

URBAN LOT SPLIT SUBMITTAL CHECKLIST AND WORKSHEET

This guide provides information on the City’s review process and application requirements for urban lot splits, as defined in Mountain View City Code Section 36.60.45. The application process for an urban lot split will consist of two phases: Phase 1, preliminary parcel map for an urban lot split; and Phase 2, parcel map. Submittal instructions and requirements for the parcel map submittal can be found in Mountain View City Code Chapter 28, Article IV, Parcel Maps and Final Maps.

PHASE 1: PRELIMINARY PARCEL MAP FOR AN URBAN LOT SPLIT

Submit an application for a preliminary parcel map for an urban lot split with the Community Development Department, which must include all items listed in the following Submittal Checklist.

SUBMITTAL CHECKLIST

<input type="checkbox"/>	<p>1. APPLICATION FORM. A completed Application Form, including a property owner(s) signature and applicant and owner contact information. A letter from the property owner authorizing agent signature <u>will not</u> be accepted in lieu of a signed Application Form. The application form is available at mountainview.gov/planningforms.</p>
<input type="checkbox"/>	<p>2. APPLICATION FEE. Preliminary parcel map (urban lot split) fee of \$736.</p>
<input type="checkbox"/>	<p>3. URBAN LOT SPLIT WORKSHEET. A completed Urban Lot Split Worksheet (which is included within this information guide).</p>
<input type="checkbox"/>	<p>4. URBAN LOT SPLIT APPLICANT AFFIDAVIT. Signed Urban Lot Split Applicant Affidavit (which is included within this information guide).</p>
<input type="checkbox"/>	<p>5. CURRENT PRELIMINARY TITLE REPORT.</p>
<input type="checkbox"/>	<p>6. PRELIMINARY PARCEL MAP. One (1) electronic copy of a preliminary parcel map that shall be prepared by a licensed surveyor or registered civil engineer. It shall be eighteen inches (18”) by twenty-six inches (26”) and shall be drawn to a scale of one inch to forty feet (1” = 40’). The preliminary parcel map shall be dated, titled, and include all of the following information:</p> <ul style="list-style-type: none"> • The name or designation. • The north point, scale, and description sufficient to locate the property on the ground. • The names and addresses of the record owners, the subdividers, and the registered civil engineer or licensed surveyor who prepared the plot plan. • The locations, names, and present widths of all nearby highways, streets, and ways. • The approximate radius length and interior angles of all curves. • The widths and approximate locations of all existing or proposed easements, whether public or private, and whether for roads, drainage, sewage, public utilities, bikeways, or any other purpose. • A number or letter for each proposed lot.

- The approximate lot layout and approximate dimensions of each lot.
- The present location, floor area, and outline to scale of any existing buildings to remain or to be demolished on the property.
- The proposed use of the property.
- The footprint and type of all residential dwelling units that are to be demolished, to remain, or proposed to be constructed.
- The proposed method of sewerage and sewage disposal.
- The names of all adjoining property owners.
- The location of existing utility poles and anchors.
- Existing contours and any proposed modification to the grading of the land.
- The location, size, and species of all existing trees on-site.
- The locations and names of streams, creeks, or watercourses within one hundred feet (100') of the property.
- FEMA special flood hazard zone designation for the area where the property is located.
- Whether the property is or is not within a zone of required investigation pursuant to the State Seismic Hazard Mapping Act and the official Seismic Hazard Zone Maps for Mountain View.

URBAN LOT SPLIT WORKSHEET

This worksheet must be fully completed and included with an application for a preliminary parcel map for an urban lot split. The completed worksheet will be utilized to determine eligibility for an urban lot split, pursuant to Mountain View City Code Section 36.13.65.

Existing Lot Characteristics:

1. Property Address:

2. Lot Size (in square feet):

3. Zoning Designation:

4. Historic: Is the property a historic resource pursuant to Section 36.54.55?

Yes No

5. Previous Urban Lot Split: Has the property previously been subdivided using an urban lot split?

Yes No

6. Adjacent Urban Lot Split: Has any adjacent parcel been subdivided by the property owner or any party acting in concert with the property owner? A party acting in concert with the owner shall include any individual with a familial relation to the property owner (including, but not limited to, parents, children, siblings, and spouses) or any business entity in which the property owner has more than 10% ownership.

Yes No

Urban Lot Split Proposal:

1. Proposed Lot Sizes (in square feet): Each lot must be at least 40% of the size of the lot being subdivided, but no less than 1,200 square feet:

Lot 1 Proposed Size: _____

Lot 2 Proposed Size: _____

2. Proposed Average Lot Width: Each lot must have an average lot width of 30' minimum.

Lot 1 Proposed Width: _____

Lot 2 Proposed Width: _____

3. Proposed Lot Frontages: Each lot created by an urban lot split must adjoin the public right-of-way. The minimum frontage width for each lot is 16', with a minimum 10' paved. Frontage shall be provided in fee.

Lot 1 Proposed Frontage: _____

Lot 2 Proposed Frontage: _____

4. Proposed Land Uses: Will either lot created by the urban lot split contain any land use that is not a residential land use?

Yes No