

STREAMLINED HOUSING DEVELOPMENTS -SENATE BILL 9
APPLICATION REQUIREMENTS**PJR-141****PROCESS**

This is a summary of the application process and required application materials for ministerial housing project approvals under Government Code § 65852.21 and § 66411.7 (commonly known as “SB 9”).

STEP 1. Review Requirements and Complete an Eligibility Checklist

The first step is to review the requirements to see if a property may be eligible. Completing the [SB 9 Preliminary Site Eligibility Checklist](#) will help determine whether your property meets the criteria. Gather documentation that demonstrates eligibility using the resources provided on the checklist.

STEP 2. Check with a Planner

Once you have reviewed the requirements and researched whether the property may be eligible, meet with a planner at Permit Sonoma during office hours to discuss the site’s qualifications and receive a preliminary eligibility determination. Scheduled appointments are not offered at this time. When visiting Permit Sonoma, bring any eligibility documentation you have gathered. Documentation for all eligibility criteria is highly recommended. A planner will review the checklist and documentation, then provide a preliminary eligibility determination. A planner’s determination is not binding; it is the applicant’s responsibility to satisfactorily demonstrate that the project meets eligibility criteria at the time that a formal Planning application is submitted.

STEP 3. Submit a Complete Application

Once steps 1 and 2 are completed, the project applicant must submit a complete Planning application and pay the required application fees. A complete application must include all of the required application materials. If the project only includes a lot split, the project will be processed as a Minor Subdivision. If the project only includes a two-unit housing development, the project will be processed as a Zoning Permit. If the project involves both a lot split and housing development, the project will be processed as a Planning Project.

STEP 4. Timelines for Ministerial Review

After the application fees are paid, the project will be assigned to a planner who will review the application for completeness. Within 30 days of application payment, the project planner will notify the applicant whether the application is complete, incomplete, or determined to be ineligible for SB 9 processing. Action on the application will be taken within 60 days of the project planner’s confirmation that the project qualifies for ministerial approval(s) under SB 9. An approved SB 9 project will be subject to standard conditions of approval.

STEP 5. Submit Construction Permits and/or Submit the Parcel Map

After the Planning application is approved, the project applicant may submit for construction permits for concurrent plan check, which may include grading, building, encroachment, or other permit types, and submit a Parcel Map to the County Surveyor for review. Prior to Permit Sonoma’s clearance to record the Parcel Map, and/or issuance of construction permits, the applicant must demonstrate that the project complies with standard conditions of approval.

APPLICATION MATERIALS

A complete application shall include the following items. All required forms must be complete and signed by the owner (or person(s) authorized to sign on behalf of an entity that owns the subject parcel), and the project applicant if the applicant is different from the owner. All documents must be submitted [electronically](#). Permit Sonoma office staff may, upon request, provide assistance with scanning paper application documents for electronic submittal if needed.

REQUIRED APPLICATION MATERIALS			Staff Verification
Yes	No	Preliminary Site Eligibility Determination Prior to submitting an SB 9 application, the project proponent must have completed a Preliminary Site Eligibility Checklist with a planner from Permit Sonoma.	
Yes	No	Project Information and Applicant Agreement	
Yes	No	PJR-001 Planning Application Form	
Yes	No	PJR-011 Indemnification Agreement Form	
Yes	No	PJR-095 At-Cost Agreement Form	
Yes	No	Biological Resources Assessment The report shall assess and contain a conclusion regarding the presence or absence of habitat described in Government Code Section 65913.4(a)(6)(J). (See Gov. Code § 65852.21(a)(2).)	
Yes	No	Wetlands Assessment The report shall be prepared by a professional biologist, assess the site for wetlands, and contain a conclusion regarding the presence or absence of wetlands described in Government Code Section 65913.4(a)(6)(C). (See Gov. Code § 65852.21(a)(2).)	
Yes	No	Historic Resources The applicant shall submit documentation from the Northwest Information Center demonstrating that the project site does not include property on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code.	
Yes	No	Current Preliminary Title Report The preliminary title report (PTR) shall include a legal description and be dated within 30 days of the date of application submittal. Any recorded items listed in the PTR, such as easements, shall be provided with the PTR.	

