



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

## SUBMITTAL CHECKLIST

**SUPPLEMENTAL**

**FOR URBAN LOT SPLIT AND/OR TWO-UNIT RESIDENTIAL DEVELOPMENT**

### INTRODUCTION

An “urban lot split” means the process of dividing a legal parcel resulting in no more than two parcels. An urban lot split and each of the resulting parcels divided only by process of “urban lot split” are allowed to be developed with two residential units if all of the following objectives are met:

- The parcel is located within a zone that allows for single-family residential development
- Any resulting parcel is not less than 40 percent the size of the original parcel and is not less than 1,200 square feet.
- The site is not designated or listed as a city landmark or historic property pursuant to city ordinance.
- A proposed development would not require the demolition or alteration of any of the following types of housing:
  - 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.
  - Housing that is subject to any form of rent or price control.
  - Housing that has been occupied by a tenant in the last three years.
- The parcel subject to the proposed housing development is not a parcel on which an owner of residential real property 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 before the date that the development proponent submits an application.
- The proposed housing development does not allow 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.
- The parcel has not been established through prior exercise of an urban lot split as defined above.
- Neither the owner of the parcel being subdivided nor any person acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split as provided for in this section.
- Each dwelling unit is provided with one covered off-street parking space. No space shall be configured in tandem with another parking space.
- Each residential unit proposed by new construction or conversion of existing built space is no more than 800 square feet and maintains a minimum setback of 4 feet from the side and rear property line.
- A Deed Restriction & Covenant be filed and recorded with Los Angeles County which prohibits the use short-term rentals and prohibits the development of an accessory dwelling unit or junior accessory dwelling unit on the parcels.
- An affidavit completed stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the urban lot split.

## **OBJECTIVE ZONING STANDARDS**

Each development applications for up to two residential units per parcel subdivided by urban lot split shall be reviewed ministerially without discretionary action and shall meet the requirements stated above and otherwise as follows:

- For development in the R-1 zone, development standards as provided by SMMC Ch. 17.20
- For development in the R-C zone, development standards as provided by SMMC Ch. 17.30
- For development in the HMZ zone, development standards as provided by SMMC Ch. 17.52

In no circumstance shall the standards or requirements physically preclude the development for two residential units not less than 800 square feet each.

## **OBJECTIVE SUBDIVISION STANDARDS**

All parcel map applications for urban lot split shall be reviewed ministerially without discretionary action and shall otherwise meet the requirements of SMMC Title 16. Unless otherwise stated above, a subdivision shall meet the requirements as follows:

- For subdivisions in the R-1 zone, standards as provided by SMMC Section 17.20.100
- For subdivisions in the R-C zone, standards as provided by SMMC Section 17.30.110
- For subdivisions in the HMZ zone, standards as provided by SMMC Section 17.52.140

In no circumstance shall the standards or requirements physically preclude the development for two residential units not less than 800 square feet each.

“Objective zoning standards,” “objective subdivision standards,” and “objective design review standards” mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal. These standards may be embodied in alternative objective land use specifications adopted by a local agency, and may include, but are not limited to, housing overlay zones, specific plans, inclusionary zoning ordinances, and density bonus ordinances (Gov. Code § 65852.21(i)(2); 66411.7(m)(1)). It is not the intention of this application to require zoning or subdivision standards which are not objective.

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*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

**Minimum Submittal Requirements:**

***Listed below are the minimum submittal requirements for Urban Lot Split and/or Two-unit Residential Development. If there are multiple entitlements, they may be combined under one submittal.***

- Electronic Submittal**  
All required submittals listed below shall be provided in electronic format via flash drive or CD.
  
- Parcel Map Application Form – One (1) copy**  
Form completed with signatures notarized as indicated on application. This application requires its own set of submittal material. Review of the material required by this application with a Planner is recommended.
  
- Master Zoning Application Form – One (1) copy**
  - a) Cover sheet with applicant signature, notarized
  - b) Environmental Assessment
  - c) Tree Inventory
  - d) Entry onto Private Land
  - e) Owner’s Affidavit
  
- Ownership Verification – One (1) copy**
  - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
  - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable
  - c) Copy of any recorded covenants and/or deed restrictions for the property
  
- Property Owner Understanding – to be completed by each owner of property adjacent to the subject property being subdivided.**
  
- Applicant Occupancy Affidavit – to be completed upon notice of approval of this application.**
  
- Application Fees – See adopted fee schedule, viewable at:**  
<https://www.cityofsierramadre.com/cityhall/finances/fees>

(continued on next page)

## Estimate of City Fees

Fees below are based on the City's Fee Schedule for the Fiscal Year 2024 to 2025

Application Fees	
Subdivision Prefiling	\$10,000 Deposit against Actual Cost; plus 15% processing fee
Parcel Map	\$8,220
Zone Change	\$10,470
Environmental Exemption	\$360

Not all developments will require a zone change.

