



PLAN CHECK CORRECTION (VESTING) TENTATIVE PARCEL MAP XXXXX {ADDRESS OF SUBDIVISION – SB9 LOT SPLIT}

City ID: _____ Submittal #: _____ Plan Check Engineer: _____	Map No.: _____ Date of Assessment: _____ Email: _____
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INSTRUCTIONS FOR CONTINUING WITH THE PLAN CHECK PROCESS

1. Review ALL corrections provided to you, including this Plan Check Correction and any redlines/markups.
2. Pay all plan checks fees.
3. When you are ready to resubmit, email the Plan Check Engineer listed above with corrected documents.
4. Upon approval by the Plan Check Engineer, bring two bond (paper) copies to the Public Works Counter, City Hall.

Correction Legend			
OK	Requirement satisfied; no action required	M	Document/content is missing from plans
NG	No good; correction required	R	Refer to redlined plans; this comment may already be satisfied but is being tracked via redlines instead of on this comment sheet
N/A	Not applicable	Note	See additional notes provided

Status	Requirements for Lot Splits (SB 9)
_____	1. Location: Lot Split parcels must be located in the Single-Unit Residential (R1) and Ocean Park Single-Unit Residential (OP1) zoning districts, and select parcels within Multi-Unit Residential and Ocean Park Neighborhood zoning districts limited to one single-unit dwelling based on specific limitations, as specified in the link below (See Lot Split parcel location map for qualifying locations under “What is an SB 9 Lot Split” FAQ.). Link below:
_____	a. Link: https://www.santamonica.gov/process-explainers/how-to-submit-a-subdivision-map
_____	2. Lot Split. A permitted parcel may be subdivided into 2 parcels pursuant to the following guidelines:
_____	a. Minimum Parcel Size. Parcels resulting from a permitted lot split shall be no smaller than 1,200 square feet and 40% of the original parcel size.
_____	b. Minimum Parcel Dimensions. No minimum parcel width or depth.
_____	c. Access. Access to a public right-of-way shall be provided for each resulting parcel.
_____	d. Subdivision Limitations.
_____	1. The subject parcel has not been previously subdivided as an SB 9 Lot Split
_____	2. The subject parcel is not adjacent to another rparcel that has been subdivided pursuant to an SB 9 Lot Split by the same owner or working in concert with the owner.
_____	3. Development Standards and Requirements. Development established or constructed under SB 9 Lot Splits shall comply with all of the following standards and requirements.
_____	a. Land Uses. Dwelling uses for SB 9 Lot Splits shall be limited to the following:
_____	1. Single-Unit Dwelling
_____	2. Duplex
_____	3. Accessory Dwelling Unit (ADU)
_____	4. Junior Accessory Dwelling Unit (JADU)
_____	4. Maximum Unit Count.
_____	a. Lot Split. Up to 2 units are permitted on each parcel created by a lot split, of which at least one single-unit dwelling <u>or</u> a duplex must be established on each parcel. The 2 permitted units are inclusive of accessory dwelling units and junior accessory dwelling units pursuant to Section 9.31.025 , unless otherwise permitted under Section 9.31.025(G)(3) .



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	b. Parcels 10,000 SF or Greater. Notwithstanding subsection (a) above, on parcels 10,000 square feet or greater, more than 4 units may be permitted per parcel, inclusive of accessory dwelling units pursuant to Section 9.31.025 .
	5. Minimum Front Setback. If a lot split results in a front parcel line that is adjacent to an alley, no more than 4 feet is required (unless an existing easement is within this space).
	6. Minimum Side and Rear Setbacks.
	a. New Construction. 4 feet, except in the following circumstance:
	1. In the case of a lot split, no setback shall be required from the newly created interior parcel line provided that the structures meet fire and safety standards.
	b. Existing development or reconstruction in same location. dimensions may retain nonconforming setbacks.
	7. Guaranteed Unit Size. Notwithstanding standards set forth above or the underlying zoning district, no standard shall preclude the establishment or construction of 2 units of at least 800 square feet each.
	8. Parking. One (1) parking space is required per unit established pursuant to this Lot Split, except no parking is required if any of the following applies:
	a. 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 of the Public Resources Code ; or
	b. There is a car share vehicle located within one block of the parcel.

