



Urban Lot Split Filing Requirements

1. The purpose of this chapter is to implement California Government Code Section 66411.7 (SB9) to provide an owner of a parcel zoned entirely for single-family residential use an additional method to subdivide the parcel through an urban lot split parcel map for the purpose of housing development
2. An urban lot split parcel map is defined as the subdivision of an existing legal lot zoned R-1 (Single-Family District) under [LBMC Chapter 21.31](#) of the Zoning Regulations to create no more than two (2) new parcels in accordance with the requirements in this chapter
3. An application for an urban lot split shall be filed by the property owner or an agent of the property owner with the Planning Bureau on the city's approved form, subject to a fee in an amount established by City Council resolution.
4. The following information shall be filed with the completed Planning Permit Application and Tentative Map:
 - ☐ An urban lot split shall be prepared by a qualified California registered civil engineer or a California licensed surveyor in accordance with the Subdivision Regulations and the Subdivision Map Act. Civil engineers with licenses prior to January 1, 1982 (with a license number before 33966) are authorized to practice all land surveying and engineering surveying.
 - ☐ An urban lot split shall be prepared in accordance with requirements set forth in [LBMC Chapter 20.12](#) of the Long Beach Municipal Code, Cal. Gov't Code Sections 66410 et. Seq., 66444- 66450, and this Chapter.
 - ☐ The size of each sheet shall be 18 by 26 inches or 460 by 660 millimeters. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch or 025 millimeters. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.
 - ☐ The County subdivision map number obtained from the Los Angeles County Engineer.
 - ☐ The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any. The boundary shall be based upon a field survey. Record data parcel maps are prohibited.
 - ☐ Total area (in acreage and square feet) of each proposed lot.

- ☐ The directions of flow of all watercourses and flood-hazard control areas within and adjacent to the property involved per Federal Emergency Management Agency (FEMA) Flood Insurance Rate (FIRM) maps, and the proposed method of providing storm water, drainage, and erosion control.
- ☐ A mapping of the flood zones from the current FEMA for tidal and fluvial flooding including the following:
 1. Projected sea level rise and storm flooding for the life of the project based upon the most current science-based projection of sea level rise including a one hundred (100) year storm and wave run up.
 2. Projected coastal erosion based upon a detailed assessment of site geology, sea level rise, and waves.
 3. Projections of flooding shall be based on site and/or near shore bathymetry
- ☐ The location and extent of any known jurisdictional wetland areas or other sensitive habitat areas such as rare and endangered plant species or riparian vegetation
- ☐ The location of the site's scenic landscape features and scenic corridors, shorelines, ridgelines, and skylines, as defined in the City's General Plan, Local Coastal Program, and State law, and an assessment of the visibility of any future development from or within scenic corridors
- ☐ Legal description of the parcel
- ☐ Lot width of each proposed lot
- ☐ Public right-of-way frontage of each proposed lot
- ☐ Curve radii as applicable
- ☐ Location and dimensions of existing established and proposed property lines. The existing property lines shall be based upon found monuments
- ☐ Zoning District
- ☐ General Plan Land Use PlaceType
- ☐ The location and use of all existing and proposed structures
- ☐ The Basis of Bearings shall be based on the California Coordinate System. Mapping shall comply with the California Public Resource Code
- ☐ All required zoning setbacks for the existing and proposed lots
- ☐ The location of all existing water, sewer, electricity, storm drain, or gas service lines, pipes, systems, or easements
- ☐ The location of all proposed new water, gas, sewer, storm drain, lines, pipes, or systems

- ☐ The location of any proposed and/or existing easement, including but not limited to, access or public utilities to serve a lot created by the subdivision
- ☐ The location and species name of any existing trees larger than four inches in diameter measured four feet six inches above the base and any such trees proposed for removal
- ☐ Existing and proposed topographic information shall be provided and shall be tied to the City's datum. Contour lines shall have the following intervals:
 1. Two (2) foot contour interval for ground slope between ground level and ten (10) percent; and
 2. Five (5) foot contour interval for ground slope exceeding ten (10) percent
- ☐ Name and dimensions, including right-of-way and improved area, of public and private streets or public alleys and private alleys adjoining the parcel
- ☐ Curb, gutter, sidewalk, parkway, and street trees: type, location, and dimensions
- ☐ Location of existing or proposed driveway dimensions, materials, and slope (including cross slope)
- ☐ Location of existing or proposed vehicular access to the public right-of-way
- ☐ Location of existing or proposed pedestrian pathway access to the public right-of-way

5. The proposed subdivision shall conform to the following Map requirements:

- ☐ The two (2) new parcels shall be of approximately equal lot area
- ☐ One (1) parcel shall not be smaller than forty (40) percent of the lot area of the original parcel
- ☐ Both newly created parcels shall be no smaller than 1,200 square-feet each
- ☐ All easements required for the provision of public services and facilities shall be provided to the satisfaction of the Director of Public Works
- ☐ Each parcel shall be served by a separate water service meter, a separate sewer connection, and gas connection if required
- ☐ Each parcel shall drain to the street or to a developed drainage easement
- ☐ Both newly created parcels shall conform to the minimum lot width requirements in Chapter 21.31 and Chapter 20.08 of the Long Beach Municipal Code. Lot width exceptions shall meet the requirements set forth in Section 20.08.020
- ☐ Lot width means the horizontal distance between the midpoints of the side lot lines, measured at right angles to the line measuring lot depth

- ☐ Each of the proposed parcels shall have public right-of-way frontage (public street or alley) abutting the original parcel
 - ☐ A flag lot, or a lot with a narrow projecting strip of land extending to or along a public right-of-way frontage, shall not be permitted
 - ☐ Lot depth shall be measured at average distance between the front and rear lot line of the newly created lot
 - ☐ Only within the Coastal Zone, rights-of-way as required for access along all natural and man-made watercourses and bodies of water that includes the beach, bay, and tidelands as necessary for flood control, maintenance, and improvement shall be dedicated to the satisfaction of the Director of Public Works
 - ☐ New lot lines shall be straight lines, unless there is a conflict with existing improvements or the natural environment in which case the line may be not be straight but shall follow the appropriate natural course
 - ☐ Interior lot lines not facing the street shall be at right angles perpendicular to the street on straight streets, or radial to the street on curved streets
 - ☐ Lot lines shall be contiguous with existing zoning boundaries
 - ☐ The placement of lot lines shall not result in an accessory building or accessory use on a lot without a main building or primary use on the same lot, as defined in the Zoning Ordinance
 - ☐ Lot lines shall not render an existing structure as nonconforming in any respect (e.g. setbacks, open yard, Floor Area Ratio, parking), nor increase the nonconformity of an existing nonconforming structure
6. An application shall include an affidavit stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three (3) years from the date of the approval of the urban lot split. An affidavit shall not be required of an applicant that is either a "community land trust" (as defined by Rev. & Tax Code § 4 02.1 (a)(11)(C)(ii)) or a "qualified nonprofit corporation" (as defined by Rev. & Tax Code § 214.15).
 7. Preliminary title report of the property and shall be no more than ninety (90) days old from the time of application submittal.
 8. For more information on processing, please see LBMC [Chapter 20.18](#).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.