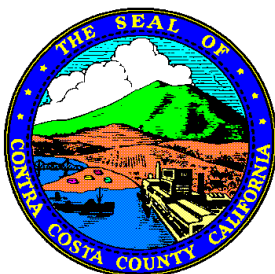


## FAQS RELATED TO URBAN HOUSING DEVELOPMENTS AND URBAN LOT SPLITS

Updated May 17, 2022



### DEPARTMENT OF CONSERVATION AND DEVELOPMENT

#### COMMUNITY DEVELOPMENT DIVISION

#### APPLICATION AND PERMIT CENTER

Following are FAQs regarding urban housing developments and urban lot splits that are enabled by changes in State Law that became effective on January 1, 2022, and implemented pursuant to Contra Costa County Ordinance No. 2022-14, effective on April 29, 2022, that adds Chapter 88-36 for urban housing development applications of up to two residential units on a parcel and Article 94-4.10 for urban lot split parcel maps for up to two lots, to the County Ordinance Code. The information below is intended to assist prospective applicants in preparing an Urban Housing Development Permit application or an Urban Lot Split Parcel Map application. Both applications would be submitted online at the ePermit Center on the Department of Conservation and Development website at: [Accela Citizen Access \(ccounty.us\)](https://www.cccounty.us/accela). An application is not accepted until the application fees have been received.

#### URBAN HOUSING DEVELOPMENT (UHD)

##### What is an Urban Housing Development?

An Urban Housing Development is a housing development on a qualifying parcel that contains no more than two residential units.

##### What is a Residential Unit?

A residential unit is a single-family dwelling, either attached or detached, but does not include an ADU or a Junior ADU.

##### How can I get approval of an Urban Housing Development?

An Urban Housing Development (UHD) is allowed with a valid UHD Permit, which is a ministerial permit. The UHD Permit application will be processed by the Department after staff determines that the application is for a qualifying parcel, verifies the information on the Qualifying Lot Location

Screening form and the UHD Additional Qualifications Screening form, and all of the required documents listed on the UHD Submittal Checklist have been received.

How do I submit an application for an Urban Housing Development?

Application for an UHD Permit is through the ePermit Center. The documents listed on the UHD Submittal Checklist are required at the time of application. Also, the completed signed and dated UHD Qualifying Lot Location Screening form and UHD Additional Qualifications Screening form must be submitted at the time of application. The application will be incomplete if all of the required documents and signed and dated screening forms are not submitted with the application.

Requirement for all-electric buildings

All UHD Permit applications submitted after May 1 shall conform to All-Electric Building Ordinance and include all-electric buildings only. [Learn more about the All- Electric Building Ordinance.](#)

What is a qualifying parcel for an UHD Permit?

A qualifying parcel is a parcel that meets the qualifications in Government Code Section 65852.21 and 66411.7, including the following:

- Parcel is located in a single-family residential zone (i.e., in a R-6, R-7, R-10, R-12, R-15, R-20, R-40, R-65, or R-100 District) or within planned unit district (P-1) that allow single-family residential uses.
- Parcel is located within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
- Parcel is NOT located within a historic district or a property included on the State Historic Resources Inventory or the County Historic Resources Inventory.
- Parcel is NOT prime farmland or farmland of statewide importance or located in the AC, Agricultural Core, General Plan Land Use designation.
- Parcel is NOT wetlands, as defined by the United States Fish and Wildlife Service.
- Parcel is NOT within a very high fire hazard severity zone within a local responsibility area, or a high or very high fire hazard severity zone within a state responsibility area.
- Parcel is NOT a listed hazardous waste site or a hazardous waste site designated by the Department of Toxic Substances Control.
- Parcel is NOT within a delineated earthquake fault zone .
- Parcel is NOT within a 100 year flood area.
- Parcel does NOT meet minimum flood plain management criteria of the National Flood Insurance Program.
- Parcel is NOT identified for conservation in the East Contra Costa County Habitat Conservation Plan / Natural Community Conservation Plan.
- Parcel does NOT have habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the

federal Endangered Species, the California Endangered Species Act, or the Native Plant Protection Act.

- Parcel is NOT under a conservation easement.

## URBAN LOT SPLIT (ULS)

### What is an Urban Lot Split?

An Urban Lot Split is a minor subdivision of a qualifying parcel that creates no more than two new parcels of approximately equal area such that no parcel is smaller than 40 % of the area of the original parcel. Further, no parcel created through an Urban Lot Split can be less than 1,200 square feet in size. The Urban Lot Split will become effective with a recorded Parcel Map.

### What kind of development is allowed on a parcel created by Urban Lot Split?

Only residential development under a valid UHD Permit is allowed on a parcel created by an Urban Lot Split.

### How can I get approval of an Urban Lot Split?

An Urban Lot Split is allowed with an approved Urban Lot Split (ULS) Parcel Map. The Department of Conservation and Development will determine that the ULS Parcel Map application is for a qualifying parcel. If the application is for a qualifying parcel, the Department of Public Works will process the ULS Parcel Map. The ULS Parcel Map must be prepared by a registered civil engineer or licensed land surveyor. Fees in the Land Development Fee Schedule for the processing of a parcel map must be paid concurrently with the submission of the parcel map.

### How do I submit an application for an Urban Lot Split Parcel Map?

Application for an ULS Parcel Map is through the ePermit Center. The documents listed on the ULS Parcel Map Submittal Checklist are required at the time of application. Also, the completed signed and dated ULS Parcel Map Qualifying Lot Location Screening form and signed, dated, and notarized ULS Affidavit must be submitted at the time of application. The application will be incomplete if all of the required documents, the signed and dated screening form and the signed, dated, and notarized affidavit are not submitted with the application.

### What is a qualifying parcel for an UHD Permit?

A qualifying parcel is a parcel that meets the qualifications in Government Code Section 65852.21 and 66411.7, including the following:

- Parcel is located in a single-family residential zone (i.e., in a R-6, R-7, R-10, R-12, R-15, R-20, R-40, R-65, or R-100 District).
- Parcel is located within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.

- Parcel is NOT located within a historic district or a property included on the State Historic Resources Inventory or the County Historic Resources Inventory.
- Parcel is NOT prime farmland or farmland of statewide importance or located in the AC, Agricultural Core, General Plan Land Use designation.
- Parcel is NOT wetlands, as defined by the United States Fish and Wildlife Service.
- Parcel is NOT within a very high fire hazard severity zone within a local responsibility area, or a high or very high fire hazard severity zone within a state responsibility area.
- Parcel is NOT a listed hazardous waste site or a hazardous waste site designated by the Department of Toxic Substances Control.
- Parcel is NOT within a delineated earthquake fault zone .
- Parcel is NOT within a 100 year flood area.
- Parcel does NOT meet minimum flood plain management criteria of the National Flood Insurance Program.
- Parcel is NOT identified for conservation in the East Contra Costa County Habitat Conservation Plan / Natural Community Conservation Plan.
- Parcel does NOT have habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species, the California Endangered Species Act, or the Native Plant Protection Act.
- Parcel is NOT under a conservation easement.