

## Secondary Dwelling Unit

### Review of Special Use Regulations (City Code Section 17.228.105)

The purpose of this application is to determine whether or not your project meets the Planning and Development Code requirements for a secondary dwelling unit. Planning staff will check your plans based upon the information submitted. If the proposed secondary dwelling unit is permitted by right, you will be notified and you will be allowed to submit for a building permit application.

If your proposal does not meet the second residential unit criteria, there may be other options available (for example, modification of plans, or submittal for discretionary review of the secondary dwelling unit with a public hearing before the Design Director or Planning and Design Commission). A staff planner will discuss these options with you.

If your project is located on a lot that includes a landmark or contributing resource structure, a Preservation application will be required. You still need to complete this form and submit it with your Preservation application.

### Application Submittal Requirements

1. Two full size set of plans, drawn to scale. Set of plans to include a site plan which shows the main residential unit, the proposed secondary dwelling unit, any accessory building(s) located on the project site; a floor plan of the proposed secondary dwelling unit which labels all rooms in the unit and shows the location of the front door; building elevations of all four sides of the proposed secondary dwelling unit.
2. One 8½" x 11" reduction of the set of plans.
3. Color photographs of the project site including photos of the main residential unit and any accessory building; photos of the residences on either side of the project site and directly across the street from the project site.
4. Completed "Secondary Dwelling Unit" form (this form).
5. Fee of \$270 plus 8% technology fee (\$291.60 total)

### Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of Property: \_\_\_\_\_

APN of Property: \_\_\_\_\_

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

Applicant is owner of subject property  yes  no. If no, complete following:

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Is there an existing single-unit dwelling already on the subject property?  yes  no

If the answer to above is no, then is a single unit dwelling residence proposed to be built concurrently with the proposed new second residential unit?  yes  no\*

(List the applicable planning files and building permits) \_\_\_\_\_

Square footage of the primary single unit dwelling: \_\_\_\_\_ square feet.

Square footage of the proposed secondary dwelling: \_\_\_\_\_ square feet.

Is the secondary dwelling unit proposed to be attached or detached to the primary unit?

attached  detached

If attached, is the proposed secondary dwelling unit floor area 30% or less of the floor area of the primary unit?  yes  no\*

If detached, is the square footage of the entire proposed secondary dwelling unit (excluding garage) 1,000 square feet or less?  yes  no\*

| Setbacks of Proposed Secondary Dwelling Unit:   | Required | Provided |
|---|----------|----------|
| Front:  | _____    | _____    |
| Rear:   | _____    | _____    |
| Left Side:  | _____    | _____    |
| Right Side:   | _____    | _____    |
| Minimum distance between the primary unit and the secondary dwelling unit:<br>(Minimum distance required is six feet) |          | _____    |

### Lot Coverage

Indicate the percentage of the lot that will be covered with structures after the secondary dwelling unit is constructed.

Include all structures; the primary unit, secondary unit, and any accessory structures: \_\_\_\_\_ %

Maximum lot coverage permitted in the zone: \_\_\_\_\_ %

### Parking

Existing number of parking spaces on subject property: \_\_\_\_\_

Proposed number of parking spaces after secondary dwelling unit is constructed: \_\_\_\_\_

One parking space is required for the secondary dwelling unit: \_\_\_\_\_

Location of parking spaces: \_\_\_\_\_

**Design Standards**

Is the subject property located in an established Design Review District, special planning district, overlay zone, or PUD?  yes  no.

If yes, name the district: \_\_\_\_\_

Does the subject property have a structure located on the lot which is designated a landmark or contributing resource structure?  yes\*\*  no.

Is the subject property located within a historic district?  yes\*\*  no.

Color scheme of primary unit: \_\_\_\_\_

Color scheme of proposed secondary dwelling unit: \_\_\_\_\_

Exterior building materials used on the primary residential unit. Please include roof materials, types of siding, window types, detailing and trim: \_\_\_\_\_

Exterior building materials proposed for the second unit. Please include roof materials, types of siding, window types, detailing and trim: \_\_\_\_\_

\* If you answered "no" to any of the questions marked with an \*, you do not qualify for an administrative secondary dwelling unit permit.

\*\* If you answered "yes" to any of the questions marked with an \*\*, you do not qualify for an administrative permit. Continue to complete this form and submit it with your Preservation application.

**Letter of Agency from Property Owner**

This section of the application is required to be completed if this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to: \_\_\_\_\_  
Name of Applicant

to apply for a ministerial review of the second residential unit proposed for my property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

I hereby state that the information provided above, to the best of my knowledge is accurate and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please note that once this application is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

**FOR PLANNING STAFF USE**

Application Submittal Date: \_\_\_\_\_ I&R#: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_

Application Meets Following Criteria (Y, N, or NA)

- \_\_\_\_\_ Existing SDU on property or SDU being built concurrently.
- \_\_\_\_\_ 2<sup>nd</sup> Unit is 1,000 sq. ft or less or if attached 2<sup>nd</sup> unit sq. ft. ≤ 30% of primary unit.
- \_\_\_\_\_ 2<sup>nd</sup> Unit meets setback requirements for zone.
- \_\_\_\_\_ All structures on the property comply with the maximum allowed lot coverage.
- \_\_\_\_\_ 2<sup>nd</sup> Unit is a minimum of 6 feet from the primary unit.
- \_\_\_\_\_ 2<sup>nd</sup> Unit design is compatible with primary unit.
- \_\_\_\_\_ 2<sup>nd</sup> Unit design conforms to any and all applicable design guidelines for any Design Review District, Overlay zone, PUD, SPD in which the property is located.
- \_\_\_\_\_ Parking requirements for 2nd unit and primary residence have been met.
- \_\_\_\_\_ Planning staff has found, based on substantial evidence, the following applicable finding (s):

- 1. The 2nd unit is not located within a flood hazard zone as defined by section 17.108.070 of the City Code.
- 2. The local flood management agency has made adequate progress (as defined in California Government Code section 65007) on the construction of a flood protection system that will result in flood protection equal to or greater than the urban level of flood protection in urban or urbanizing areas or the national Federal Emergency Management Agency standard of flood protection in nonurbanized areas for property located within a flood hazard zone, intended to be protected by the system.
- 3. The 2<sup>nd</sup> Unit is located in an area of potential flooding of 3 feet or less from sources other than local drainage or potential flooding from local drainage that meets the criteria of the national FEMA standard of flood protection.
- 4. The city has imposed conditions on the permit or discretionary entitlement that will protect the project to the urban level of flood protection in urban and urbanizing areas or the national Federal Emergency Management Agency standard of flood protection in nonurbanized areas.

Application Meets Secondary Dwelling Unit Review Criteria:  yes  no

If no, describe reasons why: \_\_\_\_\_

Fax  Other Date informed on: \_\_\_\_\_ Informed by: \_\_\_\_\_

If approved:

1. Scan application and checklist, approved reductions, photos, and "Planning Review for Building Permit Submittal" form and signed Zoning Affidavit.  
Return to applicant approved application and checklist, two sets of plans with Planning approval
2. stamps and a copy of "Planning Review for Building Permit Submittal" form and have them sign Zoning Affidavit.

Form Completed on: \_\_\_\_\_ by: \_\_\_\_\_