



CITY OF PINOLE

Community Development Department

2131 Pear Street
Pinole, CA 94564

(510) 724-8912
ci.pinole.ca.us

SB 9 Lot Split Application Form

Please fill in the blank boxes below. Refer to the [Planning Division webpage](#) for submittal information.

Site Information			
Address		APN	

Contact Information

	Applicant	Owner
Name		
Address		
Phone		
Email		

Lot Split Proposal Information

	Existing	Proposed
Parcel Size (in Square Feet)	Original Parcel Size:	Parcel 1 Proposed Size:
		Parcel 2 Proposed Size:
	Note: 1. Each new parcel must be at least 1,200 square feet. 2. Each new parcel may not be more than 60% or less than 40% of original.	
Number and Type of Units	Existing Units on Original Parcel:	Existing Units on Parcel 1:
		Proposed New Units on Parcel 1:
		Existing Units on Parcel 2:
		Proposed New Units on Parcel 2:
Note: No more than two units are allowed per parcel. Example: Existing Units on Original Parcel: "1 single family home, 1 ADU, 1 JADU"		

	Existing	Proposed
Number of Parking Spaces	N/A	Parcel 1 Parking Spaces:
		Parcel 2 Parking Spaces:
	Notes: 1. One space is required per unit. Except, none required within a ½ mile of a high-quality transit corridor or major transit stop (i.e., line frequency of 15 minutes during peaks), or where a car share vehicle is in one block. 2. Parking located in the front setback does not count towards meeting the required parking. For R-1, it is the area within 20 feet of the front lot line. 3. Parking dimensions detailed in PMC Section 17.48.040(B) . Common standards: 9'x18' open unobstructed spaces, 10'x20' covered spaces.	
	Aspects Incorporated into the Project	Confirm
Access	Parcels have access to, provide access to, or adjoin public right-of-way.	
Setbacks	1. Setbacks are identified in the survey/tentative parcel map (setbacks are distances from structures to lot lines and distances between structures). 2. Setbacks from the existing front lot line shall be at least 20 feet, consistent with general R-1 and LDR zoning standards. Setbacks from other existing or new lot lines shall be at least 4 feet. Setbacks between detached structures on the same lot shall be at least 6 feet, as measured from the roof overhangs. 3. No change in setback is required for an existing structure or a structure constructed in the same location with the same dimensions.	
Demolition/Alteration of Existing Units	No demolition or alteration of a unit 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. No demolition or alteration of a unit occupied by a tenant within the last 3 years.	

Submittal Items

	Items	Checklist
Application	SB 9 Lot Split Application Form	
Plans	Existing Site Plan and Lot Survey	
	Proposed Site Plan and Tentative Parcel Map	
	Grading & Drainage Plan (if applicable)	
Documents and Calculations	Title Report	
	Legal Descriptions	
	Existing and Proposed Easements	
	Closure Calculations for New Parcels	
	Geotechnical Report (if grading/development on slopes/hillsides)	
Deed Restriction	Owner shall submit a notarized deed restriction affirming use of the subdivided lots would be in compliance with SB 9, including restriction on further subdivision through SB 9 and requirement for rental of units created through SB 9 to be for terms of more than 30 days. The deed restriction form can be obtained from the Planning Division .	
Signed Affidavit	Owner shall submit a notarized affidavit letter stating that they intend to occupy one of the housing units on the site as their principal residence for a minimum of three years from the date of the lot split approval.	