



SB 9 URBAN LOT SPLIT

Submittal Requirements

To submit a **SB9 Lot Split project**, email this form and all submittal requirements included below as attached PDF documents or via file share link to planning@albanyca.org. Failure to submit a complete application will result in your application not being accepted. Respective fees will be invoiced and sent to the property owner/applicant once the application has been accepted.

- ☐ [Site Eligibility Requirements Checklist](#)
- ☐ [Planning Application](#), with signed Terms and Conditions (page 2 of application)
- ☐ [SB 9 Demolition Affidavit](#)
- ☐ [SB 9 Lot Split Affidavit](#)
- ☐ **Parcel or Tentative Map** – prepared and stamped by a state-licensed engineer or surveyor, including:
 - Name and address of legal owner, subdivider and person preparing the map, including registration and license number;
 - Sufficient legal description to define the boundary of the proposed subdivision;
 - Date, north arrow, scale, contour interval, and source and date of existing contours;
 - Contour lines or elevation points;
 - The location of all structures and improvements on the site;
 - The location, width and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within or adjacent to the subdivision;
 - The location of storm sewer mains, channels, creeks or other drainage works, and the location and type of all existing sanitary sewers, water mains and other public utilities in or adjacent to the subdivision, including information on sizes, capacities, invert elevations and other data as prescribed by the City Engineer;
 - Additional information, as applicable, as outlined in [Section 22-4.2](#) of the City's [Subdivision Ordinance](#).

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- ☐ **Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. The application is deemed submitted on the date fees are paid in full.

Fiscal Year 2024-2025 Planning Fees (fees subject to change)

SB 9 Permit	\$4017.86
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Upon approval of the SB 9 submittal, a Parcel Map must be applied for. See [Subdivision Map Act Submittal Requirements](#) for how to apply.

Please be aware that if a subdivision is proposed on a lot that changes the setbacks of an existing structure to less than four (4) feet or that further reduces the setback within four (4) feet of a property line, a letter from a code compliance specialist—California State licensed architect or licensed engineer (civil or structural)—will be required that certifies the structures would meet current Building and Fire Code requirements with any newly created setbacks, and if not, what would be required to bring the structure(s) up to Code. If code compliant measures are required, a building permit will be required.

For information on how to apply for a building permit see

<https://www.albanyca.gov/Departments/Community-Development/Building/Building-Permits>