



Additional Dwelling Units and Residential Lot Splits

California's Senate Bill 9 (SB 9) enables homeowners to add up to 4 dwelling units on properties zoned for single-family use. The legislation permits the division of the original lot into 2 parts, with a maximum of 4 units allowed across both lots. This is known as the "Rule of 4". However, lot splits are not obligatory for the addition of extra units. Importantly, SB 9 does not facilitate the creation of 8 units through lot splits. Refer to pages 4-5 for a comprehensive overview of all potential unit configurations.

To apply for a lot split, the property owner must serve as the applicant and commit to residing on the property for a minimum of 3 years. Lot splits are limited to a single occurrence, and the legislation prohibits lot splits on adjacent parcels by the same individual or any party acting on their behalf. Consequently, undeveloped lots are ineligible for lot splits. Any SB 9 permit or application must not mandate the demolition of affordable housing designated for individuals or families with moderate, low, or very low incomes, rent-controlled housing, or housing occupied by a tenant within the past three years. Eligible lots must be:

- A. Zoned for Single Family Residential (R-1, E-3, E-4, E-5, E-6, E-7, and RHR).
- B. Outside Very High Fire Hazard Severity Zones, unless fully mitigated and accessible via a 26-foot-wide city-standard street.
- C. Outside Historic Preservation Overlay Zones and not a historic landmark.

Disclosures

Property Taxes: The addition of extra dwelling units or lot splitting may affect property taxes. We advise consulting the LA County Assessor for guidance.

Homeowner's Association (HOA): The City does not verify HOA approval for SB 9 permits or applications. Obtaining necessary HOA approvals before submission is your responsibility.

Mortgages and Liens: Adding dwelling units or lot splitting may impact mortgage terms and conditions, as well as any other liens or loans secured by the property. The City bears no responsibility for violations of these financial agreements. It is incumbent upon you to ascertain whether SB 9 contravenes any financial terms and conditions.

Eligibility

- Applicant.* Only an individual property owner may apply for an SB 9 split. This means a natural person holding fee title individually or jointly in the person's own name or a beneficiary of a trust that holds fee title. This does not include any corporation or corporate person of any kind except for a community land trust or a qualified nonprofit corporation.
- Ineligible Zones.* Districts not zoned for Single Family Residential, including the HPOZ, are ineligible for SB 9 applications. The property may not be in a State Historic Resources Inventory, or on a site designated as a city or county landmark or historic property or district.
- Fire Zones.* SB 9 applications shall not be approved in very high fire hazard severity zones unless the lot is served by a public or private street that meets City standards, and other fire mitigation measures as determined by Los Angeles County Fire, the Public Works Department, and the Building Official per applicable codes.



- Flood Zones and Floodways.* Sites in 100-year floodplains and floodways are ineligible for SB 9 applications unless a letter of map revision has been issued by FEMA or meets the minimum National Flood Insurance Program requirements as defined by FEMA.
- Habitat for Protected Species.* If the site is designated habitat for a protected species, it is ineligible for the provisions of SB 9.
- Undeveloped Lots.* Undeveloped lots (lots that are not improved with an existing single-family dwelling) are ineligible for SB 9 lot splits.
- Ownership Affidavit.* The applicant for an urban lot split must sign an affidavit, under penalty of perjury, stating that they intend to occupy 1 of the housing units as their principal residence for a minimum of 3 years from the date of the approval of the urban lot split.

Preliminary Submittal Requirements

For Additional SB 9 Units:

- Applicant submits for a building permit to the Building Division.
- Property must be within an eligible single-family zoning district, outside very high fire hazard severity zones, and devoid of historic designation.
- See the Submittal Requirements Matrix & List for complete submittal requirements.

For Lot Split:

- Complete planning application. The applicant must be the property owner. SB 9 eligible residential lots may be split into no more than 2 lots. The minimum lot size is 1,200 square feet and each lot must be between 40 percent and 60 percent of the original lot area.
- Please see Glendora's SB 9 Urban Lot Split Requirements for a full list of eligibility criteria and submittal requirements.



