



## TEMPORARY HOUSING SUPPLEMENTAL INSTRUCTIONS FOR FILING

Development Code Chapter 11.58 (Ordinance #1545)

Temporary Housing is the addition of an additional residential unit on a property for a *limited period of time*. The Temporary Use Permit (TUP) application allows for the processing and review of this request. A TUP for Temporary Housing must comply with the requirements of section 11.32.300(E), *Temporary Uses*, of the Yuba County Development Code. The TUP, if approved, may be granted for an initial period of not more than two (2) years and may be extended up to a cumulative total of six (6) years. For permanent additions of second residential units, please see section 11.32.240, *Second Dwelling Units*, of the Yuba County Development Code or consult with a planner.

### SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **current property owner signatures** and associated application fees.
2. **Development Plan:** Electronic plans are preferred. Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. The site development plan must also clearly indicate all dimensions and other pertinent information including the following:
  - a) A scale and north arrow.
  - b) Property lines & dimensions, with acreage, for entire property.
  - c) A location vicinity map identifying the project site within an identifiable geographic area.
  - d) The location of all existing and proposed buildings and structures, driveways & parking areas. Including, location from property lines, size/square footage, height and proposed use(s) of areas, buildings & structures.
  - e) Walls and fences including location, height and construction materials.
  - f) Names of all adjoining streets.
  - g) If the property is not served by a public water/sewer provider, please indicate the location and nature of all utilities on site; including septic tanks, leach fields, community sewage systems, and potable water sources
3. **Project Description:** On a separate document, either electronic or hard copy, please provide a brief description that includes: the applicant's request & any other information that may be relevant to understanding the scenario.
4. **Temporary Housing Use Agreement:** Provide a signed and notarized *Temporary Housing Use Agreement* with the application.
5. Other information may be required to facilitate a comprehensive evaluation of the application by departments of the Community Development & Services Agency.