



SB 9 TWO-UNIT PROJECT CHECKLIST AND FORM

GOV. CODE §65852.21: TWO-UNIT PROJECT (NOT A LOT SPLIT)

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Project Questionnaire

Street Address: _____

Assessor Parcel Number (APN): _____

Property Owner name: _____ Ph: _____

Applicant Name if different): _____ Ph: _____

Single Family Zone? (Yes/No and zone): __Y __N Zone: _____

Size of parcel _____ SF Number of existing units on the parcel: _____

For each category, indicate no. of units and owner or renter occupied for the last 3 years:

Primary dwelling units: _____

ADUs: _____

JADUS: _____

Are units proposed to be demolished? (Yes/No): _____

If yes, How many? _____

Were or are any units owner or renter occupied for the last 3 years? _____

Provide the income of existing tenant or last tenant in occupancy, if known: _____

Number and size of units being proposed: _____

Additional comments/details:

ELIGIBILITY CHECKLIST AND REQUIREMENTS

Criteria per Gov. Code §65852.21 Two-unit Projects and Urgency Ordinance 22-08
The project must comply with all required criteria to qualify for ministerial review

Section 1. Project Location	Qualifies? (Y/N)
<p>The proposed development is located in a single-family residential zone. <i>Gov. Code, § 65852.21(a)</i></p>	
<p>The parcel to be subdivided is located within Covina city boundary. <i>Gov. Code, § 65852.21(a)</i></p>	
<p>The parcel does not contain any of the following (listed at Gov. Code, § 65913.4(a)(6)((B), (C), (I), (J), (K)):</p> <ul style="list-style-type: none"> - Prime farmland, farmland of statewide importance, or land designated for agricultural protection by local voters - Wetlands - Lands designated for conservation in an adopted natural community conservation plan, habitat conservation plan, or other adopted natural resource protection plan. - Habitat for species identified as candidate, sensitive, or species of special status by state or federal agencies, full protected species, or plant or animal species protected by state or federal law. - Lands under conservation easement. <p><i>Gov. Code, § 65852.21(a)(2)</i></p>	
<p>If the parcel contains any of the following, the project conforms with the required measures to reduce hazards (listed at Gov. Code, § 65913.4(a)(6)(D)-(H)):</p> <ul style="list-style-type: none"> - High or very high fire severity zone - Hazardous waste site - Earthquake fault zone - Flood hazard area subject to inundation by the 1% flood - Regulatory floodway <p><i>Gov. Code § 65852.21(a)(2)</i></p>	
<p>The proposed development is not located in a historic district or property included on the State Historic Resources Inventory, or within a site that is designated or listed as a city or county landmark or historic property or district per city or county ordinance. <i>Gov. Code, § 65852.21(a)(6)</i></p>	
Section II. Housing Development Project Impacts & Outcomes	Qualifies? (Y/N)
<p>The project proposes no more than 2 new units or proposes to add one new unit to an existing unit. <i>Gov. Code, § 65852.21(a);(i)(1)</i></p>	

<p>The proposed housing will not result in the demolition or alteration of affordable housing with rents restricted to levels affordable to persons and families of moderate, low and very low income, rent-controlled housing, housing which has been removed from the rental market in the last 15 years, or housing that has been occupied by a tenant in the last 3 years.</p> <ul style="list-style-type: none"> - The property owner must sign an affidavit indicating whether or not the existing housing on the property has been occupied by a tenant in the last three years. <p>Gov. Code, § 65852.21(a)(3)-(4)</p>	
<p>The proposed housing will not demolish more than 25% of the existing exterior structural walls, unless the site has not been occupied by a tenant in the last 3 years.</p> <p>Gov. Code, § 65852.21(a)(5)</p>	
<p>If housing will be demolished, the project complies with the replacement housing provisions of the Housing Crisis Act of 2019.</p> <p>Gov. Code, § 66300(d)</p>	
<p>The applicant has agreed to record a covenant restricting non-residential uses of any units developed or constructed on either resulting parcel, including a prohibition against renting or leasing the units for fewer than 30 consecutive days.</p> <p>Gov. Code, § 65852.21(e)</p>	
<p align="center">Section III. Objective Standards</p>	<p align="center">Qualified? Y/N</p>
<p>The housing will conform to all applicable objective zoning, subdivision, and design review standards so long as they do not physically preclude 2 units on each lot of 800 square feet each and allow a setback of 4 feet from the rear and side property lines (or less if an existing structure or new structure built to the same dimensions).</p> <p>Gov. Code, § 65852.21(b)(2) and Urgency Ordinance 22-08 § 10(a)</p>	
<p>Minimum and Maximum Unit Size. Minimum 800 square feet and up to a maximum of 1,000 square feet for each new primary dwelling unit.</p> <p>Urgency Ordinance 22-08 § 10(b)</p>	
<p>Building Height. Each new primary dwelling unit shall be one story with a maximum building height of 16 feet, measured from ground level to the highest point on the roof.</p> <p>Urgency Ordinance 22-08 § 10(c)</p>	
<p>Setbacks for primary dwelling units, detached garages, and accessory structures:</p> <p>Front: 25 feet Interior side: 4 feet Rear: 4 feet Street side: 12.5 feet Reverse corner lot setback: 15 feet</p> <p>Urgency Ordinance 22-08 § 10(d1) through (d4)</p>	
<p>Minimum building separation is 6 feet</p> <p>Urgency Ordinance 22-08 § 10(e)</p>	