SB 9 STANDARDS SUMMARY

Table 2: SB-9 Unit Development Standards

Location	On the same lot as the proposed or existing primary dwelling. Attached or detached from an existing dwelling unit.
Secondary SB 9 Unit Size	Minimum size: efficiency unit as defined in the California Health and Safety Code § 17958.1. Maximum size shall be 1,200 square feet. Exempt from FAR Standards.
Primary SB 9 Unit Size on an undeveloped lot created through an SB 9 lot split.	Maximum allowable under the underlying zone’s floor area ratio (FAR). For example, on a 10,000-square-foot lot with a 35% FAR, a proposed SB 9 primary unit may be up to 3,500 square feet. On a 5,000-square-foot lot, the primary dwelling unit may be up to 1,750 square feet.
Setbacks	Front setback shall be the same as the regulatory setback of the zoning district. Side and rear setbacks shall be 4 feet.
Height	2 stories, not to exceed 25 feet in height.
Open Space	200 square feet of open space shall be provided per dwelling unit on SB 9 developments. This may be common open space and no dimension shall be less than 10 feet. Parking facilities, driveways, and service areas are not usable open space.
Off-Street Parking	1 off-street parking space, meeting City standards, is required per SB 9 unit. For example, on a development with a primary dwelling unit, an ADU, and a Secondary SB 9 unit, 2 spaces are required (1 for the primary dwelling, and 1 for the Secondary SB 9 unit, with ADUs exempt from parking requirements). Exemptions may apply near Metro stations.
Architecture	Architectural detail must match primary dwelling or be consistent with the City’s adopted objective design standards for residential development. Must have a separate entrance from primary dwelling, and address must be visible from the street.

Additional Forms and Handouts

ADU and SB 9 Information:

www.cityofglendora.org/departments/community-development/planning-division/accessory-dwelling-unit

Planning Forms and Handouts:

www.cityofglendora.org/departments/community-development/planning-division/applications-documents

Building Forms and Handouts:

www.cityofglendora.org/departments-services/building-permits/plan-review-services/building-handouts



Maximum Number of SB 9 Units Per Lot

- A. 1 primary SB 9 unit on a lot created through an urban lot split.
- B. 1 secondary SB 9 unit on a lot located within a single-family zone.
- C. The total number of dwelling units within the area of the original single-family lot shall not exceed 4 regardless of whether the lot is split or not. SB 9 is not a pathway to get 8 units on 2 lots created from 1 original lot.
- D. A primary dwelling unit that was legally established before the SB 9 lot split.
- E. Unless superseded by state law, the granting of variances for relief from any development standard or requirement for any permit under SB 9 is prohibited.

SB 9 Configurations

If a lot is not split under SB 9 (See Illustration 2 on the next page):

- A primary dwelling, secondary dwelling, ADU, and JADU, not to exceed 4.
- Duplex (primary dwelling and secondary dwelling), and 2 ADUs.

If a lot is split under SB 9 (See Illustration 3 on the next page):

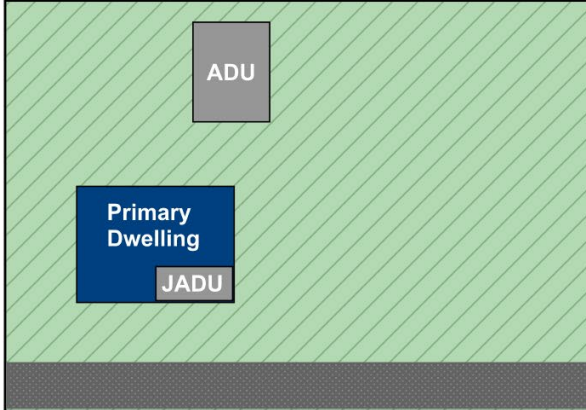
- On the new lot, there can be 1 primary dwelling and 1 secondary unit if 2 or fewer units exist on the original lot.
- If 3 units exist on the original lot (1 primary dwelling, 1 ADU, and 1 JADU), then only 1 primary SB 9 unit is allowed on the new lot. This ensures the “Rule of 4” is not exceeded.



