Small Lot Subdivision

Appointments may be required for some planning application submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

A small lot subdivision allows the subdivision of an existing lot into lots with an area of less than 5,000 square feet in order to encourage owner occupancy and housing rehabilitation. It does not permit the creation of new vacant lots or the construction of any new residences, nor does it allow subdivision of lots where a second family residential unit (granny flat) has been built. The processing procedure is the same as for a parcel map, a professionally prepared map required in order to subdivide the property for sale.

What are the review standards?

- Each lot created must have at least 2,500 square feet per dwelling unit.
- Each lot must have access to a public right-of-way.
- All structures on the lot are existing structures and each existing structure has no more than 2 dwelling units.
- All dwelling units will be subject to a housing code inspection. Applicants will be required to correct violations even if the subdivision is not approved; correction of violations does not guarantee approval of the subdivision.
- Each structure on the lot must have the following minimum energy conservation features: R-30 ceiling insulation, hot water insulating blanket, caulking throughout, gasketing of windows and exterior doors and water conservation devices.
- The location of all structures, easements, setbacks and property lines, as shown on a survey prepared by a state-licensed civil engineer, must meet the requirements of the zoning ordinance, the Uniform Building Code and the Uniform Fire Code, then in effect.
- The subdivision will not create any safety hazards.
- Each lot has sufficient parking or there is sufficient parking in the neighborhood and the subdivision will not cause a parking problem.
- Subdivided lot will meet the open space requirements of the MDR District of the Zoning Ordinance
- Adequate street trees are provided.
- An acceptable drainage plan is submitted and all drainage problems have been corrected.
- Each lot has its own water and sewer service
- Improvements and repairs to streets, curbs, gutters and side-walks, etc. must be made.
- After meeting all requirements, the applicant must deposit $1,000 per structure, refundable when and if a given structure has been owner occupied for 1 year within 3 years of the subdivision.

- Applicant should contact their mortgage holder prior to submitting an application to determine what restrictions or requirements the lender may impose.

What are the steps in the process?

- Preliminary review of your small lot subdivision by the Technical Project Review Committee (TPRC) may be required prior to the filing of the application. This process takes 3 weeks but can save time later by resolving issues early in the review. Please refer to the "Preliminary Review" handout.
- A planner will be assigned to review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.
- Some parcel map applications are subject to the environmental review process. If staff determines that the project is subject to environmental review please refer to the "Environmental Review" handout.

What is required for application submittal?

SMALL LOT SUBDIVISION APPLICATION CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

☐ **Application:** A completed planning application signed by the property owner and applicant.

☐ **Fees:** An application fee of $_____.

A public notice fee of $_____.

☐ **Plans:** Nine (9) sets of plans: Parcel map at a scale not less than 1" = 100'. Plans should be a minimum of 18" x 26" and folded and collated to a size no larger than 9" x 13" and one (1) set 8 ½" x 11" parcel map. The map should show the following:

- ☐ The subdivision name or number, date, north point, scale and sufficient description to define the location and boundaries (including acreage) of the proposed subdivision and a vicinity map;
- ☐ Name and address of record owner(s) of the subdivision;
- ☐ Name and address of the subdivider;
- ☐ Name, business address and telephone number of the registered engineer or licensed surveyor who prepared the map of the subdivision;
- ☐ Sufficient elevations or contours to determine the topography of the site and adjacent sites affected by the development;
- ☐ The locations, names, widths and approximate grades of all roads, streets, bicycle paths, walk- ways, trails and highways in the proposed subdivision and along the boundaries;
- ☐ The location and character of all existing or proposed public utilities in the subdivision and in the adjoining and contiguous public rights-of-way;

- ☐ The approximate widths, location and purpose of all existing or proposed easements;
- ☐ Location and type of all public transit facilities;
- ☐ Location of all mail boxes;
- ☐ Identification of all public improvements that are a deviation or variation of the Vallejo Sanitation and Flood Control District's adopted public improvement standards;
- ☐ Location and type of all land reserved for public facilities;
- ☐ Location and character of all existing and proposed park and recreation facilities, and proposed open space areas, including their ownership and management.
- ☐ Approximate lot layout and dimensions of each lot and an identifying number of each;
- ☐ The outline of any existing buildings to remain in place and their locations in relation to existing or proposed street and lot lines;
- ☐ Location and species of each tree over 6 inches in diameter;
- ☐ Location of every area subject to flooding and/or storm water overflow and the location, width and direction of flow of every watercourse;
- ☐ Heights, size and location of all proposed buildings, unless exempted by the Development Services Director;
- ☐ Type of residential units, the number of bedrooms in each type and the total number of each type of unit, unless exempted by the Development Services Director;
- ☐ A copy of every restrictive covenant proposed, or in the case of condominium projects, a copy of the declaration of restrictions and proposed management arrangement relating to the project
- ☐ Location of all nearby fire hydrants.

Additional Submittal Requirements

- ☐ Subdivider's statement consisting of existing uses on the property, identification and location of all proposed uses within the subdivision, description of the proposed improvements and public utilities and the date by which improvements will be completed, and justification for every proposed exception to any provision of the Zoning Ordinance;
- ☐ A preliminary grading and drainage plan including proper measures for erosion control and prevention of sedimentation or damage to off-site property and will not adversely impact any of the subdivided parcels;
- ☐ Environmental information consisting of a soils report, noise study and traffic study, unless exempted by the Development Services Director;
- ☐ The outline of all existing buildings and their locations in relation to existing or proposed street and lot lines;
- ☐ **Site Photos:** Color photos showing the existing property and the adjacent properties

What is the approval process ?

Within 10 days after an application has been found to be complete, planning staff will route the parcel map to the appropriate departments and agencies for comments. Notice of the parcel map

application will be mailed to all property owners within a 200 foot radius of the subject property. This notice gives the property owners 14 to 21 days, depending on whether environmental review is required, to comment on the parcel map application.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit an appeal application stating the reasons for the appeal and how the determination affects them. The appeal must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk within 10 calendar days of the Planning Commission's action a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination date, the project determination is final.

When are appeals hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

When does my parcel map expire?

Approved parcel maps are valid for 36 months. 12 month extensions to up to an additional 36 months can be granted by the Planning Division through written requests from the applicant if the map is found consistent with current plans and policies.

What is required after my tentative map approval?

A tentative map is actually a preliminary approval of a division of land. A final map, recorded with the County, is required to officially complete the process. A final map is processed through the Public Works Department and requires City Council approval, usually as a Consent Calendar item.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326