



SENATE BILL 9 (SB 9) APPLICATION

Property Information

Site Address:

Parcel Number:

Property Owner(s) Name:

(If the owner and/or applicant is an LLC, please complete Disclosure Statement on page 6)

Property Owner's Mailing Address:

Property Owner's Phone:

Property Owner's Email:

Project Information

SB 9 Dwelling Unit Application

Up to two homes on an eligible single-family residential parcel.

SB 9 Lot Split Application

A one-time subdivision of an existing single-family residential parcel into two parcels, allowing up to four homes.

Project Description:

Property's Current Use Description:

Acknowledgement & Authorization

Property Owner

The City, in granting this application, may attach any conditions necessary to insure that the proposal will not be detrimental to the welfare of property or persons residing or working in the neighborhood or in the City. I further certify that the information and exhibits submitted for this proposal are true and correct. In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at the hearing on this application or during the appeal period.

Name:

Signature:

Date:

Applicant (if not the property owner)

In signing this application, I, as applicant, represent to have obtained authorization of the property owner to file this application. I agree to be bound by conditions of approval, subject only to the right to object at the hearing on this application or during the appeal period. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to file this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

Name:

Signature:

Date:

SB 9 DWELLING UNIT APPLICATION

Up to two homes on an eligible single-family residential parcel.

Application Forms

- SB 9 Application (This form) ***Required**
- SB 9 Submittal Checklist - Dwelling Unit ***Required**
- Single-Family Residential Projects Application Submittal Checklist ***Required**
- Dwelling Unit Deed Restriction Agreement ***Required**
- ADU Application (**Applicable only to projects without a Lot Split**)

Additional Information

Fill in the information below:

Current Parcel Zoning Designation:

Number of Residential Units Existing on the Parcel:

Number of Residential Units to be Demolished:

Number and Size of Residential Units Proposed:

Supplemental Questionnaire

Questions	Yes	No
1. Are the existing and new lot(s) located in a single-family residential zoning district RL1, RL2, and RH?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the development located on a property that is not classified as prime farmland, wetlands, a high fire hazard severity zone, hazardous waste site, a delineated earthquake fault zone, a flood plain, a floodway, a community conservation plan area, a habitat for protected species, or under a conservation easement?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Project proposing residential demolition and new construction?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Project proposing to retain an existing structure? If yes, please describe any proposed additions or conversions in the project description.	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the site either been vacant or owner-occupied for three (3) years prior to application submittal? Please provide evidence such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation.	<input type="checkbox"/>	<input type="checkbox"/>
6. Has any existing housing been occupied by rental tenants in the three (3) years prior to application submittal? (This information can be obtained from the Rent Program).	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the housing development subject to rent control?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have any Ellis Act eviction(s) occurred for any existing housing in the fifteen (15) years prior to submittal of the application? (This information can be obtained from the Rent Program).	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the development located within a historic or landmark district under State law or designated or listed as a landmark or historic property or district under local law?	<input type="checkbox"/>	<input type="checkbox"/>

SB 9 LOT SPLIT APPLICATION

A one-time subdivision of an existing single-family residential parcel into two parcels.

Application Forms

- SB 9 Application (This form) ***Required**
- SB 9 Submittal Checklist - Lot Split ***Required**
- Tentative Parcel Map or Tentative Map Submittal Checklist ***Required**
- Lot Split Deed Restriction Agreement (One per lot) ***Required**

Additional Information

Fill in the information below:

Current Parcel Zoning Designation: _____

Number of Residential Units Existing on the Parcel: _____

Number of Residential Units to be Demolished: _____

Supplemental Questionnaire

Questions	Yes	No
1. Are the existing and new lot(s) located in a single-family residential zoning district RL1, RL2, and RH?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the development located on a property that is not classified as prime farmland, wetlands, a high fire hazard severity zone, hazardous waste site, a delineated earthquake fault zone, a flood plain, a floodway, a community conservation plan area, a habitat for protected species, or under a conservation easement?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the existing lot greater than 2,400 square feet?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are both lots no less than 40% and no more than 60% of the original lot area (square feet)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have any existing lot(s) been created by a previous lot split pursuant to SB-9?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have lot splits using SB-9 been pursued on adjacent lots?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the site either been vacant or owner-occupied for three (3) years prior to application submittal? Please provide evidence such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation.	<input type="checkbox"/>	<input type="checkbox"/>
8. Has any existing housing been occupied by rental tenants in the three (3) years prior to application submittal?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has an affidavit signed by the owner stating their intent to live at the subject property for three (3) years following the approval of application been submitted? This affidavit may be found on page 4.	<input type="checkbox"/>	<input type="checkbox"/>
10. The housing development is not subject to rent control?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have any Ellis Act eviction(s) occurred for any existing housing in the fifteen (15) years prior to submittal of the application? (This information can be obtained from the Rent Program).	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the development located within a historic or landmark district under State law or designated or listed as a landmark or historic property or district under local law.	<input type="checkbox"/>	<input type="checkbox"/>