SB 9 STANDARDS SUMMARY

Illustration 1: "Rule of 4"

Before Lot Split



After Lot Split

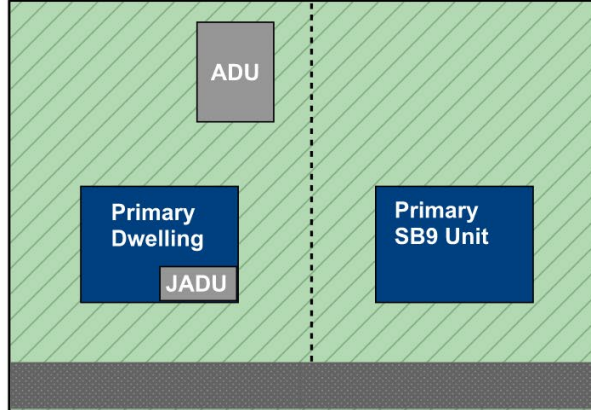
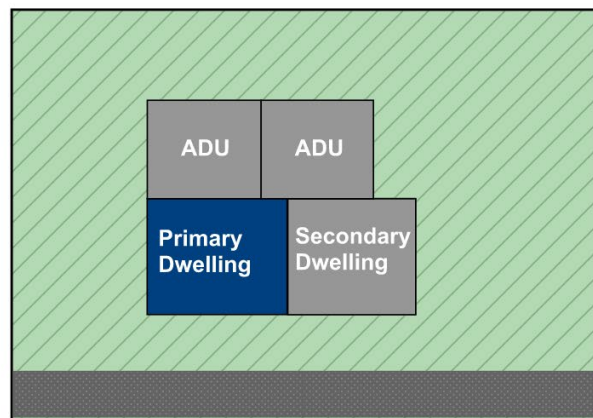
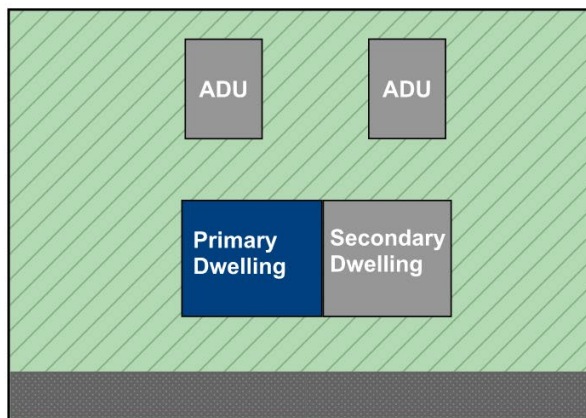
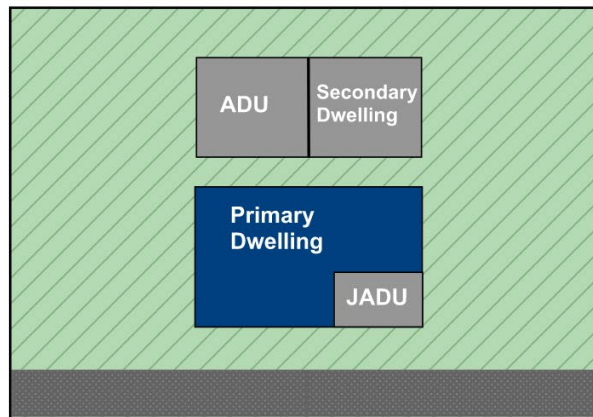
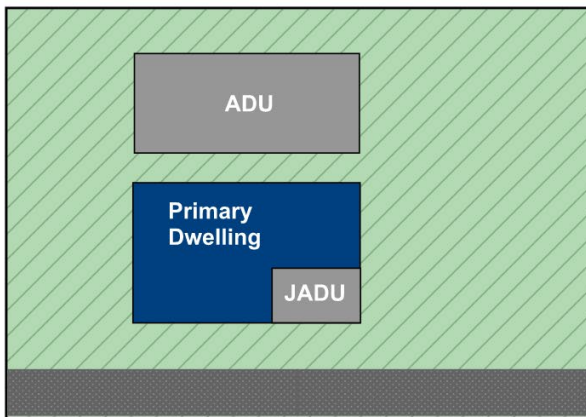


