



URBAN LOT SPLIT

DIGITAL SUBMITTALS ARE REQUIRED

Submittals must be made digitally and adhere to the City's [Digital Submittal Standards](#). Staff will review for compliance and completeness prior to initiating each review cycle. Obtain prior approval for deviations and omissions to ensure prompt intake. Staff will advise of any need for printed plans and documents. Please contact engineeringdivision@san-marcos.net and/or the assigned staff with questions.

DEVELOPMENT STANDARDS

Prior to submitting an application for Urban Lot Split to the Land Development Division, please see the City's Urban Lot Split Development Standards below to determine whether this project meets the requirements for an Urban Lot Split pursuant to San Marcos Municipal Code (SMMC) [Chapter 19.44](#).

FORM LS-4: [Urban Lot Split Development Standards](#)

APPLICATION

Upon first submittal for review of the Urban Lot Split, complete the following application:

FORM LS-1: [Urban Lot Split Application](#)

URBAN LOT SPLIT SUBMITTAL CHECKLISTS

Checklists are provided as a general guide for typical items required at Urban Lot Split review submittal:

FORM LS-2: [Planchek Submittal Checklist](#)

FORM LS-3: [Mylar Submittal Checklist](#)

HELPFUL LINKS

[Fee Schedule](#)

[Digital Submittal Standards](#)

[Processing for Two-Unit Residential Development](#)



URBAN LOT SPLIT DEVELOPMENT STANDARDS

FORM LS-4

URBAN LOT SPLIT REQUIREMENTS AND IMPORTANT NOTES

An Informational Meeting (IM) is strongly recommended to identify any issues early in the process. Request a meeting on the City's website: [Applications, Forms & Fees | San Marcos, CA \(san-marcos.net\)](http://Applications, Forms & Fees | San Marcos, CA (san-marcos.net)).

QUALIFYING PROJECTS MUST MEET ALL OF THE PREREQUISITES LISTED BELOW:

Parcel Location and Size.

- Parcel is located within a Single-Family Residential Zone.
- The subject parcel has not already been established/subdivided per SMMC Ch. 19.44, nor has the owner or someone working in concert with the owner subdivided an adjacent parcel per SMMC 19.44.
- The subject parcel is not located within:
 - A historic district, or California Historical Resources Inventory, historic property, or landmark.
 - Prime farmland or farmland of statewide importance.
 - Any wetland, 100-year flood zone, or floodway¹.
 - A very high or high fire severity zone.
 - A hazardous waste or hazardous list site.
 - A delineated earthquake fault zone.
 - An area identified for conservation in an adopted natural community conservation plan.
 - Habitat area for protected species or lands under a conservation easement.
- New parcels are approximately equal in lot area (For example: 50/50 split of the pre-existing parcel). One newly created parcel cannot be smaller than 40% of the original parcel's size.
 - Calculation of lot area shall exclude areas greater than 25% slope and the area of a creek or watercourse.
- Each new parcel is at least 1,200 square feet in lot area.

Development of Each Parcel.

- Maximum of 2 units (e.g., primary dwellings, ADUs, or Junior ADUs) per newly created lot. For example: 2 primary units, or 1 primary and 1 ADU or Junior ADU may be constructed on each parcel.
- New primary dwellings to be constructed on one or both parcels shall be limited to a maximum of 800 square feet each. If proposed, Accessory Dwelling Unit (ADU) and Junior

¹ For exceptions to 100-year flood zone or floodway, see California GOV Section 65913.4 (a)(6)(G) & (H).



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FORM LS-4

ADU sizes are subject to SMMC Ch. 20.410- Accessory Dwelling Units and Accessory Structures.

- Each unit located on a parcel created has legal vehicular ingress and egress to the public right-of-way.
- New units constructed on an urban lot split do not exceed 16' in height and 1-story.
- The subject parcel provides at least one off-street parking space per unit, except if:
 - Located within ½ mile walking distance of a City-identified high-quality transit corridor or major transit stop.
 - Located within one block of a car share vehicle lot.
 - Located within an attached garage
- Owner must dedicate all easements required for the provision of public services and facilities.

Concurrent Processing.

- For two-unit residential developments, building permits must be processed concurrently and must obtain a ready-to-issue by Building division to deem Urban Lot Split application complete.
- A grading plan must be processed concurrently. All grading is subject to SMMC Ch. 17.32.
- When applicable, Community Facilities District annexation ballot must be received prior to deeming the Urban Lot Split application complete.

