

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). A staff planner will discuss these options with you.

Only one secondary dwelling unit is permitted on any lot. The second unit cannot be intended for sale separate from the primary residence and may be rented.

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. Plan sets must 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 11' x 17" reduction of the set of plans.
3. Color photographs of the project site with labels to indicate 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 \$504 plus 8% technology fee (\$544.32 total). Based on the location of the second unit on the parcel, an additional deposit fee may be required for Fire Department review.

General 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 no¹

(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 (excluding garage and interior or exterior stairs) 1,200 square feet or less? yes no¹

Is the secondary dwelling unit proposed to be:

Contained entirely within the legally created space of an existing single-unit dwelling or an existing accessory structure? (For example, within an existing garage that is being converted); or

New construction resulting in additional square footage for the site.

Does the subject property have a structure located on the lot which is designated a landmark or contributing resource structure? yes² no

Is the subject property located within a historic district? yes² no

Setbacks

Setbacks of Proposed Secondary Dwelling Unit:	Required	Provided
Front:	_____	_____
Rear:	_____	_____
Left Side:	_____	_____
Right Side:	_____	_____
Distance between the primary unit and the secondary dwelling unit: (Minimum distance required for a detached structure is four 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: _____ %

¹ If you answered "no" to this question, your project does not qualify for an administrative secondary dwelling unit permit.

² If you answered "yes" to this question, please complete this form and consult with a staff planner to help you determine if a concurrent Preservation application is required to be submitted.

Parking

Existing number of parking spaces on subject property: _____

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

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: _____

Color scheme of proposed secondary dwelling unit: _____

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

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: _____

Review Criteria A or B (Choose One)

A. Application Review Criteria for a secondary dwelling unit (SDU), *where new construction results in the addition of square footage*. Applications located within a historic district or on a landmark property require the submittal of a concurrent Preservation application.

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

- _____ Existing SDU on property or SDU being built concurrently.
- _____ 2nd Unit is 1,200 sq. ft or less.
- _____ 2nd Unit meets setback requirements for in 17.228.105.
- _____ All structures on the property comply with the maximum allowed lot coverage.
- _____ 2nd Unit, if detached, is a minimum of 4 feet from the 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 primary residence has been met.
- _____ Planning staff has found, based on substantial evidence, the following applicable finding(s) to be true:

- 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 2nd 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.

B. Application Review Criteria for a Secondary Dwelling Unit Contained Entirely Within an Existing Single-Unit Dwelling or Existing Legally Constructed Accessory Structure.

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

- _____ 2nd Unit is not located within a historic district or, if located within a historic district, does not involve modifications to the exterior of the existing structure.
- _____ 2nd Unit does not involve a landmark or, if involving a landmark, does not involve modifications to the exterior of the landmark.
- _____ 2nd unit has exterior access independent from the existing primary unit.
- _____ 2nd unit side and rear setbacks are sufficient for fire safety.

Application Meets Secondary Dwelling Unit Review Criteria: yes no

If no, describe reasons why: _____

Email Other Date informed on: _____ Informed by: _____

If approved:

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

Form Completed on: _____ by: _____