



Community Development Department  
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Housing Dev. No.: \_\_\_\_\_  
 TDA No.: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_  
 Accepted By: \_\_\_\_\_

## SB9 Housing Development Application

Application and Eligibility Checklist for housing developments with up to two dwelling units as authorized by Government Code § 65852.21 and 66411.7.

This application is required prior to the submission of construction documents to the Building and Safety Division.

### PROJECT INFORMATION

Project Description: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Square Footage: \_\_\_\_\_

APN: \_\_\_\_\_ Tract: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_ General Plan Land Use: \_\_\_\_\_

Existing Structures?  Yes  No To Remain?  Yes  No

If Yes, describe: \_\_\_\_\_

Existing Trees?  Yes  No To Remain?  Yes  No

Quantity: \_\_\_\_\_ Species: \_\_\_\_\_ Trunk Diameter: \_\_\_\_\_

### **PROPOSED DWELLING UNIT INFORMATION:**

AREA	PROPOSED – SQ FT DWELLING UNIT NO. 1	PROPOSED – SQ FT DWELLING UNIT NO.2
Livable (1 <sup>st</sup> floor)		
Livable (2 <sup>nd</sup> floor)		
Garage		
Porch		
Other Structure (Please Specify):		
Total floor area/footprint		
Total roof area (including eaves)		
Building height of each dwelling		
Flatwork Inside Front Yard Setback		
Exterior Wall Finish Material		
Color (List, Mfg., # etc.)		
Eave Color (List, Mfg., # etc.)		
Window Trim (List, Mfg., # etc.)		
Roof Type/Color (List, Mfg., # etc.)		
Window Treatment (example: square or mulled arch)		

### **APPLICANT INFORMATION**

Applicant (Main Contact Person): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ELIGIBILITY CHECKLIST**

**GENERAL REQUIREMENTS**

- 1. Is the parcel is zoned for something other than single family residential use?  Yes  No
- 2. Does the proposed urban lot split involve the demolition or alteration of any of the following types of housing:  Yes  No
  - i. Housing 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.
  - ii. Housing that is subject to any form of rent or price control through a public entity’s valid exercise of its police power.
  - iii. Housing that has been occupied by a tenant in the last three years.
  - iv. Housing that is on a parcel on which an owner has exercised the owner’s rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years.
- 3. Is the parcel located within an area(s) specified in subparagraphs (B) through (K), inclusive, of paragraph (6) of subdivision (a) of Government Code § 65913.4? These areas include, but are not limited to, prime farmland, wetlands, very high fire hazard severity zones, hazardous waste sites, earthquake fault zones, special flood hazard areas, regulatory floodway, and lands identified for conservation or habitat preservation as specifically defined in Government Code § 65913.4.  Yes  No
- 4. Is the parcel located within area(s) designated Ineligible for SB 9 Urban Lot Split Subdivision and Housing Development for Preservation of Public Safety? These areas are defined by two specific locations within the City shown in Figure 20-3 of CHMC Section 16.10.150.  Yes  No

***\* If any items are checked “Yes”, the proposed housing development may not be eligible for approval under SB9.***

An Urban Lot Split or housing development under SB 9 may be denied if the building official makes a written finding, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

**CERTIFICATION:**

I/we certify under penalty of perjury that I/we am/are the Applicant for the project and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

**APPLICANT SIGNATURE(S)**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY OWNER CERTIFICATION**

I/we, the undersigned owner(s) or authorized agent for the person/organization owning the land(s) for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be, released from any liability incurred if the application is approved.

**When signing on behalf of the owner(s) as an “Authorized Agent”, attach a notarized copy of the Power of Attorney or a notarized letter of authorization.**

**PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

The information provided on this form may be subject to disclosure pursuant to the California Public Records Act (Gov’t Code 6250 et seq.) and, at the City’s discretion, may be posted/published on the City’s website.

