



INTRODUCTION

California Senate Bill 9 effective, January 1, 2022, directs local jurisdictions to ministerially approve a parcel map for an urban lot split in a single-family residential zone. In order to provide the Community Development Department with an accurate and detailed description of a proposed project, the information listed below will be required upon submittal of an Urban Lot Split application. Planners are available to help you at the Planning Division counter by appointment, by emailing planning@norwalkca.gov, or by calling (562) 929-5744.

PROJECT INFORMATION

Street Address: _____ Zip Code: _____

Assessor Parcel Number: _____

Size of Original Parcel (square footage): _____ Number of new units being proposed: _____

Size (square footage) and dimensions of each proposed parcel: _____

Size (square footage) of each proposed unit: _____

Any special requirements/considerations: _____

APPLICANT INFORMATION

Name of Applicant/Main Contact: _____

Contact type: Architect Engineer Property Owner Other

Phone: (_____) _____ Email: _____

Name of Property Owner (if different than above): _____

Phone: (_____) _____ Email: _____

CITY STAFF USE ONLY

Date Received: _____ Received By: _____

Zoning: _____ Application No. _____ Determination: _____

SB 9 SITE QUESTIONNAIRE

Will the proposed project be rented for periods less than thirty consecutive days at a time?	Yes	No
Will the proposed project alter housing that is currently occupied by tenants?	Yes	No
Will the resulting lot split contain more than two housing units on each parcel?	Yes	No
Will one unit be owner occupied for at least three years?	Yes	No
Is there an easement on the property?	Yes	No
Is there an existing ADU or JADU on the property?	Yes	No

SUBMITTAL REQUIREMENTS

- EMAIL planning@norwalkca.gov TO SCHEDULE AN APPOINTMENT FOR SUBMITTAL
- COMPLETED APPLICATION
- APPLICATION FEE
- TITLE REPORT – pertaining to subject property
- TENTATIVE PARCEL MAP – existing and proposed (*see requirements below*)
- SITE PLAN, FLOOR PLANS, ELEVATIONS – existing and proposed plans (max. 24” x 36” in size) must be dimensioned and drawn to scale (minimum scale 1/8” = 1’); include colored elevations, section drawings, and roof plan. Plans shall be oriented so that north points to the top of the page.

CERTIFICATION

NOTE: An application may be filed only by the owner* of the property or by a person authorized by the owner to represent them.

- I have the authority to file this application on behalf of the owner as authorized by the owner’s consent signature below.
- I am the owner of the property.
- I/We, _____ being duly sworn do depose and say that I/we am/are the owner(s) or applicants herein named and that the foregoing statement and answers herein contained and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.

Applicant’s Signature Date

Owner’s Signature Date

TENTATIVE PARCEL MAP REQUIREMENTS

- A. Each tentative map shall show and contain the following information:
1. The tentative map number.
 2. Sufficient legal description of the land included on the map to define the boundaries of the tentative parcel map.
 3. Names, addresses, and telephone numbers of the record owner, the developer, and the registered civil engineer preparing the map, respectively.
 4. The north point, scale, date, and area of the parcel map, and the date of survey.
 5. The width and approximate locations of all existing or proposed easements or rights-of-way, whether for public or private roads, drainage, or sewers of flood control purposes, shown by dashed lines. In the case of existing easements, the name of the easement holder, the purpose of the easement, and the legal reference for the easement shall be indicated. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the tentative map.

6. The actual street name of each existing highway or street shown on the tentative map.
 7. Tie lot layout, the approximate dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-tenth acre of each lot, and, where pads are proposed for building sites, the approximate finish grade. Minimum lettering shall be one-eighth inch.
 8. The locations of all areas subject to inundation or flood hazard and the locations, widths, and directions of flow or all watercourses and flood control areas within and adjacent to the property involved.
 9. The contour of the land at intervals of not more than two feet, if the general slope of the land is less than ten (10) percent, and five feet for all other areas. This shall include an area not less than one hundred (100) feet in width surrounding the tentative tract.
 10. The location and outline to scale of each building or structure within or immediately adjacent to the division of land and the proposed disposition of such building or structure; the approximate location, height, and general description of any trees, with notations as to their planned retention or destruction.
 11. The location of existing water or oil wells, oil tanks, sumps, cesspool, sewers, culverts, drain pipes, underground structures, or sand, gravel, or other excavations within the subdivision and within two hundred (200) feet of any portion of the subdivision, noting thereon whether or not they are to be abandoned, removed or used.
 12. The location and size of all fire hydrants located within five hundred (500) feet of any portion of the subdivision.
 13. The locations of all existing or proposed surface easements, ground leases or access agreements for oil production purposes.
 14. A general location map of the area to be subdivided, showing its relation to existing main thoroughfares and the distance from the nearest public street centerline to the boundary of the proposed subdivision.
 15. The location of all streets, existing or contained on adjacent approved tentative maps, where such streets intersect the boundary of the subdivision or where such streets intersect any other street that forms a boundary of the subdivision.
 16. A layout of adjoining unsubdivided property, in sufficient detail to show the effect of proposed streets that may intersect such property.
 17. The location of any previously filled areas within the subdivision.
 18. The proposed direction of flow and rate of grade of street drainage.
 19. Clear indication of a proposed plan for handling of storm waters.
 20. Clear indication of the proposed method of sewage disposal.
 21. The designation of all remainder parcels, pursuant to Section 66424.4 of the Subdivision Map Act.
 22. The Department may waive any of the foregoing tentative map requirements whenever it determines that the proposed division of land is such as to not necessitate compliance with these requirements or where other circumstances justify such waiver.
- B. The following supplemental drawings, statements, and data shall accompany the tentative map:
1. A statement describing the present use and the proposed future use or uses of the property.
 2. If the subdivider plans to develop the site, a proposed site plan with proposed sequence of construction, or, if no development is proposed, a site plan indicating the existing conditions on the site.
 3. A statement by a person holding a proprietary interest in the lot(s) or parcels) comprising the division of land, consenting to the submission of the tentative map.
 4. A geologic and/or soils report, if required by the City Engineer.
 5. A preliminary grading and drainage plan.
 6. Names and contacts for the utilities that will serve the sewer and water for the development.
 7. Any other data or reports deemed necessary by the Director or the City Engineer.