City of Santa Clara

Urban Lot Split (SB 9)
Ministerial Process Flowchart

Step 1: Preliminary Project Submitted.
Submittal of screening application, supporting materials, including eligibility checklist, and fees. See application submittal requirements.

Step 2: Project Manager Assigned.
Project manager evaluates the project and is the primary contact for the applicant.

Step 3.1: No Lot Split Consistency Review.
Internal review for compliance with objective standards

No PCC/SC required

Step 3.2: Lot Split Consistency Review.
Internal review for compliance with objective standards

SC required

Is the Application Consistent with City Code?

Yes

No. Corrections required. Applicant makes corrections and resubmits.

Preliminary Review Concluded

Step 4: Post Preliminary Review: Building Permit and/or Subdivision application (Public Works) (if applicable) can be submitted and ministerial review process started. Additional fees calculated as required.

Step 4.1: Building Permit issued. (Within 60 days)

Step 4.2: Approved map to County for recordation. (Within 60 days)