

# SB 684 SMALL LOT SUBDIVISION AND HOUSING DEVELOPMENT SUPPLEMENTAL APPLICATION

Community Development  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620



Purpose	
<p>SB 684, as amended by SB 1123 (2024), and AB 130 (2025), requires a local agency to ministerially consider, without discretionary review or a hearing, a parcel map or a tentative and final map for a housing development project that meets certain requirements as long as the proposed subdivision will result in 10 or fewer parcels and the housing development project on the lot proposed to be subdivided will contain 10 or fewer residential units. This application is a supplement to the City's <a href="#">development permit application</a>, which is also.</p>	
Required documents	
<p>Submit all required documents from the City's <a href="#">housing development project application checklist</a>, and complete and submit this checklist for staff to review and determine eligibility.</p>	
Applicant and property information	
Development Proponent/Applicant Name:	
Phone Number:	
Email Address:	
Mailing Address:	
Project Site Address(es):	
Project Site Assessor's Parcel Number(s) (APN):	
Project Proposal (short description):	
Eligibility criteria	
<p>1. <b>Project Size &amp; Number of Units.</b> The proposed parcel map or tentative map will result in 10 or fewer lots that will contain 10 or fewer residential units.</p> <p>Number of lots proposed: _____</p> <p>Number of units proposed: _____</p> <p>2. <b>Site Characteristics.</b> The project site is 5 acres or less in size, is a legal parcel, and is zoned for multifamily development. Or, the site is zoned for single-family development, is a legal parcel, is a vacant lot and is 1.5 acres or less.</p> <p><input type="checkbox"/> The project site is 5 acres or less, is a legal parcel, and is zoned for multifamily development</p> <p>Project site size (acres): _____</p> <p>Zoning: _____</p> <p><input type="checkbox"/> The project site is zoned for single-family development, is a legal parcel, is vacant, and is 1.5 acres or less.</p>	

Project site size (acres): \_\_\_\_\_

Zoning: \_\_\_\_\_

Currently vacant:  Yes  No

3. **Location.** At least 75% of the project site’s perimeter adjoins parcels that are developed with residential, commercial, public/institutional, transit or transportation passenger facility, or retail use, or any combination of those uses. Parcels separated by a street or highway are considered “adjoined.”

Attach most recent available aerial photography illustrating project site, with surrounding uses labeled

Describe surrounding uses (required to describe any discrepancies with recent aerial photograph):

\_\_\_\_\_

4. **Ownership.** The housing units on the parcel to be subdivided are one of the following (check one):

- Constructed on fee simple ownership lots;
- Part of a common interest development;
- Part of a housing cooperative, as defined in Section 817 of the Civil Code;
- Owned by a community land trust; or
- Part of a tenancy in common.

5. **Prior Subdivision.** The parcel proposed for subdivision was not established through an urban lot split pursuant to Government Code Section 66411.7 (SB 9) or a subdivision pursuant to 66499.41, this law (SB 684/1211).

No prior subdivision

Other (explain) \_\_\_\_\_

6. **Tenant Protections.** Please review each item below and check Yes or No for every question. All questions must be answered to confirm compliance with State tenant protection laws.

A. **Deed Restricted:** Does the project demolish or alter any deed-restricted affordable housing?

- Yes. The project demolishes or alters deed-restricted affordable housing.
- No. The project does not demolish or alter any deed-restricted affordable housing.

B. **Rent Control.** Does the project demolish or alter any rent-controlled housing?

- Yes. The project demolishes or alters rent-controlled housing.
- No. The project does not demolish or alter rent-controlled housing.

C. **Occupancy.** Does the project demolish or alter housing occupied by tenants in the last 5 years?

- Yes. The project demolishes or alters housing occupied by tenants in the last 5 years.
- No. The project does not demolish or alter housing occupied by tenants in the last 5 years.

D. **Ellis Act.** Does the project demolish or alter housing withdrawn under the Ellis Act (CA Government Code Sections 7060-7060.7) in the last 15 years?

- Yes. The project demolishes or alters housing withdrawn under the Ellis Act in the last 15 years.
- No. The project does not demolish or alter housing withdrawn under the Ellis Act in the last 15 years.

If you answered “Yes” to any item above, attach documentation and explanation describing the circumstances, including: property records or title history, rent control or affordability documentation, tenant occupancy verification (if applicable) and any Ellis Act filings or notices.

7. **Minimum Parcel Size Requirements.** Proposed parcel shall have a minimum size of 600 square feet if zoned for multifamily development. Proposed parcels shall have a minimum size of 1,200 square feet if zoned for single family development.

Zoning:

- Single family
- Multifamily

Smallest proposed parcel size (sq ft): \_\_\_\_\_

8. **Utility Services.** Parcels created will be served by municipal water and wastewater services.

Water provider: \_\_\_\_\_

Wastewater services: \_\_\_\_\_

9. **Density.** Check one option below and provide the requested data and documentation as relevant.

**Option A:** The parcel is in the City of Menlo Park’s 2023-2031 Housing Element site inventory; the project must result in at least as many units as projected for that parcel in the Housing Element.

APN	Number of units required per Housing Element	Number of units proposed	Affordable units required per Housing Element	Affordable units proposed

**Option B:** The parcel is not in the City of Menlo Park’s 2023-2031 Housing Element site inventory; the project must result in at least 66% of the maximum allowable residential density.

APN	Zoning district	Maximum allowed dwelling units per Acre	66% of maximum allowable residential density	Units proposed	Density proposed

10. **Average Floorspace.** The average total habitable floor area of all proposed housing units does not exceed 1,750 square feet per unit. *Habitable floor area includes all enclosed living space within each unit (excluding garages, carports, or unfinished crawlspaces or attics).*

Complete the table below or provide a table or spreadsheet listing each proposed housing unit and its net habitable floor area. Include a calculation showing the average habitable floor area.