**SUBMITTAL REQUIREMENTS:**

- Application Fee.
- One (1)** Completed application; signed and dated by property owner and/or authorized agent.
- One (1)** Completed Trust Deposit Account Procedures/ Agreement form. Shall be signed and dated.
- One (1)** signed affidavit stating that the applicant/owner intends to occupy one of the housing units as their principal residence for a minimum of three (3) years from the approval date of the urban lot split. Community land trusts and qualified nonprofit corporations, as defined in Revenue and Taxation Code §§ 402.1 and 214.15, respectively, are exempt.
- One (1) copy** written approval or stamped project plans showing Home Owner Association approval, if applicable.
- Five (5) sets** of 24”x 36” size plans. Plans must include:
  - Site Plan showing:
    - Scale Used (must be to a standard Architect or Engineer scale)
    - Property Lines with dimensions
    - Property Setbacks
    - Easements
    - All Existing trees and natural elements
      - Indicate species of tree(s)
      - Note which tree(s) are to remain, and, if applicable, tree(s) to be removed/relocated. Refer to Chapter 16.90 for requirements.
    - All Eaves (show overhang distance)
  - Colored Elevation for all sides of the proposed structure(s)
  - Floor Plan (including all floor area).
  - Conceptual Grading Plan showing:
    - Existing & proposed retaining walls
    - Existing and proposed freestanding walls
- One (1) set** of plans reduced to 11” x 17” (for copying purpose).
- One (1) copy** Proof of property ownership (i.e. copy of Grant Deed).

- One (1)** Color and Material Sample Elevation Sheet – Size 11” x 17”. Must include pictures of materials samples in color, manufacturer’s name, numbers and names of colors.
- One (1) copy** Building Envelope Study if subject property is within six hundred (600) feet of the centerline of Carbon Canyon Road, which includes (Reference [Building Envelope Standards](#)):
  - The Canon Lane area, including: Tract 1913 and Tract 1945
  - The Sleepy hollow area, including: Tract 1868, Tract 2037, Tract 2211, Tract 2325, The “Carbon Canyon Tract,” and The “Sleepy Hollow Tract.”
- One (1) digital copy** of the project plans in PDF format.

#### ADDITIONAL DEVELOPMENT CRITERIA

- a. For lots with existing residential units, the proposed housing development shall not involve the demolition of more than 25 percent of the existing exterior structural walls unless the site has not been occupied by a tenant in the last three years.

#### SITE STANDARDS

- a. One off-street parking space per dwelling unit has been provided and shall adhere to the parking standards and dimensions of parking facilities in Chapter 16.34 Parking and Loading.
- b. Off-street parking is not required if the following applies: (1) the parcel is located within one-half mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop as defined in Section 21064.3, or (2) there is a car share vehicle located within one block of the parcel.
- c. Front setback complies with the underlying zoning district.
- d. Side setback is no less than four (4) feet from the property line.
- e. Rear setback is no less than four (4) feet from the property line.
- f. Side or rear setbacks are not required for an existing dwelling unit, or a dwelling unit construed in the same location and to the same dimensions as the existing dwelling unit.
- g. No permitted projections into the required setbacks.
- h. The maximum building coverage does not exceed forty (40) percent, except that the lot coverage shall be increased, if necessary, to allow the development of two (2) dwelling units with a floor area up to 800 square feet each.
- i. The maximum coverage in the front yard setback by impervious surfaces shall be the greater of fifty percent (50%) or the aggregate area of the following: (i) the area comprising the driveway directly fronting a primary garage door(s) to the street, (ii) one additional area of up to fifteen (15) feet in width on one side of the driveway to the street, (iii) a walkway(s) of up to five feet in width providing a walking path between the front door of the residence and the front property line and/or the driveway, and (iv) a walkway of up to five feet wide providing access from the driveway to the side yard.
- j. Each dwelling unit has a concrete trash pad of at least three (3) feet in width and eight (8) feet in length that is visually screened from the public right-of-way for the storage of waste and recycling bins. A paved pathway shall be provided from the paved area of the trash pad to the location from which the bins will be emptied by the City approved waste hauler.
- k. Any mechanical equipment is located within the side or rear of the house, outside of the required setback, and shall be visually screened from the public right-of-way.
- l. Each parcel has a perimeter fence or wall conforming to the standards specified in Section 16.06.120 Fences, Walls and Hedges.
- m. Each dwelling unit has front yard landscaping involving planting areas, turf areas, and water features in a landscape design plan Aggregate landscape area in the front yard equal to or greater than 500 square feet and rehabilitated landscape projects with an aggregate landscape area equal to, or greater than, two thousand five hundred (2,500) square feet subject to Chapter 16.07 – Landscape water conservation requirements.