OWNER'S AFFIDAVIT FOR POST LOT SPLIT OCCUPATION

Under penalty of perjury of the laws of the State of California the following declarations are made:

- a. The undersigned is the owner/applicant of the property that is the subject of this application (Assessor's Parcel Number: _____)
- b. The information presented is true and correct to the best of my knowledge.
- c. I acknowledge that additional information or applications may be required prior to a decision on this application.
- d. I intend to occupy one of the housing units as my principal residence for a minimum of three years from the date of the approved lot split.
- e. I understand and agree that the Community Development Department of the City of Richmond may take such action as it deems necessary to verify both the accuracy and veracity of this declaration. I further understand and agree that any person or entity contacted by the Community Development Department, or its contractors, agents, grantees, or designees, in the course of such verification, may release such pertinent information to the Community Development Department, or its contractors, agents, grantees, or designees.

Name (Printed):

Signature:

Date:

Relationship to Project (Owner, Architect, etc):

Email:

Phone:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the veracity, accuracy, or validity of that document.

State of California

County of _____

On _____ [DATE], before me, _____ [NOTARY NAME], Notary Public, personally appeared _____ [APPLICANT NAME], who provide to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subjected to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) executed the instrument.

I certify, under penalty of perjury under the laws of the state of California, that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature

Seal

AFFIDAVIT REGARDING HISTORY OF UNITS ON PROPERTY

Under penalty of perjury of the laws of the State of California the following declarations are made:

- a. The undersigned is the owner/applicant of the property that is the subject of this application (Assessor's Parcel Number: _____)
- b. The information presented is true and correct to the best of my knowledge.
- c. I acknowledge that additional information or applications may be required prior to a decision on this application.
- d. To my knowledge and belief, as calculated from the date of the submission of the application, the dwelling unit(s) to be demolished (if any) on the Property has/have not been occupied by any individual or household under a lease or rental agreement in the prior three years.
- e. To my knowledge and belief, units to be demolished (if any) on the property are not subject to rent control or a recorded covenant restricting rents to moderate-, low-, or very-low-income households.
- f. Additionally, to my knowledge and belief, the Property is not a parcel on which I, or my predecessor(s), have exercised an owner's rights, under Government Code Sections 7060, et seq., to withdraw accommodations from rent or lease within the last 15 years from the date of submittal of the application.
- g. I understand and agree that the Community Development Department of the City of Richmond may take such action as it deems necessary to verify both the accuracy and veracity of this declaration. I further understand and agree that any person or entity contacted by the Community Development Department, or its contractors, agents, grantees, or designees, in the course of such verification, may release such pertinent information to the Community Development Department, or its contractors, agents, grantees, or designees.

Name (Printed):

Signature:

Date:

Relationship to Project (Owner, Architect, etc):

Email:

Phone:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the veracity, accuracy, or validity of that document.

State of California

County of _____

On _____ [DATE], before me, _____ [NOTARY NAME], Notary Public, personally appeared _____ [APPLICANT NAME], who provide to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subjected to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) executed the instrument.

I certify, under penalty of perjury under the laws of the state of California, that the foregoing paragraph is true and correct.

Witness my hand and official seal.



Signature

Seal

DISCLOSURE STATEMENT FOR LIMITED LIABILITY COMPANIES

Whenever the owner of a property or the applicant for a City permit or license is a limited liability company ("LLC"), the LLC shall provide the City with the names and business addresses of any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and "Beneficial Owners" of the applying LLC. A Beneficial Owner is any person or entity who: (1) exercises substantial control over the applying LLC; (2) owns 25% or more of the interest in the applying LLC; or (3) receives substantial economic benefits from the assets of the applying LLC. If any LLC shareholder, director, officer, member, manager, other authorized person, partner, or Beneficial Owner is itself an LLC or other business entity, the names and business addresses must also be provided for any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and Beneficial Owners of that LLC or other business entity all the way up through each entity in the organizational chart until ultimate ownership by individual people is disclosed.

Name (Printed):

Title:

Address

Name (Printed):

Title:

Address:

Name (Printed):

Title:

Address:

Check this box if additional ownership information is attached to this Disclosure Statement

In signing this Disclosure Statement, I represent that the information submitted in this Disclosure Statement, and any attachments, is true and correct.

Signature:

Printed Name:

Title:

Date: