census Bureau.* <i>GISWeb Legend: Jurisdictional, Elections, Census > Census Urban Areas 2010</i></p>
	<p>2. The parcel is located within a single-family residential zone.* <i>GISWeb Legend: Zoning</i> Single-Family Residential Zones include the zone districts below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> R-1 Single-Family Residential District <input type="checkbox"/> RA Residential Agricultural District <input type="checkbox"/> RB Ocean Beach Residential District <input type="checkbox"/> RR Rural Residential District
	<p>3. The project is a) located outside of a historic district or property included on the State Historic Resources Inventory, AND b) the site is not designated or listed as a county landmark or historic property or district. <i>GISWeb Property Report: Zoning includes "-L" Historic Landmark Combining District</i></p>
	<p>4. No Ellis Act evictions(s) have occurred for any existing housing on the property in the 15 years prior to submittal of the application.*</p>
	<p>5. The project will not require demolition or substantial alteration (>25% of exterior walls) of the following types of housing:*</p> <ul style="list-style-type: none"> a) Housing that 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. b) Housing that is subject to any form of rent or price control. c) Housing that has been occupied by a tenant (rent-paying or not) in the last three years. <i>Please provide evidence of housing vacancy or owner occupancy such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation.</i>



SECTION A. PROPERTY ELIGIBILITY

6. The parcel does not include one or more of the following protected areas:

- a) Prime farmland or farmland of statewide importance, or land zoned or designated for agricultural protection or preservation by a local ballot measure
 - o *GISWeb Legend: Land Use > Important Farmlands, and Land Use > Ag Resource Area.*
- b) Wetlands, as defined by the United States Fish and Wildlife Service
 - o *GISWeb Legend: Biotic and Water Resources > Streams¹*
- c) Lands identified for conservation in an adopted natural resource protection plan
 - o *GISWeb Legend: Biotic and Water Resources > IPHCP Area. Additional plans also applicable.*
- d) Habitat for state and federally protected species
 - o *GISWeb Legend: Biotic and Water Resources² > Potential Sandhills Habitat, Grasslands, Special Forest, Riparian Woodlands, Biotic Resources, Santa Cruz County Biotic Data*
- e) Lands under conservation easement
 - o *GISWeb Property Report: Zoning includes "-O" Open Space Easement Combining District*
 - o *GISWeb Property Report: Zoning includes "-P" Agricultural Preserve Combining District*

7. The parcel is not located in a hazard area. If the parcel is located in a hazard area, the project will need to meet County safety standards, and/or meet all Building Code standards and incorporate mitigation measures as applicable.

If the parcel is located in a hazard area, please indicate in the section below:

The project is located in hazard area(s)

- a. Very high or high fire hazard severity zone
GISWeb Legend: Hazards and Geophysical > State Response Areas
- b. Hazardous waste site
GISWeb Legend: Hazards and Geophysical > Permitted Hazardous Materials Facilities
- c. Earthquake fault zone
GISWeb Legend: Hazards and Geophysical > Geologic Structures - Faults
- d. FEMA-designated 100-year flood hazard area
GISWeb Legend: Hazards and Geophysical > FEMA Insurance Zones
- e. FEMA-designated floodway
GISWeb Legend: Hazards and Geophysical > FEMA Floodway

AND meets following requirement(s), as applicable:

- a. Adopts applicable fire hazard mitigation measures
- b. State has cleared the site for residential use
- c. Complies with seismic protection standards
- d. Meets minimum flood plain management criteria or has FEMA Elevation Certificate
- e. Meets minimum floodway management criteria or has FEMA No-rise Certification

¹ NOTE: Streams layer only identifies potential wetland areas. Additional studies may be required to determine presence of wetlands as defined by USFWS.

² NOTE: The layers listed only identify potential habitat areas. Additional studies may be required to determine presence of state and federally protected species. More information may be available from Environmental Planning, environmentalplanninginfo@santacruzcounty.us.



SECTION B. RESIDENTIAL DEVELOPMENT ELIGIBILITY

Required for development of two primary units on a single-family parcel. If project only proposes a lot split, skip to Section C.

1. If units are connected to an Onsite Wastewater Treatment System (OWTS), the OWTS must meet or be upgraded to meet current standards in compliance with County Code Chapter 7.38. (Please attach Environmental Health Clearance, if applicable.)*

2. If the site has been occupied by a tenant (whether or not paying rent) in the last three years, no more than 25% of the existing structural wall will be demolished.*
 Does the project propose demolition of more than 25% of the existing structural walls? YES NO
 If yes, has the site been occupied by a tenant in the last three years? YES NO
If yes and yes, project is not eligible for SB9. If yes then no, provide evidence of vacancy or owner occupancy such as: property tax records, income tax records, utility bills, vehicle registration, or similar.

