



<i>For Official Use Only</i>	
Project Number:	_____
Date Submitted:	_____
Received By:	_____

## SB 9 – URBAN LOT SPLIT APPLICATION

**Please Note:** Applicants intending to submit an SB 9 application must complete the SB 9 checklist to demonstrate eligibility prior to submitting an application. Application submittals are accepted electronically at [planning\\_submittals@cityofmenifee.us](mailto:planning_submittals@cityofmenifee.us). Applications submitted without the appropriate payment will not be processed until the application fee is paid. Contact the Community Development Department at (951) 723-3741 for questions regarding the application.

### **APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_

Contact type:  Architect  Engineer  Property Owner  Representative  Other

Mailing Address: \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **PROPERTY OWNER:**

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **PROPOSED APPLICATION: (Select All That Apply)**

SB 9 Lot Split Application

The subdivision of an existing legal lot into two legal lots as described in Government Code Section 66411.7 as may be amended from time to time.

Two Unit Development Application

A housing development containing no more than two residential units (sometimes referred to as a "duplex unit") as described in Government Code Section 65852.21 as may be amended from time to time. Applicants wishing to construct a second unit (ADU or Junior ADU) should refer to the Community Development Department for application materials for such units.

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**APPLICATION FOR SB 9**

**SITE INFORMATION:**

Project Address: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_ Zone: \_\_\_\_\_

Total Property Size in Acres (Gross/Net) or Square Feet if Less than One (1) Acre: \_\_\_\_\_

Urban Lot Split Parcel Size      Parcel 1: \_\_\_\_\_      Parcel 2: \_\_\_\_\_

How Many Units are Proposed?      Parcel 1: \_\_\_\_\_      Parcel 2: \_\_\_\_\_

Present Use of property and buildings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**APPLICATION FOR SB 9**

**INDEMNIFICATION AGREEMENT**

As part of the application, the applicant and/or property owner agree to defend, indemnify and hold harmless the City of Menifee, its City Council, Boards, Commissions, Officer, Agents, Employees, and Volunteer from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including, without limitation, attorney's fees, disbursements, and court costs) or every kind and nature whatsoever which may arise from or in any manner related to any approval of the application or related decision, or the processing or adoption of any related document associated with the project. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, expert witness fees, or other costs and expenses incurred in connection with any claim, action, or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceedings.

\_\_\_\_\_  
Property Owner Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PROPERTY OWNER CERTIFICATION**

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. An authorized agent must submit a letter from the owner(s) indicating authority to sign the application on the owner's behalf.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

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## SUBMITTAL REQUIREMENTS

### **SB 9 SUBMITTAL REQUIREMENTS**

Prior to submittal for SB 9 developments including a two-unit housing development and/or an urban lot split, applicants must complete the SB 9 Checklist and Planning Clearance Form to demonstrate eligibility. Once eligibility is determined, applicants may submit an application for processing.

#### **All Projects**

- Planning Clearance Sign-Off by the Community Development Department prior to submitting an SB 9 Urban Lot Split Application
- Applicant agrees that rental of any units created under SB 9 shall be for a term longer than 30 days (Agreement on the SB 9 Checklist and Planning Clearance Form)
- Signed and notarized **Affidavit** guaranteeing that the property has not been used as a rental for at least three years is not subject to rent or price control and has not been a site of an Ellis Act eviction for at least 15 years

#### **Items required for SB 9 Lot Split**

- State Bill 9 (SB 9) Urban Lot Split Application
- Most recent Grant Deed showing current property ownership
- Title Report
- Numbered Parcel Map with waiver, prepared to the specifications of the Subdivision Code ([Title 7](#)) and the California Subdivision Map Act. Please see the [Map Exhibit Requirements](#)
- Signed and notarized **Affidavit** guaranteeing owner occupancy for a minimum of three years from the time of approval of the SB 9 lot split.
- SB 9 Urban Lot Split Filing Fee

#### **Items required for Two-Unit Development**

- Building & Safety [Application](#) and [Submittal Requirements](#). Please contact Building & Safety if you have any questions regarding the application process
- For properties with on-site septic systems: A Percolation Test conducted within the last 5 years; OR recertification obtained within the last 10 years

**AFFIDAVIT OF NO TENANTS**  
**EXISTING HOUSE NOT OCCUPIED BY A TENANT OR INCOME-RESTRICTED**

STATE OF CALIFORNIA  
CITY OF MENIFEE  
COUNTY OF RIVERSIDE

I \_\_\_\_\_ herby certify that none of the  
(Print Name)

housing on the lot has been occupied by a tenant within the past three (3) years from the date of this application, that none of the housing is income restricted for households of moderate, low, or very low income, that none of the housing is subject to any form of rent or price control, that none of the housing has been withdrawn from rental or lease under the Ellis Act (Government Code Sections 7060-7060.7) at anytime in the fifteen (15) years prior to submission of the application, and that the lot has never contained housing, that has been withdrawn from rental or lease under the Ellis Act (Government Code Sections 7060-7060.7) at anytime in the fifteen (15) years prior to submission of the application.

I certify under penalty of perjury that the foregoing is true and correct.

Signature

Date:

\_\_\_\_\_

\_\_\_\_\_

This form **must** be notarized.

**AFFIDAVIT OF PRINCIPAL RESIDENCE**  
**PRINCIPAL RESIDENCE FOR NEXT THREE YEARS**

STATE OF CALIFORNIA  
CITY OF MENIFEE  
COUNTY OF RIVERSIDE

I \_\_\_\_\_ hereby certify that I  
(Print Name)

Will be residing at one of the residences on either:

Assessor's Parcel Number: \_\_\_\_\_

Or

Assessor's Parcel Number: \_\_\_\_\_

Pursuant to Government Code Section §66411.7(g)(1), I intend to reside at one of the above parcels as my principal residence for a minimum of three (3) years from the date of approval of the SB 9 lot split impacting the above-mentioned parcels.

I certify under penalty of perjury that the foregoing is true and correct.

Signature

Date:

\_\_\_\_\_

\_\_\_\_\_

This form **must** be notarized.