<p>Maximum Front Yard setback coverage is 50%. <i>Urgency Ordinance 22-08 § 10(f)</i></p>	
<p>Grading. Grading, filling, excavating and construction activities must comply with health and safety requirements of California Building and Grading Standards. The maximum encroachment into any four to one (4:1) or greater slopes shall not exceed a distance of 6 feet. <i>Urgency Ordinance 22-08 § 10(g)</i></p>	
<p>Open space. Minimum 200 square feet for private open space. <i>Urgency Ordinance 22-08 § 10(h)</i></p>	
<p>Landscaping. All setback areas, and all areas not designated for walkways, parking, drive aisles, and private recreation areas, shall be fully landscaped and irrigated. Each development shall comply with the CMC Chapter 17.82, Water Efficient Landscape Regulations. <i>Urgency Ordinance 22-08 § 10(i)</i></p>	
<p>Perimeter Block Walls. All perimeter walls shall comply with the requirements as contained in CMC Section 17.26.170 through 17.26.210 (Walls, Fences, and Hedges). <i>Urgency Ordinance 22-08 § 10(j)</i></p>	
<p>The project provides at least one off-street parking space per unit unless:</p> <ul style="list-style-type: none"> - The parcel is located within ½ mile walking distance of either a high-quality transit corridor, or major transit stop; or - The parcel is located within one block of a car share location <p><i>Gov. Code, § 65852.21(c) and Urgency Ordinance 22-08 § 10(k)</i></p>	
<p>Unit Design Standards.</p> <ul style="list-style-type: none"> - If the lot contains an existing primary dwelling that was legally established prior to the filing of a complete application for a two-unit development or an urban lot split, any new additional primary dwelling unit must match the existing primary dwelling unit in exterior materials, color, and dominant roof pitch. The dominant roof slope is the slope shared by the dominant feature of the roof. - If two new primary dwelling units are to be developed on the lot, the dwellings must match each other in exterior materials, color, and dominant roof pitch. The dominant roof slope is the slope shared by the largest portion of the roof. - Each new primary dwelling unit shall have the main entry clearly defined, and to the extent possible, shall orient directly toward the street(s) to provide consistency with the neighborhood. Provide a covered entry to the dwelling unit with a minimum depth of 3 feet. Each covered entry shall be proportionate to the building and incorporate architectural features consistent with the overall building design. <p><i>Urgency Ordinance 22-08 § 10(l)</i></p>	
<p>Laundry facilities, water heaters, mechanical equipment and metering devices, refuse storage areas, and utilities per <i>Urgency Ordinance 22-08 § 10(m), (n), (o), (q), and (r)</i>.</p>	

<p>Access and Circulation.</p> <ul style="list-style-type: none"> - Provide adequate on-site vehicular access, circulation, back-up, and turn-around areas that comply with applicable city standards. - The minimum street frontage for a flag lot is 20 feet. If the lot depth of the new parcel in the rear (flag lot) is more than 150 feet, the minimum street frontage must be 25 feet. - Driveways shall maintain a minimum width of 20 feet unless a wider width is required for emergency access. - Adequate access to each residential unit on the lot for fire and emergency medical service personnel and vehicles must be provided. The Los Angeles County Fire Department must confirm that all applicable fire and emergency access requirements are met before the City will approve an application. <p><i>Urgency Ordinance 22-08 § 10(p)</i></p>	
<p>Drainage and Stormwater Management. Comply with CMC Chapter 8.50 ("Storm Water Quality and Urban Runoff Control").</p> <p><i>Urgency Ordinance 22-08 § 10(t)</i></p>	
<p>If adjacent or connected structures are proposed, the structures meet building code standards and are sufficient to allow separate conveyance.</p> <p><i>Gov. Code, § 65852.21(g)</i></p>	
<p>Percolation test. If the unit is connected to an onsite wastewater treatment system, a percolation test has been completed within the last 5 years, or within the last 10 years for a recertified percolation test.</p> <p><i>Gov. Code, § 65852.21(c)(2)</i></p>	