New Construction Fees	
Building Plan Check*	\$9,005.75
Building Fire Safety Plan Check	\$546.00
Building Permit*	\$9,212.75
Electrical Permit*	\$1,878
Mechanical Permit*	\$1,878
Plumbing Permit*	\$1,878
Grading, Drainage, LID Plan Check	\$244
Refundable Bond Deposit	\$4,811
Installation of new 1" water meter	(minimum fee plus costs over base fee) \$409

\*Building Plan Check and Permit fees based on a valuation (\$325,000) for new construction of three 800 S.F. residences and three 200 S.F. garages/carports.

Public Facilities Fees (PFF)	
Single Family	\$69,403.39
Multi Family	\$33,883.82 / unit

For developments proposing only one additional unit, a single family PFF is applied. For developments proposing more than unit additional unit, a multi family PFF is applied.

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Depending on the impact of development, total estimated city fees can range between \$90,000 and \$120,000. It is good practice to calculate triple this estimate as the additional cost of construction.

It is recommended that the following submittal requirements be completed by a licensed architect.

- Design Drawings** – One (1) 11” x 17” copy. Required when proposing development of two residential units.

The Design Drawings shall include all required drawings to document and describe the existing and proposed conditions of the project. Drawings shall be drawn to scale and shall include the preparer’s contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Vicinity Map showing ½-mile radius street system with project site highlighted
- Cover Sheet with a project data table containing the following information:
  - 1) Total area of site in square footage
  - 2) Gross and Net building area calculations:
    - a. Existing and proposed square footage
    - b. Existing and proposed number of buildings and dwelling units
  - 3) Existing building construction dates
  - 4) Existing and proposed vehicular parking spaces with minimum required above or otherwise by the Zoning Code ([SMMC Ch. 17.68](#)).
  - 5) Existing and proposed loading spaces (driveways) and size, including minimum standard required by the Zoning Code.
  - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
  - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
  - 8) Existing and proposed building heights and number of stories.
  - 9) Total area of project site proposed to be dedicated towards landscaping, if any.
  - 10) Total area of project site proposed to be dedicated towards hardscape/paving, if any.
  - 11) Existing zoning and land use designation.
  - 12) Existing and proposed UBC occupancy group and construction type.
- Existing Site Plan including the following information and clearly indicating any structures, building walls or existing site features proposed to be removed:
  - 1) Property lines and adjoining sidewalks and streets.
  - 2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
  - 3) Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the Tree Preservation and Protection Ordinance and those that are proposed to be removed, retained or relocated.
  - 4) Existing landscaped areas.
  - 5) Existing paved areas.
  - 6) Existing fences, walls or retaining walls.
  - 7) Footprints of adjacent buildings on abutting property(ies).
- Proposed Site Plan including the following information, if changes to the existing site plan or new construction/additions are proposed:
  - 1) All information listed on the Existing Site Plan that is proposed to remain.

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- 2) If on-site structure or tree relocation is proposed, depict the proposed new locations.
  - 3) For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction.
  - 4) Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, and any other ground-level mechanical equipment, including proposed method of screening from public view.
- Existing Floor Plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- 1) Exterior and interior walls of the affected structure
  - 2) Attached exterior features such as awnings, canopies or balconies
  - 3) Locations and sizes of all window and door openings
- Proposed Floor Plan for each floor of buildings proposed to be affected by the project or for proposed new buildings, including the following information:
- 1) All information listed on the Existing Floor Plan that is proposed to remain or for each floor of proposed new buildings.
  - 2) Clearly indicate all proposed new walls, windows, doors or other features.
  - 3) Include callouts to locations of building sections provided.
- Existing Roof Plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered (not required if no changes are proposed to be made to the roof or for projects proposing demolition of all existing structures).
- 1) Ridges and valleys of the existing roof
  - 2) Direction and pitch of roof slopes
  - 3) Existing roof materials
  - 4) Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof
- Proposed Roof Plan for buildings proposed to be affected by the project, including the following information, if changes to the roof are proposed or for proposed new construction:
- 1) All information listed on the Existing Roof Plan that is proposed to remain or that is proposed for new construction.
  - 2) Clearly indicate new roof areas and new roof features.
  - 3) Proposed locations of all exterior rooftop mechanical equipment.
- Existing Building Elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- 1) Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on the façade.
  - 2) Depict and call out all existing exterior façade materials and features

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- 3) Call out building heights
  - 4) For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.
- Proposed Building Elevations in color and black and white including courtyard or other secondary elevations with the following information:
- 1) All information listed on the Existing Building Elevations that is proposed to remain or for proposed new construction.
  - 2) For alterations of existing buildings, clearly indicate new façade elements, window or door openings, light fixtures, etc.
  - 3) For additions, clearly demarcate the location of existing walls and new walls.
  - 4) For new construction, provide:
    - a) Elevations of existing buildings adjacent to front elevation
    - b) Locations of through-the-wall mechanical vents
    - c) Locations of downspouts and drainage outlets or scuppers
    - d) Locations of lighting fixtures
    - e) Conceptual locations of signs
  - 5) Include callouts to locations of wall sections provided.
  - 6) Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property(ies), to scale.
- Proposed Building and Site Sections (cross and longitudinal, for new construction, referenced to callouts provided on the Proposed Floor Plans)
- 1) Building walls (including freestanding walls)
  - 2) Floor-to-floor dimensions
  - 3) Cut, fill, and spot elevations, as required
- Phasing Plan (for multi-phased projects) depicting all elements of the project proposed to be completed within each construction phase.
- Proposed Landscape Plan (not required for projects not proposing any changes to landscaping or hardscaping)
- 1) Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
  - 2) Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer specifications, and/or photographs of an existing installation)
  - 3) Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
  - 4) Exterior lighting including type of fixture and manufacturer specifications
  - 5) Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)
  - 6) Tree Protection Plan if existing public or private protected trees are proposed to be retained during construction.

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**Materials Specifications** – One (1) 8 ½” x 11” copy

- Manufacturer’s Specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
- Materials Palette (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials including cladding, accent materials, proposed color/paint and fabric swatches.

**Context Photographs** One (1) 8 ½” x 11” copy.

- Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
- Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
- Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

**Additional Documentation**

Additional documentation may be required at the City’s discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.

# City of Sierra Madre Property Owner Understanding

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I, \_\_\_\_\_ am the owner of the property located at ,  
(Printed name)

\_\_\_\_\_, adjacent to the property located at  
(Address of adjacent property)

\_\_\_\_\_ being proposed for urban lot split.  
(Address of subject property)

I understand that should I seek to subdivide my property located at

\_\_\_\_\_,  
(Address of adjacent property)

that I will not act in concert with \_\_\_\_\_, the  
(Printed name)

applicant, owner of the property or their representative who is subdividing the property adjacent to mine.

Pursuant to Government Code Section 66411.7(a)(3)(G), neither the owner of the parcel being subdivided nor any person acting in concert with the owner may subdivide a parcel adjacent to the parcel being subdivided using an urban lot split as provided for in this section.

Signed this \_\_\_\_\_ day of (month) \_\_\_\_\_, 20 \_\_\_\_\_

SIGNED: \_\_\_\_\_

\_\_\_\_\_  
(Printed name)

Mailing address: \_\_\_\_\_

\_\_\_\_\_

# City of Sierra Madre Applicant Occupancy Affidavit

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***The undersigned deposes and says:***

I, \_\_\_\_\_ am the applicant / owner, of property subject to  
(Printed name)  
the application for urban lot split and/or two-unit residential development located at \_\_\_\_\_  
\_\_\_\_\_  
(Address of subject property)

I further state that I will occupy one of the residential units currently existing or proposed to be developed located at the current parcel or one of the parcels resulting from the urban lot split for a minimum period of three years commencing on the date of approval for the application for urban lot split and/or two-unit residential development on (date) \_\_\_\_\_ pursuant to Government Code Section 66411.7(g) which requires an applicant for an urban lot split to sign an affidavit stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the urban lot split.

Signed this \_\_\_\_\_ day of (month) \_\_\_\_\_, 20\_\_

SIGNED: \_\_\_\_\_  
\_\_\_\_\_  
(Printed name)

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

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

**Note: The signature on this form must be notarized**