Illustration 2: Common SB 9 Configurations when Lot is Not Split





SB 9 STANDARDS SUMMARY

Illustration 3: Common SB 9 Configurations on Lots Created through a Lot Split

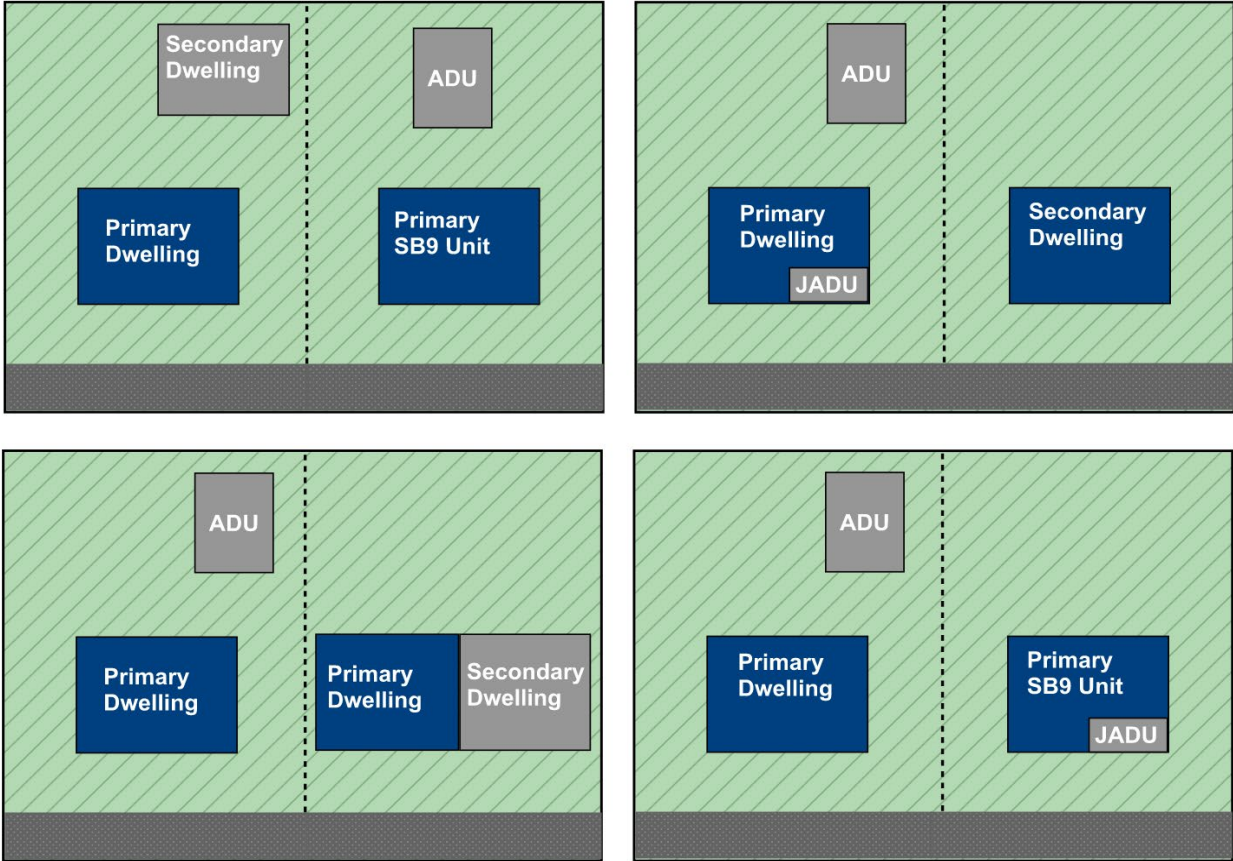


Table 1: Sample SB 9 Calculations

Original Lot Square feet (SF)	Split Lot (SF) (50%)	MAX SF at .35 FAR: Primary House & Accessory Structures on Split Lot	Secondary Unit (SF) on Split Lot (if allowed under rule of 4)	Cumulative SF on Split Lot	Cumulative FAR on Split Lot
4,000	2,000	800	1,200	2,000	1.00
5,000	2,500	875	1,200	2,075	0.83
10,000	5,000	1,750	1,200	2,950	0.59
20,000	10,000	3,500	1,200	4,700	0.47
40,000	20,000	7,000	1,200	8,200	0.41



Definitions

“Accessory dwelling unit” or “ADU” means an attached or detached dwelling unit that provides complete independent living facilities for one or more persons and is located on lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

“Junior Accessory Dwelling Unit” or “JADU” means a dwelling unit that is no more than 500 square feet in size and contained entirely within the walls of a single-family residence.

“Primary residence”, “primary dwelling unit”, and “single-family residence” means the largest dwelling unit on a lot within a single-family zone. If the lot includes dwelling units of equal size, the primary residence/single-family residence shall be the dwelling-unit nearest the front lot line.

“Primary SB 9 unit” means an existing or proposed primary residence/single family residence on a lot created through an urban lot split under the provisions of SB 9. It is subject to the development standards of the zone subject to a 1200 square foot reduction in gross floor area to accommodate one secondary SB 9 unit.

“SB 9” means Senate Bill 9, effective January 1, 2022, amending Section 66452.6 and adding Sections 65852.21 and 66411.7 to, the California Government Code, relating to land use.

“SB 9 Lot Split” means dividing one eligible, single-family zoned lot into 2 lots subject to the provisions of SB 9 and the Glendora Municipal Code. It is used synonymously with “urban lot split” and “lot split”.

“SB 9 Unit” means an additional attached or detached dwelling unit that homeowners in a single-family zoning district may be eligible to construct under the provisions of SB 9.

“Secondary SB 9 unit(s)” means an attached or detached dwelling unit that provides complete independent living facilities for one or more persons and is located on lot with a proposed or existing primary residence, as authorized under SB 9. It shall include permanent provisions for living, sleeping, eating, cooking and sanitation on the same parcel as the single-family.