Affordable Housing and Deed Restrictions.

- The proposed subdivision does not result in the demolition or alteration of any of the following types of housing:
 - Affordable housing for moderate, low, or very low incomes or rent-controlled housing.
 - Housing that has been occupied by a tenant in the past three years.
 - A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 of Division 7 of Title 1 of the Government Code to withdraw accommodations from rent or lease within 15 years before the date that the development proponent applies.
- Owner must sign an affidavit stating to occupy one of the housing units as their principal residence for a minimum of three years. This affidavit shall be recorded with the San Diego County Recorder.
- Owner must sign a deed restriction that will be recorded with the San Diego County Recorder stating:



URBAN LOT SPLIT DEVELOPMENT STANDARDS

FORM LS-4

- No further subdivision of parcels created using the urban lot split subdivision procedures shall be permitted;
- Rental of any unit(s) must be at least for 31 days or more; and
- The subject parcels are limited to residential uses.

IMPORTANT NOTES:

- New development is subject to review by the City Fire Department. Requirements may include, fire sprinklers, hydrants, fire truck turnaround, access road improvements, 150-ft fuel management zone, or other requirements.
- Processing of an Urban Lot Split does not preclude the need for future environmental analysis in accordance with the California Environmental Quality Act (CEQA) at the time of grading and development of the site. CEQA review may be required. Environmental Analysis under CEQA could result in the need for preparation of environmental studies, the preparation of a CEQA document, and the fulfillment of identified mitigation.
- Storm water quality requirements and BMP regulations apply.
- Special regulations may apply to construction in the floodplain.
- Contact the water and sewer/septic agencies for requirements (e.g. Vallecitos Water District, Vista Irrigation District, Buena Sanitation District, County of San Diego Department of Environmental Health).
- It is the owner/applicant's responsibility to ensure that no federal, state or county laws, ordinances, regulations, or policies, including, but not limited to the Federal Endangered Species Act and any amendments thereto are violated. If any state or federal permits are required, it is the owner/applicant's responsibility to obtain those permits before any clearing, grading or construction occurs on the site. Other permits that maybe required include the Migratory Bird Treaty Act, and any structures older than 45 years may require an evaluation as a potential historic resource.
- Property owners must verify that any applicable Conditions, Covenants, and Restrictions CC&R and/or Homeowner's Association (HOA) rules are not in conflict with SB 9 or SMMC Ch. 19.44.



URBAN LOT SPLIT APPLICATION FORM

FORM LS-1

Additional contact and parcel information may be placed as an attachment to this application.

APPLICANT INFORMATION

APPLICANT NAME:

COMPANY:

ADDRESS: Number/P.O. BOX Street Suite (if applicable)

City State Zip Code

PHONE #: ()

CELL PHONE #: ()

E-MAIL:

PROPERTY OWNER INFORMATION (if different than Applicant)

OWNER NAME:

COMPANY:

ADDRESS: Number/P.O. BOX Street Suite (if applicable)

City State Zip Code

PHONE #: ()

CELL PHONE #: ()

E-MAIL:

SURVEYOR INFORMATION

SURVEYOR NAME:

COMPANY:

ADDRESS: Number/P.O. BOX Street Suite (if applicable)

City State Zip Code

PHONE #: ()

CELL PHONE #: ()

E-MAIL:

LICENSE #:

DEVELOPMENT INFORMATION

COMMON NAME OF DEVELOPMENT:

ASSESSOR PARCEL NUMBER OF LOT BEING SUBDIVIDED:

SIGNATURE AND ACKNOWLEDGEMENT

I hereby acknowledge that I have read the instructions provided and all information provided is correct. I agree to comply with all federal, state, and City laws, ordinances, regulations and policies relating to the finalization of the Urban Lot Split being processed. I understand and acknowledge that I am fully responsible for garnering all approvals and application for the Urban Lot Split.

Signature of Applicant*

Date

*If applicant is not the property owner, separate letter of permission signed by the Owner must be provided to allow Applicant to sign.



