



## Two-Unit Development and Urban Lot Split Application (Pursuant to LFMC Chapters 7.50 and/or 9.52, and Government Code §65852.21 & §66411.7) (To Be Completed By Applicant)

California Senate Bill 9 (SB 9) (Government Code §65852.21 and/or §66411.7) requires local governments to provide for ministerial approval of certain “urban lot split” and “two-unit housing development” projects, or both, in single-family residential zones.

- An “urban lot split” means the subdivision of an existing, legally subdivided lot into two lots in accordance with the requirements of Lake Forest Municipal Code (LFMC) Chapters 7.50.
- A “two-unit project” means the development of two primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit on a legally subdivided lot in accordance with the requirements LFMC Ch. 9.52.

To apply for ministerial review pursuant to LFMC Ch. 7.50 and/or LFMC Ch. 9.52, applicants must complete and submit this Application along with applicable required documents as listed below and pay a ministerial review fee per the City’s adopted fee schedule, as reimbursement of City’s costs.

Following submittal of a complete application, the City has thirty (30) days to review the project for compliance. If the City has not completed its review and rendered a decision within thirty (30) days, the project will automatically be deemed approved.

| PROJECT INFORMATION:   |   |  |   |
|--|---|--|---|
| Project Address:   |   |  |   |
| Assessor’s Parcel Number:  |   |  |   |
| Zoning Designation:  | <input type="checkbox"/> R1 <input type="checkbox"/> RS <input type="checkbox"/> Nakase P. C. Neighborhoods 1, 3, 4 <input type="checkbox"/> Rancho de los Alisos P. C. – Low Density |  |   |
| General Plan Land Use Designation:   |   |  |   |
| Number of Existing Units to Remain:  | <input type="checkbox"/> 0 <input type="checkbox"/> 1   | Number of Units to be Demolished:  | <input type="checkbox"/> 0 <input type="checkbox"/> 1 |
| Number of Units Proposed:  | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4   |  |   |
| Total Floor Area of Each Unit (square-feet):    Unit 1: _____    Unit 2: _____    Unit 3: _____    Unit 4: _____ |   |  |   |
| APPLICANT/PROPERTY OWNER INFORMATION:  |   |  |   |
| Name:  |   |  |   |
| Address:   |   |  |   |
| City, State, Zip Code:   |   |  |   |
| Telephone No.:   |   |  |   |
| E-mail Address:  |   |  |   |
| PROJECT TYPE   |   |  |   |
| Which type of project is proposed?   |   | <input type="checkbox"/> Urban Lot Split <input type="checkbox"/> Two-Unit Project |   |
| REQUIRED APPLICATION DOCUMENTS:  |   |  |   |
| <b>Urban Lot Split</b>   |   | <b>Two-Unit Project</b>  |   |
| Tentative Parcel Map   |   | Architectural/Construction Plans (3 complete sets)                                 |   |
| Preliminary Title Report (Less than 6 months old)  |   | Building Permit Application  |   |
| Copies of Unrecorded Easement Agreements   |   |  |   |

| APPLICANT/ PROJECT INFORMATION   |  |
|--|--|
| Is the subject property owned by an individual property owner?<br><br>“Individual property owner” means a natural person holding fee title individually or jointly in the person’s own name or a beneficiary of a trust that holds fee title. “Individual property owner” does not include any corporation or corporate person of any kind (partnership, LP, LLC, C corp., S corp., etc.) except for a community land trust (as defined by Rev. & Tax Code § 402.1(a)(11)(C)(ii)) or a qualified nonprofit corporation (as defined by § 214.15). | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|   |   |
|---|---|
| Will the proposed project require the demolition, or alteration, of any of the following?   |   |
| ▪ Housing restricted for moderate-, low-, or very-low-income tenants  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| ▪ Housing subject to rent or price control  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| ▪ Housing that has been withdrawn from rental or lease under the Ellis Act in the 15 years preceding the urban lot split application  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| ▪ Housing occupied by a tenant in the prior three (3) years   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Does the property contain a dwelling occupied by a non-owner tenant within the prior three (3) years?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| If Yes, will the project demolish more than 25% of existing exterior walls?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Is the applicant/property owner a community land trust or a qualified nonprofit corporation?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| If No, will the applicant/property owner reside in one of the housing units on one of the lots resulting from the lot split for a minimum of three (3) years after the approval date? | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |

**CERTIFICATION:**

I certify and declare under penalty of perjury under the laws of the State of California that:

- Units on the property will not be rented for periods of less than thirty (30) consecutive days at a time.
- The project will be used for residential purposes only.
- The property has not previously been subdivided through an Urban Lot Split.
- The property owner has not previously subdivided an adjacent property pursuant to the provisions of LFMC Ch. 7.50.
- The answers provided above and in the accompanying exhibits, and that the facts, statements, and information presented, are true and correct to the best of my knowledge and belief.
- I agree to hold the City harmless from all claims and damages related to the approval of this application and its subject matter.
- I understand that additional information may be required to be submitted to the City to complete this application.
- I agree to reimburse the City for all costs of enforcement, including attorney's fees and costs associated with enforcing the requirements of this Code.

\_\_\_\_\_  
Applicant/Property Owner Name

\_\_\_\_\_  
Applicant/Property Owner Signature

\_\_\_\_\_  
Date

| FOR OFFICE USE ONLY    |                |
|------------------------|----------------|
| Date Received:         | Received By:   |
| Review Completed Date: | Determination: |