“Single Family Residences, Accessory Dwelling Units, SB 9 Units, and Accessory Buildings.” One single-family residence, an accessory dwelling unit, a junior accessory dwelling unit, and accessory buildings. Any combination of one single-family residence, an accessory dwelling unit, a junior accessory dwelling unit, a secondary SB 9 unit, and accessory buildings, as provided for herein or under state law.

“Single Family Residence (SFR)” is a dwelling intended for one household.

“Single Family Residential Zones” are the R-1, E-3, E-4, E-5, E-6, E-7 and RHR.



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT

SB 9 URBAN LOT SPLIT REQUIREMENTS

General Information

- SB 9 allows eligible residential lots to be split into a maximum of 2 lots, each with a minimum size of 1,200 square feet and ranging between 40% and 60% of the original lot area.
- The split must comply with the Subdivision Map Act and the City's SB 9 Policy Framework. A Professional Land Surveyor is required to prepare the Urban Lot Split Map (Parcel Map) and related documents.
- If the development involves significant soil movement or drainage issues, a grading and drainage plan by a Registered Civil Engineer is needed.

Preliminary SB 9 Lot Split Eligibility

- The applicant must be the property owner.
- Applicant must agree by submission of an affidavit to live on the property for 3 years from the date of approval of the lot split application.
- Property must be within an eligible single-family zoning district.
- The property must have at least 1 residence on it.
- The property may only have residential uses on it.
- There must be no more than 4 total dwelling units between the parcels.
- Each resulting lot must be at least 1,200 sf and must be at least 40% of the size of the original parcel.
- Each resulting lot must have access to the right of way.
- Property must not be in a CalFire very high fire hazard severity zone unless fully mitigated and served by a city-standard width public or private street of at least 26 feet in width.
- Property must not be within a designated historic district or a designated historic landmark. If demolition of an existing structure is proposed, it must not have housed a tenant in the last 3 years, and must not be 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.
- Property must not have been part of a previous SB 9 lot split.
- Shall not be adjacent to a parcel that was previously subdivided through an urban lot split by the owner of the parcel on which the urban lot split is proposed or any person acting in concert with the owner.
- Proof that the existing lot is a legal lot under the Subdivision Map Act – if not, the applicant will have to go through the Certificate of Compliance process.