3. The project proposes development of no more than two primary units per parcel and no more than four units (primary units + ADUs / JADUs) per project.*
 Number and type (primary or ADU) of existing units: _____
 Number and type of existing units to be demolished: _____
 Number and type of existing units to be converted, number and type of units to result: _____

 Number and type of proposed units: _____
 Resulting in (total number and type of units. State the parcels these are on if splitting.): _____

4. All new rental units will be rented long term (>30 days).*
 Concurrent to recordation of the Parcel Map, the applicant must record a Deed Restriction identifying that the units on the properties may not be rented for a term of 30 days or less.

5. Total existing off-street parking spaces (8.5' X 18') : _____
Total off-street parking spaces after project completion:* _____
 Proposed parking equals 2 spaces for 1-BR primary dwelling(s) and 3 spaces for 2-, 3- or 4-BR primary dwelling(s). If not feasible, then at least one off-street parking space per primary unit. Also, one space per ADU where required (see GIS layer Land Use / ADU Parking Exemption). : YES NO
 OR the project does not require parking because:
 Parcel located one-half mile walking distance from high-quality transit corridor or major transit stop (Note: None yet located in County area a/o 2023.)
 Car share vehicle located within a block of parcel

6. Standard building setbacks are met; if not, setbacks to side and rear property lines are at least 4 feet and new primary dwelling(s) do not exceed 800 sq.ft. Indicate setbacks:*
 Front: _____ Rear: _____ Sides: _____

7. The project information presented is consistent with County Objective Standards that do not conflict with SB9. If not checked, please describe areas of conflict: _____



SECTION C. SB9 LOT SPLIT ELIGIBILITY REQUIREMENTS

Required for subdivision of a single-family parcel. If project does not include a lot split, this section is not required.

- 1. The existing parcel proposed for subdivision was not created by an urban lot split under SB9. At least one dwelling unit exists (or is under construction) on the parcel.***
- 2. Neither the owner of the parcel being subdivided nor any person acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split pursuant to SB9.***
- 3. The proposed subdivision creates no more than two new parcels of approximately equal net site area that meet the following criteria. Net site area is the gross area minus rights of way (unless on beach or coastal bluff):**
 - a) Proposed net site area is at least 40% of the net site area of the original parcel, and**
 - b) Proposed gross area at least 1,200 square feet for parcels served by sewer, or**
 - c) Proposed gross area at least 1 acre for most parcels with septic systems. Parcels of 15,000 sq. ft. on septic are allowed in Monte Toyon #1 and Rio del Mar Lodge #1 & 2 subdivisions and Assessors map page 040-14, if within Soquel Creek Water District.***

Lot A net site area: _____sf. Percentage of net site area of the original parcel: _____%

Lot B net site area: _____sf. Percentage of net site area of the original parcel: _____%
- 4. Both new lots will be limited to residential uses only.***
- 5. If the project includes both an urban lot split and development of two primary housing units, the project proposes no more than four units total– can be attached or detached. (Please complete Section B.)***
- 6. The owner(s) have provided a) a signed attestation stating that the owner intends to occupy one of the lots as their principal residence for a minimum of three years from the date of the approval of the urban lot split (see below), OR b) documentation verifying owner occupancy is not required.***
- 7. The project is consistent with all applicable County objective standards that do not conflict with SB9. (See [List of Objective Standards](#).)**

“Objective standards,” including “objective zoning standards,” “objective subdivision standards,” and “objective design review standards” mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official before submittal.

If not checked, please describe areas of conflict: _____



Owner's Occupancy Attestation

This form is required only for SB9 lot split applications. Please do not e-sign in this application, as it locks the document. Instead, please print out, sign, scan and submit this signature page as a separate pdf file. Or extract as a separate, one-page document, e-sign that document and submit as a separate pdf file.

Under penalty of perjury the following declarations are made:

- 1) The undersigned is/are the owner(s) of the property that is subject of this application.
- 2) The information presented is true and correct to the best of my/our knowledge.
- 3) I/We acknowledge that additional information or applications may be required prior to a decision on this application.
- 4) At least one of the owners below will occupy one of the housing units as their principal residence for a minimum of three years from the date of the approved land division.
- 5) I/We understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to the Department websites. All owners or trustees must sign. Please add signature lines as necessary

Owner Name: _____ Signature: _____ Date: _____

Phone: _____ Email: _____

Owner Name: _____ Signature: _____ Date: _____

Owner Name: _____ Signature: _____ Date: _____

Owner Name: _____ Signature: _____ Date: _____

Owner Name: _____ Signature: _____ Date: _____

Owner Name: _____ Signature: _____ Date: _____

Owner Name: _____ Signature: _____ Date: _____