Status	SMMC 9.54.050 Tentative Parcel Map Requirement
	1. The tentative map shall be prepared by a licensed land surveyor or civil engineer. The registration number, seal, and signature of the person preparing the map shall be clearly shown on all sheets. Seal shall be 1 ½" diameter minimum.
	a. The address of the land surveyor or civil engineer preparing the map is provided.
	2. The tentative parcel map shall be clearly and legibly drawn.
	3. All lettering shall be 1/8 inch minimum in height.
	4. Name and address of legal owner.
	5. Name and address of subdivider.
	6. A preliminary report of title showing the current vested owner and dated within three months of the application. This must match the legal owner as stated on the map.
	7. The engineer or surveyor responsible for the preparation of the map shall certify that all monuments are or will be set on or before a specified date.
	8. Assessor's parcel number.
	9. Date prepared
	10. North arrow
	11. Scale (text and graphic)
	12. Contour interval, if contour lines are not directly labeled with their elevations
	13. Existing and proposed land use and zoning.
	14. Title (e.g., Vesting Tentative Parcel Map No. XXXXX or Tentative Parcel Map No. XXXXX) with purpose of subdivision (e.g., for 3 residential condominium units and 1 commercial condominium unit)
	15. A vicinity map, sufficient to show the relation to the local community.
	16. Existing topography of the site and at least one hundred feet from its boundary, including, but not limited to:



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(VESTING) TENTATIVE PARCEL MAP XXXXX

{ADDRESS OF SUBDIVISION – SB9 LOT SPLIT}

Status	SMMC 9.54.050 Tentative Parcel Map Requirement
_____	a. Existing contours at two feet intervals, if the existing ground slope is less than ten percent and not less than five feet intervals for existing ground slopes greater than or equal to ten percent. Contours shall not be spread more than one hundred fifty feet apart. Existing contours shall be represented by screened or dashed lines.
_____	b. Type, circumference, and dripline of existing trees. Any trees proposed to be removed shall be so indicated.
_____	c. The approximate location and outline of existing structures identified by type. Structures to be removed shall be so marked.
_____	d. The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each watercourse. If this is not applicable, include the following note: THE SUBJECT SITE IS ON FEMA FLOOD HAZARD ZONE 'X', NOT SUBJECT TO INUNDATION OR STORM WATER OVERFLOWS.
_____	e. The location, pavement type, and right-of-way width, and grade and name of existing streets or highways. (Grade shall be provided as a percentage and accompanied by an arrow indicating direction of flow.)
_____	f. Location and type of existing street improvements (curbs, gutters, sidewalks, driveways, utility pullboxes/vaults, signage, signals, etc.)
_____	g. The location and size of existing sanitary sewers, water mains and storm drains. The approximate size of existing sewers and storm drains shall be indicated. The location of existing sewers and storm drains shall be indicated. The location of existing overhead utility lines on peripheral streets..
_____	h. The approximate location of the 60, 65, and 70 CNEL (Community Noise Equivalent Level) contours, if any.
_____	i. The location, width, and purpose of existing easements.
_____	17. Any improvements proposed by the owner shall be shown. Proposed improvements to be shown shall include, but not be limited to:
_____	a. The location, grade, centering radius and arc length of curves, pavement type and right-of-way width and name of all new streets. Typical sections of all new streets shall be shown.
_____	b. Proposed alley or street improvements or upgrades.
_____	c. The location and radius of all new curb returns and cul-de-sacs
_____	d. The location, width, and purpose of all new easements.
_____	i. Offers of easement dedication shall be made to ensure substandard alleys are widened to the full width as specified by the City Engineer. Applicant shall be responsible for said widening.
_____	ii. Offers of easement dedication shall be made to ensure ADA compliance around proposed subdivision, including, but not limited to, ADA ramps and a minimum 4 ft clear path of travel, including around trees, streetlights, driveways, etc. Applicant shall be responsible for improvements to ensure ADA compliance.
_____	e. The angle of intersecting streets if such angle deviates from a right angle more than four degrees.
_____	f. The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot.
_____	g. Proposed contours at two feet intervals shall be shown if the existing ground slope is less than ten percent and not less than five feet intervals for existing ground slopes greater than or equal to ten percent. A separate grading plan may be submitted.
_____	h. Proposed recreation sites, trails, and parks for private or public use.
_____	i. Proposed common areas to be dedicated to public open space.
_____	j. The location and size of new sanitary sewers, water mains, or storm drains. Proposed slopes and approximate elevations
_____	k. Proposed streetlighting upgrades and improvements