Dwelling Unit	Habitable Floor Area (sq ft)
DU #1	
DU #2	
DU #3	
DU #4	
DU #5	
DU #6	
DU #7	
DU #8	
DU #9	
DU #10	
<b>Average</b>	

11. **Environmental Eligibility.** Please review each question below and check Yes or No for every item. All responses must be based on current site conditions and available environmental mapping information. Attach documentation for each response, where applicable, showing the verified site condition.
- A. **Farmland.** Is the project site located on prime farmland or farmland of statewide importance, as defined by the California Department of Conservation, or is it zoned or designated for agricultural protection by a local voter-approved measure?
- Yes  
 No
- B. **Wetlands.** Is the project site located within wetlands, as defined by the U.S. Fish and Wildlife Service?
- Yes  
 No
- C. **Fire Hazard Area.** Is the project site located within a Very High Fire Hazard Severity Zone (VHFHSZ) or a High Fire Hazard Severity Zone, as mapped by Cal Fire?
- Yes  
 No
- D. **Hazardous Waste Site.** Is the project site located on or near a hazardous waste site listed under Government Code §65962.5?
- Yes  
 No

If answered "yes" to the above, has the project site been determined suitable for residential use? (Provide documentation.)

- Yes
- No

E. **Earthquake Fault Zone.** Is the project site within a mapped earthquake fault zone? and if so,

- Yes
- No

If answered "yes" to the above, does the development comply with seismic safety standards? (Provide documentation.)

- Yes
- No

F. **Flood Hazard Area.** Is the project site within a 100-year flood zone (Special Flood Hazard Area)?

- Yes
- No

If answered "yes" to the above, does the development meet FEMA floodplain management criteria? (Provide documentation.)

- Yes
- No

G. **Regulatory Floodway.** Is the project site located within a regulatory floodway?

- Yes
- No

If answered "yes" to the above, does the development have a FEMA "no-rise" certification? (Provide documentation.)

- Yes
- No

H. **Natural Resource or Habitat Protection Plan.** Is the project site within an area identified for conservation in a Natural Community Conservation Plan (NCCP), Habitat Conservation Plan (HCP), or similar resource protection plan?

- Yes
- No

I. **Habitat for Protected Species.** Does the project site include habitat for protected, sensitive, or special-status species, as defined by State or Federal law?

- Yes
- No

J. **Conservation Easement.** Is the project site located on land that is subject to a recorded conservation easement?

- Yes
- No

**12. Inclusionary Zoning.** The project includes required inclusionary (affordable) units in compliance with Menlo Park Municipal Code Chapter 16.96 and the City's Below Market Rate Housing Program Guidelines.

Total units proposed	Required % of affordable units	Required affordable units	Affordable units provided	Income category

**13. Replacement Housing.** If any existing dwelling unit is proposed to be demolished, the development project must comply with the replacement housing provisions of Government Code Section 66300.6(b).

- Yes. Existing units will be demolished. If yes, provide documentation of demolished units, and replacement housing table and plan.
- No. No existing units will be demolished.

**14. Setbacks.** Side and rear setbacks are at least four (4) feet, except where the structure is an existing legally created structure; or the structure is constructed in the same location and to the same dimensions as an existing legally created structure.

- Side and rear setbacks will be at least four (4) feet.
- Structure is an existing legally created structure.
- Structure will be constructed in the same location and to the same dimensions as an existing legally created structure.

**15. Parking.** Each new unit must include at least one parking space, which can be covered or uncovered, unless the project is located within ½ mile walking distance of a major transit stop, or high quality transit corridor, as defined by Public Resources Code §§ 21064.3 and 21155(b).

- Proposed project provides one parking space per unit.
- Project site is within ½ mile of a transit stop or corridor. (Map documenting project site and proximity to transit stop or corridor attached.)

**16. Floor Area Ratio (FAR):** Maximum FAR allowed: 1.0 for projects with 3 to 7 units; 1.25 for projects with 8-10 units.

- Proposed project complies with the maximum FAR set by State law.
- Proposed project complies with the maximum FAR set by City of Menlo Park Municipal Code (if different than State law maximum).

**17. Objective Zoning Standards.** The proposed housing development project complies with all objective zoning standards, objective subdivision standards, and objective design review standards applicable to the parcel as provided in the zoning district in which the parcel is located that do not conflict with the objective standards in Government Code Sections 65852.28 and 66499.41.

- Yes
- No

**18. Subdivision Map Act.** The proposed subdivision conforms to all applicable objective requirements of the Subdivision Map Act (commencing with Government Code Section 66410), as codified in Title 15 (Subdivisions), including Chapter 15.04 of the Menlo Park Municipal Code, except as otherwise expressly provided in Government Code Section 66499.41(a)(10).

- Yes
- No

**Development data matrix**

Please complete the table below.

Dwelling Unit	Height (ft)	Side setback	Rear setback	Building FAL or FAR	Parcel size	Zoning	Parking provided	Notes
DU #1								
DU #2								
DU #3								
DU #4								
DU #5								
DU #6								
DU #7								
DU #8								
DU #9								
DU #10								

**Signature**

I (we) hereby certify that the information stated on forms, plans, and other materials submitted herewith in support of the application is true and correct to the best of my (our) knowledge. It is my (our) responsibility to inform the City of Menlo Park, through the assigned project planner, of any changes to information represented in these submittals.

Date: \_\_\_\_\_ Signature:

Printed Name: \_\_\_\_\_