Yes	No	<p>Proof of Ownership If the project site is owned by an entity, such as an LLC, corporation, partnership, or trust, submit an ownership disclosure listing the name and addresses of the principal owners (25% interest or greater) and the agent for service of process of each applicable entity. Attach a copy of current corporate/entity articles, partnership agreement(s), operating agreement(s), and/or trust document(s), as applicable.</p>	
Yes	No	<p>Stormwater Low-Impact Development (LID) Determination For projects within the NPDES MS4 Phase I area, the County uses the City of Santa Rosa's worksheet. Currently, projects creating or reconstructing a cumulative total of 10,000 square feet or more of impervious surfaces are subject to LID regulations. If the project is subject to LID regulations then the applicant must submit a Stormwater Low Impact Development Submittal (SWLIDS) with the project application.</p> <p>For projects within the NPDES MS4 Phase II area, the County uses the BASMAA Post-Construction Manual. Currently, projects creating or reconstructing a cumulative total of 5,000 square feet or more of impervious surfaces are subject to LID regulations. If the project is subject to LID regulations then the applicant must submit a Storm Water Control Plan with the project application.</p>	
Yes	No	<p>Will-Serve Letters and Utility Certificates If the project will be served by public sewer and/or water, a Will-Serve letter from the applicable service provider(s) is required. If the project will be served by City of Santa Rosa utilities (outside the Urban Service Area), applicants must submit a copy of an approved Utility Certificate from the City of Santa Rosa and a letter from the Local Agency Formation Commission (LAFCO) confirming service is available to new dwelling units on the project site.</p>	
Yes	No	<p>Onsite Water (Well) Requirements Each existing or proposed dwelling unit, or proposed lots must demonstrate adequate potable water supply.</p> <p>If the project is within a General Plan Groundwater Availability Class 3 or Class 4 area, the project must comply with Sonoma County Municipal Code Section 7-12 and 25-17(q). A Well Yield Test and Report must be submitted to demonstrate sufficient water availability to serve the proposed residential units or resulting lots.</p> <p>Water supply easements for primary or secondary dwelling units shall not be allowed from parcels within Groundwater Availability Class 3 or Class 4 areas. Five or more connections to a well shall</p>	

		only be allowed if the dwelling units are connected to an approved water system.	
Yes	No	<p>Existing Housing Units Statement</p> <p>The applicant shall submit a statement, with accompanying documentation, identifying whether any existing residential units onsite are the following:</p> <ol style="list-style-type: none"> 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income. 2. Housing that is subject to any form of rent or price control through a public entity’s valid exercise of its police power. 3. Housing that has been occupied by a tenant in the last three years. <p>If the site contains any of the above housing types, the statement shall also indicate whether the proposed housing development requires demolition or alteration of those residential units.</p>	
<p>A. Complete the following Section A if your proposal includes an urban lot split. Otherwise, skip to Section B below. For applications that contain both an urban lot split and a two-unit housing development, complete both Sections A and B.</p>			
Yes	No	Owner Occupancy Affidavit	
Yes	No	<p>Tentative Parcel Map</p> <p>If the project includes a lot split, a tentative map shall be submitted containing the following:</p> <ol style="list-style-type: none"> 1. Signature and stamp of a licensed land surveyor or licensed civil engineer who prepared the tentative map. 2. The boundary line of the parcel to be split with the bearings and distances based on a survey from a licensed land surveyor or other record data sufficient to demonstrate the intelligent interpretation of the various items and locations of the points, lines, and areas shown. 3. The name(s), address(es) and telephone number(s) of the subdivider and all parties having record title interest in the property being subdivided. 4. The name, address, and telephone number of the licensed land surveyor or civil engineer preparing the map. 5. All Assessor’s Parcel Numbers (APNs) for the subject parcel. 6. The proposed lot lines with bearings and distances with a parcel number designated on each new parcel. 7. The location of all existing and proposed structures, easements, utility lines, septic systems and wells located on the original 	

		<p>parcel and adjacent parcels together with their dimensions and/or distances to property lines and other site features.</p> <ol style="list-style-type: none"> 8. The distance from existing structures to the boundary lines of the new parcel on which structures are located. 9. The name, type, location, and width of all existing and proposed road(s), including private roads, and easements. For proposed private roads, provide a cross section to show how the road is to be constructed. Show existing or proposed access from each lot to the intersection with the County right-of-way. 10. Show the topography of the site and of all adjoining properties within 200 feet of the site. On each adjoining property, identify the owner(s) of record, document numbers, and Assessor's Parcel Numbers (APNs). The map must include contour lines and intervals appropriate to ascertain the topographical characteristics and must show slope bands in the following ranges: 1% to 10%, 10% to 50%, and 50% and greater. 11. A statement prepared by a licensed civil engineer shall accompany every tentative map and shall indicate the presence of any critically expansive soil problems or characteristics in the proposed subdivision. 12. Location and names of both natural and man-made water courses and ponding areas and areas of periodic inundation, on the parcel being divided and on adjacent parcels which might affect the design of the applicant's proposal. 13. North arrow and graphic scale. 14. Vicinity map showing the general location of the project with main roads and access. 15. Existing vegetation - specifically include the location of all protected trees greater than 9" in diameter and identify their drip lines when in close proximity to proposed development. See Tree Protection Ordinance, Section 26-88-010(m) of the Sonoma County Code. 	
Yes	No	<p>Copy of the Current Recorded Property Deeds These can be obtained from the Sonoma County Recorder's Office, or your title company can obtain them for you.</p>	
Yes	No	<p>Onsite Wastewater Requirements The following applies if the resulting lots will be served by an onsite wastewater treatment system.</p> <ol style="list-style-type: none"> 1. Each resulting lot with either existing or proposed dwelling units must demonstrate the capacity to support a septic system(s) for the existing or proposed number of bedrooms onsite, but no less than three, with a 200 percent reserve replacement area in accordance with the County's current OWTS Manual. 	

