



Development Services Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



Ministerial Review of Second Residential Units

The purpose of this application is to determine whether or not your project meets the Zoning Code criteria for a second residential unit that is permitted as a matter of right in the zoning district where your property is located. Planning staff will check your plans based upon the information submitted. If the proposed second 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 second residential units with a public hearing before the Zoning Administrator or Planning 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, the project does not meet the criteria for ministerial review and 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 second residential unit, the location of the front door of the proposed second unit and any accessory building(s) located on the project site; a floor plan of the proposed second residential 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 second residential 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. **Polaroid Pictures are not Accepted.**
4. Completed "Second Unit Ministerial Review Application Information Form"
5. Ministerial Review Fee of \$420 plus 8% technology fee will be added. (\$453.60)

Application 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-family residence already on the subject property? yes no

If the answer to above is no, then is a single family 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-family residence: _____ square feet.

Square footage of the proposed 2nd residential unit: _____ square feet.

Is the second residential unit proposed to be attached or detached to the primary residential structure?

attached detached

If attached, is the proposed second unit floor area 30% or less of the floor area of the primary residence? yes no*

If detached, is the square footage of the entire proposed second residential building (excluding garage) 850 square feet or less? yes no*

The Main Entrance to the Second Unit Faces (check one):

- The front of the lot;
- The street-side yard of the lot (corner lot);
- The interior or rear property line and there is a minimum 10 foot wide clear path of travel (courtyard) from the front yard or street-side yard property line.
- Faces an improved public alley with a minimum width of 20 feet;
- None of the above*

Setbacks of Proposed Second Unit:	Required	Provided
Front:	_____	_____
Rear:	_____	_____
Left Side:	_____	_____
Right Side:	_____	_____
Minimum distance between the main unit and the second residential unit: (Minimum distance required is six feet)		_____

Lot Coverage

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

Include all structures; the main residential unit, second 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 second unit is constructed: _____

Number of bedrooms in the proposed second residential unit: _____
(One parking space per bedroom is required)

Location of parking spaces: _____

(Parking space(s) for the proposed second residential unit must be located out of any required front or street side yard setback. Parking space(s) may be provided in an existing or proposed garage.)

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 main residential unit: _____

Color scheme of proposed second unit: _____

Exterior building materials used on the main 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 a ministerial second residential unit permit.

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

Property Owner Certification

I certify that, as property owner of the subject property (APN) _____ there will be a maximum of two dwelling units on the subject property and that I will occupy one of the two units on the subject property. I understand that this restriction carries over to subsequent owners of the subject property as long as two dwelling units are maintained on the property.

Signature of Property Owner

Date

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 SFR on property or SFR being built concurrently.
- _____ 2nd Unit is 850 sq. ft or less or if attached 2nd unit sq. ft. \leq 30% of primary unit.
- _____ 2nd Unit meets setback requirements for zone.
- _____ All structures on the property comply with the maximum allowed lot coverage.
- _____ 2nd Unit is a minimum of 6 feet from the primary unit.
- _____ 2nd Unit meets the main entrance requirements.
- _____ 2nd Unit design is compatible with primary unit.
- _____ 2nd 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.
- _____ Either primary residence or 2nd unit will be owner occupied.

Application Meets Second Unit Ministerial Review Criteria: yes no

If no, describe reasons why: _____

Method by which applicant was informed of determination: In person Telephone E-mail Mail
 Fax Other Date informed on: _____ Informed by: _____

If approved, applicant was given a copy of form, 2 full size sets of stamped plans (reductions for file), and "Planning Review for Building Permit Submittal" form on: _____ by: _____