SB 9 Urban Lot Split Parcel Map General Requirements

- The Final Map Review Submittal information is primarily for the Surveyor who will be preparing the Map. The surveyor must prepare a complete and formal submittal for checking. The map will be checked by the consultant City Land Surveyor and the City Land Development Engineer.
- After approval by the City, the applicant or their surveyor will have to submit the Map to the County of Los Angeles Department of Public Works Land Development Division for their review and processing for filing of the map. The County will charge fees for their map processing and filing with the County Recorder.

SB 9 Urban Lot Split Fee

- Applicant pays the Tentative Parcel Map/Lot Split fee of \$4,006.00 (Planning Fee P-48).



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT

SB 9 URBAN LOT SPLIT REQUIREMENTS

Detailed Requirements for SB 9 Lot Split Parcel Map

Initial Submittal:

1. Complete a Planning Application for "Tentative Parcel Map/Lot Split".
2. Retain the services of a professional land surveyor who can survey your property, prepare a site plan/SB 9 tentative parcel map, a final SB 9 parcel map, and assist with the City application.
3. Your surveyor will obtain the Parcel Map number for the Urban Lot Split from the County of Los Angeles Department of Public Works Land Development Division.
4. Provide "will serve" letters proving public utility service is available at the time of application along with any required utility easements.
5. With the SB 9 Lot Split Application, submit site plan/SB 9 tentative parcel map for the proposed SB 9 Lot Split. It will be drawn to scale showing proposed buildings, all existing buildings, existing property lines, proposed property lines, easements, and topography based on a site survey. The site plan must show the dimensions from the existing (and any proposed) buildings to the proposed property lines.
6. Community Development Staff will review the submittal for completeness and conformance with City, State, and County codes and requirements. Review comments will be provided, so your surveyor can prepare the SB 9 final parcel map which will be submitted for City Staff review and City Surveyor Technical Map Review.

Final Map Review Submittal:

7. Your surveyor will prepare the SB 9 final parcel map. A PDF electronic copy of the SB 9 final parcel map shall be submitted for final map review. After each submittal, send a copy of the latest version of the final map to your title company for review. The following notes provide the necessary information for preparation of the map and what is required for submittal and refer to *LA County Surveyor Final Map Requirements*.
8. Submit a current subdivision report or preliminary subdivision guarantee (dated within the last 60 days) prepared by a title company for the subject property. Submit complete, full-size, legible copies of all deeds, field book pages, and other documents/information references shown on the map and needed to interpret references on the map. The recorded/filed/indexed numbers (book and page) must be clearly visible. Copies of corner records must be legible and complete.
9. Submit sketch/drawing and traverse calculations (including coordinates and closures) for establishment method of the boundary, property lines, and easements.
10. Submit traverse closure calculations clearly showing/labeling the POB and location of each traverse, the sequence of courses, the bearing and length to close, the precision ratio, the length of the traverse, the error in latitude, the error in departure, and the angular error. Show lengths to the nearest 1/100 of a foot (0.01') and bearings to the nearest second of angle (0' 00' 00"). Provide traverse closure calculations within allowable limits of error for the following: a. Distinctive border; b. Centerline loops; c. Block loops; d. Parcels(s); and e. Not a part areas.
11. Show the subtitle (legal description) on the map and/or on the preliminary subdivision report/guarantee.
12. Prepare the map at a scale that clearly shows all delineated line work, labels, dimensioning, and text. The map must be clearly readable for referencing and retracement in perpetuity by all professionals after recordation and digital archiving by the County. Show/correct map scale and/or detail scale (CC 21.44 Part 2). Use engineering scale measurements, not architectural. Show north arrow with proper angular orientation to the drawing (CC 21.44.140). Show Sheet X of XX Sheet(s) beginning with the title sheet first (CC 21.44 Part 2). Provide a 3" across by 4" down rectangular space for the County Recorder in the upper right corner of Sheet 1 of the map.
13. Show title on all sheets: **Parcel Map No. XXXXX for SB 9 Purposes in the City of Glendora, County of Los Angeles, State of California** (CC 21.44 Part 2).



