



# SB 9 Urban Lot Splits — from start to finish —



Planning & Development Department  
Development Services Division  
[Plan Check Website](#)

## Senate Bill (SB) 9 Urban Lot Splits Review and Approval Process

The purpose of this handout is to provide a comprehensive outline of the city's review and approval process for "SB 9" urban lot splits. The SB 9 urban lot split provides single-family residential homeowners with an option to process a parcel map through a ministerial approval process if certain conditions are met. A homeowner should use the information provided in this handout when selecting a surveyor to perform the scope of work associated with the plan review process. Applicants are encouraged to submit the requirements listed in digital format to Development Services to reduce processing time.

### 1) Required Submittals:



Before submitting a SB 9 Urban Lot Split Parcel Map for plan check, the homeowner must process a Development Plan Review (DPR) with the Planning Division. The application and fees can be found online at the Planning Division's website ([Planning Division](#)).

SB 9 Parcel Maps and supporting documents are submitted through the Development Services counter. **To prevent delays in the plan review process, all items should be submitted at the same time.** The homeowner should review the DPR comments to determine the full scope of documents required to record the map.

All submittals require the payment of plan check fees, which can be found in the [Development Services fee schedule](#). Each submittal will be assigned an individual plan check number.

### 2) Plan Review & Turnaround Time:



#### SB 9 Parcel Map

Reviewed by the Development Services and Planning Divisions

- SB 9 Urban Lot Splits must comply with Corona Municipal Code ([CMC Chapter 16.18](#)).
- Submittal requirements are found in the Plan Check Policy and the Parcel and Tract Map Submittal Checklist (coming soon). City forms and documents can be found on the [Development Services webpage](#).
- Submittals shall be accompanied by an update-to-date title report, schedule B documents (if hyperlinked title report is not provided), supporting land records including maps and deeds, closure calculation reports, DPR comments, survey monumentation cost estimate, and an [acknowledgement concerning employment of professionals form](#) signed by the owner.
- SB 9 Urban Lot Splits require the homeowner to sign an Owner Affidavit and Deed Restriction, recorded against the property.
- Plans shall be prepared by a California State Licensed Land Surveyor ([Board of Engineering](#)).
- Faithful Performance survey monumentation security is required.

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

**Note: The Department's goal is to have all reviews approved no later than the third check. An applicant may request meetings with city staff to discuss corrections.**

### 3) Map Approval & Recordation:



#### Map Approval and Recordation:

- Development Services prepares and sends a Bond and Fee Letter with the required securities to the owner.
- Development Services prepares and sends a Survey Monumentation Agreement to the homeowner.
- The homeowner signs and notarizes the agreement and submits the original document to the city with the survey monumentation security.
- The homeowner pays the applicable Development Impact Fees.
- Development Services schedules the survey monumentation agreement for approval by the City Council.
- Homeowner submits the map mylars with the Owner's Statement and Surveyor's Statement completed, including any beneficiary signatures and corresponding notary acknowledgements. The Tax Bond Certificate can be completed prior to submitting to the city to save time during recordation.
- City Engineer and City Clerk sign the appropriate certificates and the mylars are released to the Title Company for recordation at County offices.

#### Bond Release:

- Upon final completion of the survey monumentation, the surveyor shall provide a letter to the city stating the work is complete and they have been paid.
- City schedules the acceptance and release of securities for approval by the City Council.
- 100% of the survey monumentation faithful performance security is released following the date of acceptance.

#### Development Services

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