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☐	18. If the site is to be graded, proposed contours shall be shown on an approved grading plan.
☐	19. The proposed lot layout and lot areas.
☐	<i>Note: Per SMA 66427, “(a) A map of a condominium project, a community apartment project, or of the conversion of five or more existing dwelling units to a stock cooperative project need not show the buildings or the manner in which the buildings or the airspace above the property shown on the map are to be divided, nor shall the governing body have the right to refuse approval of a parcel, tentative, or final map of the project on account of the design or the location of buildings on the property shown on the map that are not violative of local ordinances or on account of the manner in which airspace is to be divided in conveying the condominium.</i> <i>(b) A map need not include a condominium plan or plans, as defined in Section 4120 or 6540 of the Civil Code, and the governing body may not refuse approval of a parcel, tentative, or final map of the project on account of the absence of a condominium plan.”</i>
☐	20. Proposed easements or rights-of-way.
☐	a. Offers of easement dedication shall be made to ensure substandard alleys are widened to the full width as specified by the City Engineer. Applicant shall be responsible for said widening. b. Offers of easement dedication shall be made to ensure ADA compliance around proposed subdivision, including, but not limited to, ADA ramps and a minimum 4 ft clear path of travel, including around trees, streetlights, driveways, etc. Applicant shall be responsible for improvements to ensure ADA compliance.
☐	21. The source and date of existing contours (e.g., Existing contours created from field survey data performed by ABC Corporation, Inc. on January 1, 2020.)
☐	22. A soils and/or engineering geology report may be required by the City Engineer.

Status	Additional Requirements (General)
☐	1. Title contains “IN THE CITY OF SANTA MONICA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA”.
☐	2. Sufficient legal description to define the boundary of the proposed subdivision.
☐	3. Property lines are accompanied by distances and bearings.
☐	4. Distances and bearings are reflected accurately (e.g., sum of partial distances equals the whole).
☐	5. Centerlines of streets/alleys fronting the property are shown.
☐	6. On top of the centerlines, the right-of-way width is provided. The widths of the right-of-way on the left and right of the centerline is provided in a logical location.
☐	7. Nearest intersecting streets are shown, or if not shown, a callout to the nearest intersecting streets with an arrow pointing to the street is provided (e.g., To Santa Monica Boulevard →)
☐	8. Typical sections of adjacent streets and alleys are provided.
☐	9. A legend is provided as necessary depicting existing and proposed improvements. Existing improvements should be shaded or dashed and proposed improvements shall be bold line styles.
☐	10. Line styles, weights, and colors are used appropriately and consistently to clearly and distinctively depict the following elements:
☐	a. Existing structures, elements, and improvements b. Proposed structures, elements, and improvements c. Property lines d. Right-of-way boundaries e. Centerlines f. Substructure (e.g., —G— for gas; —E— for electrical, —SS— for sanitary sewer, etc.) g. A legend for all line elements is provided
☐	11. Substructure in the public right-of-way surrounding the site is shown (e.g., gas, water, sanitary sewer, stormwater, electrical)



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_____	12. The project location is sufficiently zoomed in to maximize coverage on the sheet and eliminate unnecessary whitespace.
_____	13. Adjacent properties are labeled “(NOT A PART)”
_____	14. Keynotes are used appropriately throughout the map to minimize visual clutter (e.g., using keynotes to call out tree size, type, and dripline instead of using arrows to point to each individual tree)
_____	15. Basis of bearing is provided with supporting documentation.
_____	16. Benchmark is provided.
_____	17. An “Easements of Record” section is provided that explains the nature of any easements on the property. If no easements of record exist, provide a note to this effect.
_____	18. Easements are shown on the map with an appropriate keynote corresponding to the easement description in the “Easements of Record” section.
_____	19. Based on cursory review, elements shown on the map match Google Street View conditions.
_____	20. Provide the following statements on the map:
_____	a. Owner/Subdivider shall offer easement dedications (as required) to City for any substandard alleys and ADA access requirements (e.g., sidewalks, curb ramps) adjacent to parcel to the satisfaction of the City Engineer.
_____	b. Owner/Subdivider shall comply with all requirements from the Public Works Department during final plan approvals. Offsite improvements shown hereon are for reference only and final approvals and requirements for offsite improvements shall be determined by the City Engineer and approved under a separate offsite improvement permit.
_____	c. The entire site shall drain to the adjacent street without flowing over the sidewalk, to the satisfaction of the City Engineer.
_____	d. The proposed project will comply with Santa Monica Municipal Code (SMMC) Chapter 7.10 Urban Runoff Pollution Regulations.