

# SB 9 Parcel Lot Split Step by Step

1

## Check Parcel Eligibility

An eligible parcel must be zoned **Residential**. You may refer to the Town's [Zoning Map](#) or contact the Town of Loomis Planning Department.

2

## Draw a Parcel Map. Please include:

- ☐ Current APN
- ☐ Boundary Lines & dimension of parcels being divided. Proposed division lines should use dashed lines with dimensions of lines labeled. The corner of a lot adjacent to a street intersection shall be designated with a 25ft minimum radius
- ☐ All existing and proposed structures, distance between structures, & distance from boundary lines, including any structures within 100 feet of property
- ☐ Names, locations, widths, of all existing and proposed traveled ways, including driveways, streets, & rights-of-way on or adjacent to property being divided
- ☐ Location, size, & dimensions of all existing and proposed easements, wells, leach lines, seepage pits, or other underground structures, and all utilities.
- ☐ Location of all streams, aquatic resources, floodplains, & drainage channels, & general indication of slope of the land with contour lines extending 100 feet outside of property
- ☐ Lot dimensions, sizes (sq ft or acres), lot numbers
- ☐ Name, address, telephone # of person who drew map & the applicant (& legal owners of the parcel if different from applicant)
- ☐ Present zoning and proposed use of each parcel (Must be residential)
- ☐ Source of proposed water supply for each parcel on well water, must show the location of the well. If connecting to PCWA water, identify the main line location
- ☐ Method of sewage disposal proposed for each parcel and location to nearest sewage
- ☐ The high school and elementary school districts in which the minor land division is located
- ☐ North point, benchmarks, scale of drawing, and date
- ☐ Date present owner purchased property
- ☐ Location of any protected oaks (numbered per arborist report) and rock outcroppings on the property.

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## Have Water and Sewer Available

You will need to demonstrate that you have both water and sewer available on your resulting parcels. There are two methods to demonstrate this:

1. Obtain letters from the water and sewer providers proving that your current parcel is served by them and that a new service connection is possible.
2. Demonstrate through studies and tests that **EACH** resulting parcel will have capacity for a well and septic system. You can find more information by reaching out to [Placer County Environmental Health](#).

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## Complete Affidavit

Complete the [affidavit](#) that states you intend to owner occupy a unit on one of the resulting parcels for a period of at least 3 years. This begins from recordation of the final map.

# 5

## Submit an Application to Loomis Town Hall

### An application must include:

- ☐ [Completed Application and Environmental Application](#)
- ☐ Parcel Map
- ☐ Deed of the Parcel Being Split
- ☐ Current Title Report (ran within 90 days)
- ☐ Water Will Serve Letter OR Well Reports (Bacteria and Capacity)
- ☐ Sewage Will Serve Letter OR Perc and Mantle Test
- ☐ [Signed Affidavit and SB 9 Questionnaire](#)
- ☐ Paid Fees [NOTE: Please refer to [fee schedule](#) sheet. This payment will be required as part of the submittal process. The fee will cover the staff time required to review your application and proposed map.]

# 6

## Application Review

- Once an application is deemed complete, it will be reviewed by Town Staff, this might result in requests to make changes to the map to identify structures and relevant features, change the boundary lines, or make modifications. Additional questions may be asked for parcels in high risk environmentally sensitive areas.
- Once the initial criteria are met and the tentative map is accepted, Town Staff will draft an initial letter approving the lot split. This will be signed by the Planning Director and lay out the conditions (if any) for improvement plans to address Water, Sewer, Fire, utility, ground disturbance, and access requirements.

# 7

Approximate timeframe for this process is 4 to 6 months.

## Record the Map

Once your tentative parcel map is approved, you will need to create a final parcel map. You will need to have a licensed professional create this map, since it will be recorded in the County's records. Submit the final parcel map to the Town along with evidence of compliance of the approval conditions in Step 6. The applicant's Title company will need to provide all other documents and payments to the County before the County can record the final map.

Approximate timeframe for this process is 4 to 6 months.

**NOTE: Any building permits pertaining to property undergoing an SB 9 split will not receive approval until the final map has been recorded with the County.**

## Questions?

Questions about splitting a lot under SB 9? Please contact  
**Sarah Jennings** at [sjennings@loomis.ca.gov](mailto:sjennings@loomis.ca.gov) or (916)652-1840.