- n. Each parcel drains to the street or to an approved storm drain facility. All roof drainage shall be collected by gutters and downspouts.
- o. For proposed residential units connected to an onsite wastewater treatment system, a percolation test is provided and completed within the last five years. Existing percolation tests must be recertified within the last ten years.
- p. Any tree removals comply with Chapter 16.90 Tree Preservation.
- q. Accessory structures are not subject to the standards within this section and comply with Chapter 16.06 General Development Standards.
- r. For dwelling units located within a Fire Hazard Overlay, additional standards have been incorporated. See Chapter 16.22 Fire Hazard Overlay District.
- s. All dwelling units have separate utilities and facilities (connections, lines, and meters) including wastewater, electrical and water systems.
- t. All water meters are be located within the public right-of way unless otherwise approved by the City. Public easements shall be required for any meter installed outside of public right-of-way. Recorded documents must be submitted to the City prior to occupancy release.
- u. All driveways and street corners illustrate compliance with § 16.06.080 Clear Corner Areas for Sight Visibility of the CHMC. Nothing shall be placed or allowed to grow taller than thirty (30) inches within the clear corner areas in a manner which obstructs visibility or threatens vehicular or pedestrian safety.
- v. All improvements within both public or private rights-of-way shall be built to City Standards and in accordance with the current edition "Standard Specification for Public Works Construction" and the City of Chino Hills Development Code.

## DESIGN STANDARDS

- a. All dwelling units have a minimum gross floor area of seven hundred fifty (750) square feet. The minimum dwelling unit width and depth shall be twenty (20) feet, measured from the exterior of the structure and excluding garages, porches, patios, eaves, cabanas, and bay windows.
- b. Siding material consists of stucco, wood, brick, stone, or decorative concrete block. Synthetic materials of a similar appearance and equivalent durability shall be permitted. Exterior siding shall extend to a point at or near grade.
- c. Roofing materials is Class "A" as defined by the California Building Code.
- d. Each dwelling unit has utility hookups and an area shall be provided to accommodate installation of a clothes washer and dryer. The hookups and area shall be provided within the primary structure (house).
- e. The second story of a dwelling unit is setback a minimum of three (3) feet from the first story wall plane on all street facing elevations.
- f. The maximum building heights comply with the underlying zoning district.
- g. Each dwelling unit has architectural ornamentation, including decorative light fixtures, stone veneer, two-tone exterior paint, or siding to enhance the architectural treatment of the dwelling unit.
- h. Each dwelling unit has incorporated roof overhangs of at least twelve (12) inches.
- i. Decorative window trim of at least two inches in depth and four inches in width has been provided for all windows in a color complimentary to the exterior color scheme of the dwelling unit.
- j. Roof flashing, rain gutters, and downspouts, vents, and other roof protrusions have been finished to match the adjacent materials and/or colors.
- k. Materials and colors of garages are similar to those used for the primary structure.
- l. Garage doors appear to be set into the walls of the garage or the house rather than being flushed with the exterior wall of the garage or the house. Garage doors shall be of a roll-up design.
- m. All exterior lights are oriented to the subject property and shall not create glare or light trespass on an adjacent property.