		<ul style="list-style-type: none"> • For an existing non-conforming septic system, the applicant shall have an approved Findings Report on file with Permit Sonoma demonstrating that the requirements for capacity and reserve area have been met to satisfy this requirement. • For an existing code compliant system, the applicant shall have a finalized Septic Construction Permit (SEP) on file with Permit Sonoma demonstrating that the requirements for capacity and reserve area have been met to satisfy this requirement. • For a new septic system, the applicant shall have a plan check approved Septic Construction Permit (SEP), an issued Vesting Certificate (VES), or an approved Septic Design Application (SDA) on file with Permit Sonoma demonstrating that the requirements for capacity and reserve area can be met to satisfy this requirement. <p>2. Each resulting undeveloped lot must demonstrate the capacity to support at least a 3-bedroom septic system, including a 200 percent reserve replacement area, in accordance with the County’s current OWTS Manual.</p> <ul style="list-style-type: none"> • The applicant shall have a plan check approved Septic Construction Permit (SEP), an issued Vesting Certificate (VES), or an approved Septic Design Application (SDA) on file with Permit Sonoma demonstrating that the requirements for capacity and reserve area can be met to satisfy this requirement. <p>See the following webpages for more information: https://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Well-and-Septic/Well-and-Septic-Permits/OWTS-Application-Types/ https://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Well-and-Septic/Electronic-Permit-Applications/</p>	
<p>B. Complete the following Section B for applications that include a two-unit housing development. For applications that contain both an urban lot split and a two-unit housing development, complete both Sections A and B.</p>			
Yes	No	<p>Housing Proposal All residential development must contribute to the County’s Affordable Housing Program. An Affordable Housing Proposal meeting the requirements of Sec. 26-89-030(G) is required.</p> <p>Most SB 9 housing developments will satisfy their Affordable Housing Program obligations through payment of in-lieu fees, unless the project includes an affordable component meeting the requirements in Article 89 of the Zoning Code. See Sec. 26-89-040 for more information.</p>	

Yes	No	<p>Site Plan The site plan must meet the requirements of PJR-129, Site Plan Requirements for Planning Applications.</p> <p>The site plan shall depict the required parking of at least one space per unit. If the project will not provide the required parking, the applicant must also submit documentation demonstrating that the project meets one of the following exceptions:</p> <ol style="list-style-type: none"> 1. The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code. 2. There is a car share vehicle located within one block of the parcel. 	
Yes	No	<p>Preliminary Architectural Plans and Elevations Compliance with accessibility elements within the California Building Code is required. Structural plans are not required until application is made for building permits. Preliminary plans must show:</p> <ol style="list-style-type: none"> 1. Type and color of roof and other exterior materials 2. All mechanical equipment, exterior lights, trash enclosures, and other exterior structures 3. Proposed fencing and walls 4. A cross-section for each structure showing the location of natural grade underneath the structure; the building’s height must be identified on the cross-section (measured from the average of the highest and lowest points of the lot covered by the structure to the topmost point of the roof) 	
Yes	No	<p>Preliminary Landscaping Plan Preliminary plans must show location, species, common name, and size of plants to be planted. Landscaping shall comply with the Water-Efficient Landscaping Ordinance (WELO) in Section 7D3 of the Sonoma County Code.</p>	
Yes	No	<p>Preliminary Lighting Plan Provide a photometric site plan along with one cut sheet for each light fixture proposed for the building(s) and the site. Exterior lighting must comply with objective standards in Section 26-08-050 and, if applicable to the site, Article 90 of the Zoning Code.</p>	
Yes	No	<p>Onsite Wastewater Requirements The following applies if the project site is/will be served by an onsite wastewater treatment system <u>and</u> the project does not involve a lot split. If the project involves a lot split and new dwelling</p>	

units, see **Section A** above for the Onsite Wastewater Requirements.

1. New dwelling units shall be subject to the requirements of the County's current OWTS Manual at the time of building permit submittal. The site plan shall the depict the proposed onsite wastewater treatment system(s) that will serve the new units.
2. If the project site has existing dwelling units, each existing unit must be served by an existing non-conforming septic system, with adequate reserve replacement area, or a code compliant septic system in accordance with the County's current [OWTS Manual](#):
 - For existing units with an existing non-conforming septic system, the applicant shall have a reviewed **Findings Report** on file with Permit Sonoma to satisfy this requirement.
 - For existing units with a code compliant septic system, the applicant shall have an issued **Septic Construction Permit (SEP)** on file with Permit Sonoma to satisfy this requirement.

See the following webpages for more information:

<https://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Well-and-Septic/Well-and-Septic-Permits/OWTS-Application-Types/>

<https://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Well-and-Septic/Electronic-Permit-Applications/>

FILING FEES

A complete application includes full payment of the required application fees. See the current Permit Sonoma [Project Review Fee Schedule](#). Fees will be determined once the full scope of a project is evaluated by Permit Sonoma staff at the time of application submittal.

For further assistance, email PlanningApplications@sonoma-county.org.