



## County of San Diego, Planning & Development Services SB 9-TPM PROCESSING CHECKLIST

### PLEASE READ

With the implementation of Senate Bills SB 9 and SB 450, it is essential to comply with all requirements and regulations. According to SB 450, a completed SB 9-TPM application must be processed within 60 days and must meet all the criteria set forth by both SB 9 and SB 450. A 'completed application' must include all necessary information and documentation for PDS to process it. The 60-day timeline only starts once the application is complete and all required information has been submitted.

Please note that any application failing to meet these standards will be deemed incomplete. This checklist is designed to guide you through the application process. By following this checklist, you can streamline your application process and increase the likelihood of approval. We appreciate your attention to these details and look forward to assisting you with your development projects.

To ensure a smooth application process, if we identify any deficiencies or missing info in the application, PDS will provide a full set of comments via a "scoping email" listing items that are defective or deficient and a description of how to correct them.

### **Yes**   **No**   DOES THE TPM RESULT IN THE DEMOLITION OR ALTERATION OF ANY OF THE FOLLOWING TYPES OF HOUSING?

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Affordable housing for persons or families of moderate, low, or very low incomes   |
| <input type="checkbox"/> | <input type="checkbox"/> | Rent-controlled housing  |
| <input type="checkbox"/> | <input type="checkbox"/> | Housing that has been occupied by a tenant in the past three years   |
| <input type="checkbox"/> | <input type="checkbox"/> | A parcel where the owner has exercised rights under Chapter 12.75 of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years before the date of the building permit application submission |

### **Yes**   **No**   DOES THE TPM COMPLY WITH THE FOLLOWING REQUIREMENTS?

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Parcel is within <b>ORANGE</b> area of SB 9 Web Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | The subject parcel has not already been established/subdivided per SB-9. It's not a sequential subdivision on the same parcel, nor has the owner (or someone working with the owner) subdivided an adjacent parcel per SB-9 |
| <input type="checkbox"/> | <input type="checkbox"/> | Each new parcel is at least 40% of the original parcel's size (60/40 to 50/50 split)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Each new parcel is at least 1,200 square feet in lot size   |
| <input type="checkbox"/> | <input type="checkbox"/> | Each new parcel has legal access rights through existing easement or public right-of-way (ROW)  |
| <input type="checkbox"/> | <input type="checkbox"/> | If access is via easement, a color-coded map from the Title Company has been provided   |

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- The proposed project provides at least one off-street parking space per unit, except if the parcel is located within ½ mile walking distance of a high-quality transit corridor or major transit stop, or within one block of a car share vehicle lot
- Project site with an “R” Special Area Designator has obtained appropriate approval or exemption from Local Coastal Commission requirements
- Completed SB 9-TPM Viability Assessment LD (**LD staff will review**)
- Approval from DEHQ (if on septic)
- Approval from the appropriate Fire District
- Any Caltrans issues/access have been addressed
- Signed affidavit (PDS-601)
- The subject parcel(s) are limited to residential uses only

**Yes No DOES THE TPM SHOW/LIST THE FOLLOWING INFORMATION/CRITERIA?**

- Legible drawing. The TPM must be legible
- North arrow. TPM must show arrow pointing North
- Scale. 1” x 100’ or larger scale
- Vicinity Map. Map must contain a small vicinity map clearly showing the location of the site, the nearest intersection to the site (name of streets), and the distance to the site
- APN #
- Tax Rate Area. Obtained from the County Tax Assessor’s Office
- Legal description. Sufficient legal description of the land to define the boundaries of the proposed TPM
- Property owner(s) name, address, telephone number and signature(s)
- Subdivider(s) name, address, telephone number and signature(s)
- Name, address, telephone number and signature of the person who prepared the TPM and, if prepared by a registered civil engineer or a licensed surveyor, their registration number
- Name, address, phone # and signature of all owners and of applicant if it is different from that of the owner(s). If it is a corporation, partnership, etc., indicate title of signer
- Zoning box with all designators. Zone boundaries must be shown on the TPM if more than one zone applies
- Setbacks & future building pads: To ensure that the lots are large enough for SFD’s, please indicate the required main building setbacks and future building pads
- General Plan Designation. If it is a Specific Plan, state the land use designation(s) of the Specific Plan and name the plan area
- General Plan Slope Analysis Table (if applicable). Table showing average slope for each parcel
- Location and status of access to subject property from a publicly maintained road
- District. Name of all districts which will provide services to the TPM
  - Sewer (or on septic)
  - Water (or wells)
  - Fire
  - Schools (Elementary, Junior, High)



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- Solar Access Statement.** A note must be placed on the TPM stating:  
*"All lots within this subdivision have a minimum of 100 square feet of solar access for each future dwelling unit allowed by this subdivision"*
- Dimensions and gross and net area of each parcel
- Parcels numbered in consecutive order beginning with Parcel 1
- Dimensions of all property lines
- Easements. The widths and approximate locations of all existing and proposed easements, including rights-of-way, recorded or unrecorded
- Locations, name and existing widths of all highways, streets or traveled ways within 100 feet of the exterior boundary of the proposed TPM
- Typical cross sections of street improvements, drainage facilities and other improvements proposed
- Inundation and water courses. Lines of inundation of all 100-year floodplains. Locations of all areas subject to inundation or storm water overflow (including storm drains) and the locations, widths and directions of flow of all water courses
- Adequate topography and contours (5-foot contours if available) along with the locations, widths and directions of flow of all watercourses within the proposed TPM and within 100 feet of the boundaries thereof, with parcel design superimposed thereon, together with a note indicating the source of the data used.
- Existing buildings. Show all existing buildings, traveled ways and streets on subject property and within 100 feet of the exterior boundaries thereof. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines

**(items listed above in blue could become conditions; and must be on PM)**

- Your submitted SB 9-TPM application is incomplete. We've reviewed your SB 9-TPM application and identified some missing or incomplete information, as indicated by the marked checkboxes. To ensure timely processing, please review the marked checkboxes above and provide the necessary documentation. Adhering to the checklist will help expedite your application and improve the chances of approval. We look forward to working with you on your development project.