URBAN LOT SPLIT SUBMITTAL CHECKLIST

PLANCHECK SUBMITTAL CHECKLIST

FORM LS-2

Required if Checked	Submittal Items	Accepted by City
<input type="checkbox"/>	1 Pay review fee deposit with initial submittal and balance prior to mylar approval.	<input type="checkbox"/>
<input type="checkbox"/>	2 Urban Lot Split application Form LS-1 and this Submittal Checklist Form LS-2	<input type="checkbox"/>
<input type="checkbox"/>	3 Surveyor of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>
<input type="checkbox"/>	4 Traverse calculations for boundary and lots, signed and sealed by surveyor	<input type="checkbox"/>
<input type="checkbox"/>	5 Set of reference maps and recorded documents	<input type="checkbox"/>
<input type="checkbox"/>	6 Preliminary title report dated within 6 months of the application date. Title company shall include in report hyperlinks and copies of all referenced documents.	<input type="checkbox"/>
<input type="checkbox"/>	7 Parcel Map per Digital Submittal Standards	<input type="checkbox"/>
<input type="checkbox"/>	8 Biology report/survey including site photos	<input type="checkbox"/>
<input type="checkbox"/>	9 Delineated earthquake fault zone exhibit or Geotechnical report including delineated earthquake fault zone exhibit	<input type="checkbox"/>
<input type="checkbox"/>	10 Slope analysis exhibit	<input type="checkbox"/>
<input type="checkbox"/>	11 Off-street parking exhibit	<input type="checkbox"/>
<input type="checkbox"/>	12 FEMA FIRMette	<input type="checkbox"/>
<input type="checkbox"/>	13 Proof of signature authority if property owner is a legal entity (i.e. LLC, corporation, LP). Proof of signature authority is also required for beneficiaries or trustees	<input type="checkbox"/>
<input type="checkbox"/>	14 Concurrent Grading Application and Submittal	<input type="checkbox"/>
<input type="checkbox"/>	15 Concurrent Building Permit Application submittal	<input type="checkbox"/>
<input type="checkbox"/>	16 Other as specified by City:	<input type="checkbox"/>
Items Required Only After Initial Submittal		
<input type="checkbox"/>	17 Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any map features that have significantly changed.	<input type="checkbox"/>
<input type="checkbox"/>	18 Additional plan check fees equal to 33% of the initial parcel map plan check fee due at the 4 th and each subsequent plan review	<input type="checkbox"/>



URBAN LOT SPLIT SUBMITTAL CHECKLIST

MYLAR SUBMITTAL REQUIREMENTS

FORM LS-3

Submit parcel map mylar only once City approves plan check as noted. The mylar package shall include the items indicated below.

Required if Checked	Submittal Items	Accepted by City
<input type="checkbox"/>	1 Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any design features that have significantly changed.	<input type="checkbox"/>
<input type="checkbox"/>	2 Surveyor of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>
<input type="checkbox"/>	3 This submittal checklist Form LS-3	<input type="checkbox"/>
<input type="checkbox"/>	4 Originals of Urban Lot Split Affidavit and Deed Restriction with ink signature and notary acknowledgement. <i>Submit in print (not electronically).</i>	<input type="checkbox"/>
<input type="checkbox"/>	5 Fully signed, notarized, and sealed parcel map mylars in 18" by 26" (C-Size)	<input type="checkbox"/>
<input type="checkbox"/>	6 Complete digital submittal including final CAD files. Refer to City's Digital Submittal Standards .	<input type="checkbox"/>
<input type="checkbox"/>	7 Subdivision Guarantee dated within last 30 days	<input type="checkbox"/>
<input type="checkbox"/>	8 Preliminary title report dated within last 30 days	<input type="checkbox"/>
<input type="checkbox"/>	9 Complete Tax Collector Ownership Affidavit Form (Tax Clearance Certificate)	<input type="checkbox"/>
<input type="checkbox"/>	10 Early assignment of APNs from San Diego County Assessor	<input type="checkbox"/>
<input type="checkbox"/>	11 Additional plan check fees equal to 33% of the initial parcel map plan check fee. (Applicable to the 4 th plan check and each review beyond the 4 th)	<input type="checkbox"/>
<input type="checkbox"/>	12 Verification of securities and agreements with ink signatures and notary acknowledgements. <i>Submit in print (not electronically).</i>	<input type="checkbox"/>
<input type="checkbox"/>	13 Other as specified by City:	<input type="checkbox"/>