



# SB 9: Application and Questionnaire

567 El Camino Real, San Bruno CA 94066

An SB 9 Application and Questionnaire must be submitted for anyone planning to utilize SB 9: The California HOME Act. Speak with a Planner prior to submittal. For questions, please contact the Community Development Department at (650) 616-7074 or email [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov) and a planner can assist you.

## PROPERTY INFORMATION

Site Address:

APN:  Zoning:

## OWNER INFORMATION

Name:  Company Name:

Address:  Phone:  Email:

Signature:  Date:  **Provide proof of ownership or ability to sign on behalf of ownership entity.**

## APPLICANT INFORMATION

Name:  Company Name:

Address:  Phone:  Email:

Signature:  Date:

## OTHER CONTACT INFORMATION

Name:  Company Name:

Address:  Phone:  Email:

Signature:  Date:

**Please select primary contact for project:**  Owner  Applicant  Other:

## PROJECT INFORMATION

Please review the language in Senate Bill 9 and check all that apply to the project:

### SB 9 Unit Application

A single family house or additional unit (sometimes referred to as a duplex unit) as described in state law. Applicants wishing to apply to construct an ADU or Junior ADU should submit a Building Permit by visiting the City's Building Division page or email [building@sanbruno.ca.gov](mailto:building@sanbruno.ca.gov) to get started.

### SB 9 Lot Split Application

The subdivision of an existing legal lot into two legal lots as described in state law.



# PROJECT INFORMATION

Please describe the project below:

## Eligibility Questionnaire

Please complete the following questionnaire. For questions, please contact the Community Development Department at (650) 616-7074 or email [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov) and a planner can assist you.

### GENERAL INFORMATION

Is the subject parcel zoned for single-family residential use?  Yes  No

Does the project either propose at least one new SB 9 unit and/or SB 9 Lot Split?  
*Note: SB 9 does not apply to additions where no new unit is being created, nor does apply if an existing single family home is being demolished and replaced with a new single family home.*  Yes  No

Including any existing main home on the property, are you proposing no more than two SB 9 units per legal lot?  Yes  No

Has the project completed a planning approval (discretionary review)?  
*Note: If discretionary review is required for a component of the project, this must be processed and approved separately prior to the SB 9 application.*  Yes  No

If the parcel is located within an earthquake fault zone, does the project comply with applicable seismic protection building code standards?  Yes  No

If the parcel is located in a special flood hazard area subject to induction by the 1 percent annual chance flood (100-year flood) or regulatory floodway as determined by FEMA, does the project meet applicable federal criteria?  Yes  No

Is the project located on a property **outside** each of the following areas?

- Lands identified for conservation in an adopted natural community conservation plan, habitat conservation plan or other adopted natural resource protection plan
- Prime farmland
- Wetlands as defined under federal law
- Hazardous waste site  Yes  No
- A site listed in the San Bruno Historic Inventory containing a historic landmark or within a historic district
- Protected species habitat
- Lands under a conservation easement

Does the project:

- Avoid demolition of more than 25% of existing exterior walls of an existing dwelling that has been occupied by a tenant in the last 3 years?  Yes  No
- Avoid demolition or alteration of affordable housing, rent controlled housing, housing that was withdrawn from rent within the last 15 years, or tenant occupied in the last 3 years?  Yes  No



# Eligibility Questionnaire (cont'd)

If proposing a lot split:

- A. Does the property owner intend to occupy an existing or proposed unit on one of the subject lots for at least 3 years?  Yes  No
- B. Is one of the newly-created lots at least 40% of the size of the existing lot, and in no case smaller than 1,200 square feet?  Yes  No
- C. Was the existing lot created through a standard subdivision process (i.e., not created using SB 9)?  Yes  No
- D. Does the proposed lot line location cause a building code violation by placing a lot line too close to a building or structure?  Yes  No

Does the project comply with all applicable objective standards?  Yes  No

## Submittal Guidelines

Submittals must be provided in digital format and emailed to [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov). Additional comments may arise following receipt of plans and materials. Please note that not all the items below may be required.

### COVER SHEET

Project Address, Parcel Number, Location Map	<input type="checkbox"/>	Detailed project scope	<input type="checkbox"/>
Square footage of existing, proposed structures	<input type="checkbox"/>	Sheet index	<input type="checkbox"/>
Note on plan: "Project to comply with the City of San Bruno Municipal Code"	<input type="checkbox"/>	Name and contact information of applicant, designer, and property owner	<input type="checkbox"/>

### SITE PLAN

Lot dimensions with property lines, setbacks	<input type="checkbox"/>	Grades and elevation of site and building	<input type="checkbox"/>
Sidewalk, curb, and gutter	<input type="checkbox"/>	Dimensions from all structures to property lines	<input type="checkbox"/>
Rights-of-way and easements	<input type="checkbox"/>	Roof plan showing roof slope and width of eaves	<input type="checkbox"/>
Show all site utilities (water/gas/sewer/power)	<input type="checkbox"/>	Significant trees and landscaping features	<input type="checkbox"/>
For two-story projects, include approximate locations and setbacks of neighboring buildings	<input type="checkbox"/>	Driveways, parking areas, paths, walkways, and all other impervious surfaces	<input type="checkbox"/>

### ELEVATIONS

Existing and proposed elevations	<input type="checkbox"/>	Label all elevations by its orientation (N/E/S/W)	<input type="checkbox"/>
Label and accurately depict siding, roof materials, windows, trim, doors, gutters, downspouts, stairs, balconies, chimneys, and all significant decorative elements on all sides.	<input type="checkbox"/>	For multi-story residential projects, show how the upper floor conforms to either daylight plane or façade articulation options and explains the relevant treatment (see the <i>San Bruno Residential Design Guidelines</i> ).	<input type="checkbox"/>



