



SECOND DWELLING UNIT APPLICATION INSTRUCTIONS FOR FILING

Development Code Section 11.32.240 (Ordinance #1545)

A permit will be issued as a ministerial matter for a second dwelling unit, in addition to the first single-unit dwelling on a lot when all conditions of Section 11.32.240 have been met. Such permits may be processed and issued as an administrative matter by the Planning Director after review and consideration of the application without requiring a public hearing.

SUBMITTAL REQUIREMENTS

1. One (1) copy of the completed Project Application form with ***original signatures***.
2. Submit Second Dwelling Unit Questionnaire.
3. Two (2) copies of a site plan drawn to scale (engineer's scale no smaller than 1" = 20') indicating the following:
 - a) Property lines and building setback lines.
 - b) The location of existing and proposed buildings, other structures on-site, with dimensions.
 - c) Driveways and parking spaces for both dwellings.
 - d) Entrances, exits, and walkways.
 - e) Existing and proposed fencing.
 - f) Existing easements and type.
 - g) Existing water and sewer utility services and proposed additions/modifications.
 - h) Street names.
 - i) A vicinity map.
 - j) North arrow and scale.
 - k) Summary of project statistics including zoning, lot size and parking required and provided.
3. Elevations of the proposed dwelling, with height, materials and color. Photographs of the existing dwelling from all sides.
4. Floor plan of the second dwelling unit, drawn to scale (no smaller than 1/8" = 1') and indicating location of facilities for sleeping, eating, cooking and sanitation.
5. If your application is approved, you will be required to record a deed restriction on your property. A draft has been attached. The official document will be given to you once your application has been approved.

SECOND DWELLING UNIT QUESTIONNAIRE

	YES	NO	<i>PD Use Only</i>
1. Will the Second Dwelling Unit comply with the development standards of the applicable zoning district?			<input type="checkbox"/>
2. Will the Second Dwelling Unit floor area be no more than 30% of the existing dwelling (if attached), or 1,200 square feet (if detached)?			<input type="checkbox"/>
3. Will the appearance of the Second Dwelling Unit be compatible with the existing neighborhood and subordinate to the primary residence?			<input type="checkbox"/>
4. Will a minimum of one (1) off-street parking space be provided for the Second Dwelling Unit in addition to parking required for the existing residence? Additional parking may be required if the Second Dwelling Unit contains more than one (1) bedroom. The parking requirement may be met by providing one (1) required parking space within the front yard setback and may be located in tandem with other on-site parking.			<input type="checkbox"/>
5. If the Second Dwelling Unit will be detached from the primary residence, will a minimum of ten feet (10') be provided between the primary dwelling and the detached Second Dwelling Unit?			<input type="checkbox"/>
6. Will the Second Dwelling Unit include permanent provisions for independent living, sleeping, eating, cooking and sanitation within the unit?			<input type="checkbox"/>
7. Will the primary residence or the Second Dwelling Unit be owner-occupied?			<input type="checkbox"/>

CERTIFICATION

I hereby certify under penalty of perjury that the above information is true and correct to the best of my knowledge, and further agree to uphold the conditions and limitations as set forth in Section 11.32.240 of the Yuba County Development Code.

Applicant's Signature _____ Date _____