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT SB 9 URBAN LOT SPLIT REQUIREMENTS

14. Use only formal language/verbiage throughout the title sheets. Spell-out all words; no abbreviations except in legal names/titles.
15. Show the distinctive border on the front side of the Mylar inside the boundary of new parcels being created. Show distinctive border on details and throughout the map sheets. Do not obliterate or obscure any figures, lines, or text. Use solid, bold line style with equidistant, solid circles tangent to the border. Show the distinctive border legend on the title sheet or on every mapping sheet. Place near the top of each sheet.
16. Show recorded conveyance deed references and recorded map references for exterior boundaries of the parcel map except where an exterior boundary abuts a dedicated public street. Note that Certificates of Compliance do not convey fee title interests.
17. Provide a copy of dedication documents where the exterior boundary abuts a dedicated public street or alley.
18. Label "NOT A PART OF THIS SUBDIVISION" for areas not included in the exterior boundary.
19. Show references to adjoining sheets and compare duplicated information on adjoining sheets (CC 21.44 Part 2).
20. Show method of establishment of all public street centerlines, boundary lines, parcel lines, easement lines, and/or corners on the map. Cite references of recorded/filed evidence where noted. Correctly label archived locations of every field book reference: CITY ENG. F.B.; CITY ENG. T.B. (Tie book); COUNTY ENG. F.B.; L.A. CO. P.W.F.B.; L.A. CO. R.D.F.B.; L.A.C.F.C.D. F.C.; L.A. CO. C.S.F.B.
21. Comply with all State law provisions when using/referencing the California Coordinate System. Show basis of bearing note. Place under the Surveyor's/Engineer's Statement.
22. Comply with the monument requirements of the County Engineer and CC Chapter 21.20 for all monuments. Label every found monument with a recorded/filed reference or state "NO REFERENCE". On every monument, cite the LS#, RCE#, or agency name shown on the tag/washer or cite "NO WASHER", "NO TAG", and/or "NO #". Every untagged boundary control monument and untagged centerline tie monument must be tagged. The filing of centerline tie notes shall be coordinated through the city engineer. Describe, clearly and thoroughly, the details of every monument found or set. Every iron pipe, found or set, must cite the depth/height above/below surrounding grade. Points falling on maintenance holes (manholes) shall describe the type of maintenance hole such as SSMH for sanitary sewer maintenance hole or SDMH for storm drain maintenance hole.
23. Every monument set at an offset to perpetuate a record point or found at an offset from the record point must have clearly label bearings and distances along each tie line from the record point to the offset monument and dimension perpendicular offsets from boundary lines or prolongations of boundary lines.
24. All monuments must be set, inspected, and approved before submittal for legislative body approval. Boundary comer monuments may be deferred after verified compliance with CC 21.20.060.
25. Request a monument inspection by signed letter from the map's surveyor addressed to the City Engineer stating that all monuments are set, ready for inspection, and comply with CC & SMA; include Comer Records and/or city tie notes.
26. Label all monuments approved for deferral as "TO BE SET"; modify the Surveyor's/Engineer's Statement accordingly. A posted monument bond receipt from the City is required for all approved, deferred monument settings.
27. Show adjoining streets and/or widths and/or names. Clearly show transitioning by duplicating data/labels/line work.
28. Show bearings and distances on all lines; use leader lines and leader arrows where necessary. Show curve data for every street centerline, street sideline, and property line comer returns. Label the radial line bearings where noted. Label the radial line bearings at each delineated termini along non-tangent curves.
29. Show parcel areas (both net and gross when appropriate) to the nearest square foot or 0.01 acre when over 3 acres. Show correct and enclosed details. Details are required where dimensioning is not clearly visible at the sheet's scale. Enclose the detail, labels, and dimensioning in a bold and dashed line style.



