



TOWN OF LOS GATOS

URBAN LOT SPLIT PARCEL MAP APPLICATION

Property Address: _____ Application Date: ____/____/____

Applicant: _____ Email: _____

Address: _____ City: _____ Zip: _____

ADDITIONAL INFORMATION:

1. Property Owner:

Name: _____ Email: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

2. Licensed Surveyor or Civil engineer responsible for preparing map:

Shall be prepared by a Registered Civil Engineer or Licensed Land Surveyor (Secs. 6731 and 8726, California Gov't Code)

Name: _____ Reg. No.: _____ Exp. Date: ____/____/____

Firm: _____ Email: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

3. Site Information:

APN(s): _____ Proposed No. of Lots: _____

Gross Acres: _____ Net Acres: _____

Proposed No. & Type of Units: _____

THE ITEMS LISTED BELOW MUST BE SUBMITTED WITH THIS APPLICATION, AS APPLICABLE:

- | | |
|---|--|
| ☐ Urban Lot Split approval from CDD | ☐ Certificate of Compliance for existing lot (PDF) |
| ☐ Application Fee (see Fee Schedule) | ☐ All easements, deeds, and maps listed on the title report (PDF) |
| ☐ Current title report (PDF) | ☐ Any other maps and deeds used to prepare the map (PDF) |
| ☐ Closure calculations (PDF) | ☐ A completed Urban Lot Split Parcel Map checklist (PDF) |
| ☐ Utility company letters | |

Note: an initial application submittal is accepted by the Town once all required maps, materials and documents are provided to the Town for review, and any and all associated assessed fees and surveyor deposits are received by the Town.

SIGNATURE OF OWNER (REQUIRED):

Date: ____/____/____

Print Name: _____ Title: _____

SIGNATURE OF APPLICANT (IF OTHER THAN OWNER):

Date: ____/____/____

Print Name: _____ Title: _____



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Separate encroachment permit(s), issued by the Parks and Public Works Department, shall be required for any work in the public right-of-way. Applicants shall apply for and pay all necessary fees for utility permits for sanitary sewer, gas, water, electric, and all other utility work.

Subdivision Standards for Urban Lot Splits:

- The access corridor of a flag/corridor lot (Town Code Section 29.10.085) parcel shall be in fee as part of the parcel and not as an easement and shall be a minimum width of 20 feet.
- The side lines of all lots shall be at right angles to streets or radial to the centerline of curved streets.
- Each new parcel shall be approximately equal in lot area provided that one parcel shall not be smaller than 40 percent of the lot area of the original parcel proposed for subdivision. In no event shall a new parcel be less than 1,200 square feet in lot area. The minimum lot area for a flag/corridor lot shall be exclusive of the access corridor.
- Each new parcel shall maintain a minimum lot width of 20 feet.
- Each new parcel shall have frontage upon a street with a minimum frontage dimension of 20 feet.
- The parcel map to subdivide an existing parcel shall create no more than two new parcels.

General Requirements and Restrictions:

- Neither the owner of the parcel being subdivided nor any person acting in concert with the owner has previously conducted an urban lot split to create an adjacent parcel.
- The Town Engineer may require recording of easements necessary for the provision of future public services, facilities, and future public improvements.
- Any existing structures shall not be located across the shared property line resulting from an urban lot split, unless the structure is converted to an attached unit. All other existing structures shall be modified, demolished, or relocated prior to the approval and recordation of a parcel map.
- Grading activity shall not exceed the summation of 50 cubic yards, cut plus fill, or require a grading permit per Chapter 12, Article II, of the Town Code of the Town of Los Gatos.
- The development shall comply with the requirements of the Town's National Pollution Discharge Elimination System (NPDES) Permit as implemented by Chapter 22 of the Town Code of the Town of Los Gatos, and as demonstrated by a grading and drainage plan prepared by a registered civil engineer.
- One parking stall per primary dwelling unit shall be required, except for two-unit housing developments located on parcels within one-half mile walking distance of either a high-quality transit corridor or a major transit stop.
- The requirements of the parcel's utility providers shall be satisfied prior to recordation of a parcel map.

The applicant shall submit a signed affidavit to the Community Development Director attesting that the applicant intends to occupy one of the newly created parcels as their principal residence for a minimum of three years from the date of the approval of the urban lot split or Certificate of Occupancy, whichever is later.

Rental of any unit created pursuant to California Senate Bill No. 9 shall be for a term longer than thirty (30) days.

Approval of an urban lot split permit by the Community Development Director shall be required prior to acceptance of an application for a parcel map for an urban lot split. Applicants shall pay all required fees.

SIGNATURE OF APPLICANT:

_____ Date: _____

Print Name: _____ Title: _____