# Submittal Guidelines (cont'd.)

## PROJECT DATA CHART

Lot size in square feet (S.F.)	<input type="checkbox"/>	Existing and proposed floor area (SF)	<input type="checkbox"/>
Maximum permitted floor area, average slope	<input type="checkbox"/>	Existing and proposed lot coverage (SF)	<input type="checkbox"/>
Number of covered/uncovered Parking Spaces	<input type="checkbox"/>	Existing and proposed impervious surfaces (SF)	<input type="checkbox"/>

## LANDSCAPE PLAN

Existing and proposed trees, shrubs, ground cover, including street trees	<input type="checkbox"/>	Identify any trees that will be removed and show tree name, trunk diameter, and intention to remove. A permit is required for removal of a heritage tree.	<input type="checkbox"/>
Planters, paved areas, water features, etc.	<input type="checkbox"/>		
Plan schedule with (a) Latin and common names; (b) size; (c) quantity; and (d) characteristics	<input type="checkbox"/>	Explain how proposed landscaping conforms to Model Water Efficient Landscape Ordinance.	<input type="checkbox"/>

## ADDITIONAL INFORMATION

Depending on the project, the following plans and materials may also be required.

Color/material samples or brochures (Digital)	<input type="checkbox"/>	Encroachment of public right-of-way	<input type="checkbox"/>
Cross-sections of buildings and/or site	<input type="checkbox"/>	Automatic fire sprinklers and fire alarms	<input type="checkbox"/>
Property line survey	<input type="checkbox"/>	Stormwater treatment information	<input type="checkbox"/>

## PUBLIC WORKS DEPARTMENT

Current Preliminary Title Report for the subject property that is no more than six months old. <i>The preliminary title report lists the ownership of a specific parcel of land together with title defects, liens and encumbrances.</i>	<input type="checkbox"/>
Drainage Improvement Plan showing all existing and proposed grading and drainage improvements. <i>Drainage plan is to show flow lines, grading and contours/elevations.</i>	<input type="checkbox"/>
Show on the plans the existing and proposed lateral services for domestic water (including meter size) to the water main on the street, in accordance with the applicable California Plumbing Code. The proposed new meter will include payment of water and wastewater capacity charges and service charges, such as, but not limited to, materials and installation fees. These charges are based on the City's current Master Fee Schedule	<input type="checkbox"/>
Show on the site plans, existing and proposed lateral services for sanitary sewer lateral (including size) and any new cleanout, in accordance with the applicable California Plumbing Code.	<input type="checkbox"/>
Shwo on the site plans existing and any required easements	<input type="checkbox"/>
Provide utility verifications for water and wastewater services.	<input type="checkbox"/>

## BUILDING DIVISION

New ADU sewer lateral. A legal easement will be required to run a new sewer lateral across the property, or a separate connection that does not cross property lines. A separate connection is preferred.	<input type="checkbox"/>
The unit shall be all-electric pursuant to San Bruno Municipal Code Section 11.06.030 (Reach Codes).	<input type="checkbox"/>



# Fee Schedule Checklist

## PARCEL MAP AND RELATED FEES

Parel Map (Admin)	\$8,074.00	<input type="checkbox"/>	Parcel Map Amendment (Admin)	\$3,826.00	<input type="checkbox"/>
Parcel Map Extension (Admin)	\$2,309.00	<input type="checkbox"/>	Lot Line Adjustment	\$1,234.00	<input type="checkbox"/>
Public Works Review Deposit	\$15,000.00	<input type="checkbox"/>			

## Acknowledgement/Certification

1. I certify under penalty of perjury that all information provided with this SB 9 Application is true and correct.
2. Failure to provide all pertinent data or providing poorly executed plans may delay the processing of an application.
3. City staff may inspect the site of your proposed project. Access to your property is mandatory, but will be limited to the above mentioned planning agency personnel, as is regulated by the State’s Planning and Zoning Law. You are not required to provide access to your property to the general public. Please make any necessary arrangements with staff regarding their access to your property.
4. Applicant/Property Owner agrees to defend, indemnify, release and hold harmless the City of San Bruno, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively “City”) from any claim, action or proceeding (hereafter collectively “proceeding”) brought against the City to attack, set aside, void or annul the City’s project approvals and/or any action relating to such project approvals, including actions taken to comply with the California Environmental Quality Act. This indemnification shall include, but not be limited to, any damages awarded against the City, the City’s attorneys’ fees and cost of suit, the cost of preparing the administrative record, any award of opposing counsel’s attorneys’ fees or costs of suit, and any other liabilities and expenses incurred in connection with such proceeding, whether incurred by the Applicant, the City, and/or the parties initiating or bringing such proceeding. Applicant acknowledges that the City may elect to retain its own counsel to represent it in such proceeding and agrees to reimburse the City for associated attorneys’ fees and costs of suit. Applicant further agrees to indemnify the City for all costs, attorneys’ fees, and damages, which the City incurs in enforcing this indemnification agreement. In the event any proceeding is brought, City shall promptly notify the Applicant of the proceeding, and City shall coordinate with Applicant regarding defense of the proceeding.
5. If the application includes an SB 9 Lot Split, the property owner certifies that:
  - A. Neither the property owner of the parcel being subdivided nor any person acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split as provided for in the Government Code 66411.7/SB 9 (2021).
  - B. The property owner intends to occupy one of the onsite housing units as their principal residence for a minimum of three years from the date of approval of the urban lot split.
6. If the application includes demolition of more than 25% of the walls of an existing dwelling unit, the property owner certifies that the subject unit has not been occupied by a tenant in the last 3 years.