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT SB 9 URBAN LOT SPLIT REQUIREMENTS

30. Delineate/label/tie-in all city boundaries adjoining or crossing the parcel map boundary.
31. Traverses must close within allowable limits of error. Reference map sheets for specific areas.
32. Verify centerline to sideline width and centerline to centerline width for streets and easements. Always use leader lines where dimensioned width crosses any line.
33. The sum of parts must equal the total.
34. Show the Surveyor's/Engineer's Statement; LS/RCE signature must be dated: affixed seal must be legible 1½" to 2" diameter. Provide sufficient space to easily affix the seal with no overlap of data.
35. Provide a complete title sheet as to owner's Statement, dedications, offers, restrictions, etc. Clearly delineate, dimension, and label all dedications on the map sheets. The title sheet must agree with the preliminary subdivision report/guarantee with respect to owners, trustees, beneficiaries, easement holders, and interest holders. Provide authority for the signatures of LLCs and corporations.
36. Show proper signature omissions notes. State verbatim from the recorded easement document the purpose/nature of every easement cited in the omission notes and on the map sheet. Verify 'indeterminate' or 'blanket in nature' designations. Have the preliminary subdivision guarantee revised accordingly.
37. Show and label every easement affecting the parcels and show ties to parcel lines. If easements are blanket, indeterminate, or within an area being dedicated for public street, so state in the signature omissions note.
38. Provide a complete title sheet with signatures, seals, acknowledgments, and spelling.
39. Show and label natural drainage courses, flood and geological hazard areas, and the accompanying notes.
40. Show appropriate Certificates. (City Engineer's, City Clerk's, Special Assessment's, County Engineer's, Tax Certificates (2), etc.). Provide a 2¼" diameter space to affix the County Seal next to the tax certificates and for any required City Seals next to the City Clerk's Certificate.

Final Submittal:

41. Once the Glendora Land Development Division notifies the applicant and surveyor that the map technical review is complete, the applicant or surveyor shall have the owner/subdivider and any other required parties sign the title and signature sheet(s) with the respective notary signature(s) and seal(s). The applicant or surveyor shall send the original SB 9 final parcel map to the City Surveyor for signature.
42. After receiving the City Surveyor's signature, submit the original SB 9 final parcel map to the City for final review after completion of all reviews and when instructed [SMA 66434(a)]. The map shall be on Mylar media trimmed to 18" by 26" overall with a blank 1" margin on all sides.
43. Ink must be black (no grayscale), opaque, and permanent in nature. All required certificates should be stamped or printed with black, opaque, and permanent Ink. Execute signatures with extra-fine point black marker or 1.0 mm, black, gel-roller ball pen (NO BALL POINT PENS). All printed information must be on the front side of the Mylar.
44. Submit all public utility/public entity letters for every applicable signature omission to the City Engineer's office or submit a signed statement that State law has been met with respect to public utility/public entity signature omissions. Submit the final map Mylars with subdivider/owner signatures and the signatures of other parties required with the appropriate notaries.
45. The City of Glendora Land Development Division will secure the required City signatures on the SB 9 final parcel map, and the original, signed map will be returned to the applicant or the surveyor for final processing and recordation with Los Angeles County. Follow the current procedures established by the Los Angeles County Department of Public Works Land Development Division for final processing.
46. Tax clearance is required by the County, and the County will require a bond estimate declaration signed by all owners of record. The County will require that the applicant post the tax bond or other security as required. Provide copies of all receipts and information received from the County to the Glendora Land Development Division when the map has been submitted to the County.
47. Final processing by LA County is complete once the map has been officially filed by the Recorder.