



SPECIAL USE PERMIT FOR TEMPORARY DEPENDENT HOUSING APPLICATION

The purpose of the Special User Permit (SUP) for Temporary Dependent Housing (TDH) is for families to provide healthy, safe and adequate alternative living conditions for related senior citizens or qualified related adult dependents. This permit allows a temporary second dwelling unit to be contracted or installed on lots which are normally restricted by zoning to one dwelling unit per parcel, provided that there is an existing unit on the parcel. To qualify for TDH, there must be an existing single-family residence on the property. Once a TDH is not longer needed, it can be removed or permitted as an Accessory Dwelling Unit (ADU) refer to Land Use Compliance Review application for ADU permit process.

APPLICATION FEE

| | |
|-----------------|--|
| \$1024.00 | Planning Review (#4313) Non-Refundable (Construction and/or set-down fees not included, additional fees required). |
| <u>\$150.00</u> | <u>Fire Dept. Review. (#4202)</u> |
| \$1174.00 | Total Set Fee |
| | |
| \$351.00 | Biennial Renewal Fee (#4313) |

ADDITIONAL FEES MAY APPLY

| | |
|------------|--|
| \$875.00 | Minor Variance (if required) (#4227): The Reviewing Authority may approve requests for minor variances to modify up to fifty percent (50%) of maximum gross floor area requirements. |
| \$2,000.00 | Major Variance (if required) (#2105): To modify over fifty percent (50%) of maximum gross floor area requirements. |

FEE POLICY

This is a **Set Fee** application. The application fees must be paid to the City at the time the application is submitted. If this application is combined with other Set Fee applications, the sum all of the application fees shall be required. However, these are the only fees you will be charged for processing the application.

Unless a Variance is requested, then the **Set Fee** and **Actual Cost** is required. The **Actual Cost** for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional monies prior to the date specified in the notice. Work will be suspended on the project when 95% of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.

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PART A: INFORMATION AND PROCEDURES

Any project which requires a great deal of time and money should also require a careful study of all the advantages and disadvantages of the project. We hope you will take the time to review all aspects of your project, and if questions arise, please contact this office for assistance.

Please read all of the information in this application packet prior to purchasing, building, or initiating any type of contraction activity involving your TDH unit. Contact this office for instructions regarding school fee compliance, age restrictions on the unit, plot plan requirements, minimum contraction standards, and required applications for the construction permit(s). In addition to the minimum construction standards, if your parcel is located in a Fire Review Overlay (FR) Area, certain standards must be met and certified by the manufacturer.

OCCUPANCY

No land disturbing activities or placement of the structure on-site may occur until after the property has been inspected by the Building and Safety Division. Placement of the temporary

unit on-site prior to approval of permit may result in Code Enforcement action. No occupancy or use of the structure is permitted prior to final inspection and approval by Building and Safety.

DEPENDENT HOUSING ELIGIBILITY

Dependent Housing is defined as a residential occupancy of an accessory unit located on the same parcel as the principal dwelling unit which is occupied by one of the following:

1. One or two adults, who have reached the age of 60, and are dependents of the residents of the primary unit; or
2. Are court appointed conservatees of a resident of the principal unit; or
3. Are members of a very low income household as specified in Section 50105 of the Health and Safety Code and are related to the residents of the principal unit by birth, marriage or adoption.

For the purposes of the section, “Dependent” means a related individual who is dependent upon the resident of the principal unit for financial support or health care. An individual will be determined to be a financial dependent if claimed by the resident of the primary unit as a dependent on his or her Federal or State income tax return. An individual will be determined to be a dependent for health care reasons if he or she is considered blind or disabled as define in Section 1614(a) of Part A of Title XVI of the Social Security Act.

REVIEWING AUTHORITY FINDINGS

1. The site for the proposed use is adequate in size and shape to accommodate said use and all yards, building coverage, setbacks, parking areas, and other requirements of the Development Code.
2. The proposed dependent housing unit is clearly subordinate in size, location, and appearance to the principal unit.
3. Issuance of the permit shall not be detrimental to the public health, safety, or welfare or injurious to the property or improvement in the vicinity and district in which the use is located.
4. The dependent housing unit shall be erected, constructed, or installed so as to allow for its removal.
5. The appearance of the dependent housing unit and the method of siting are compatible with the surrounding built environment.

CONDITIONS OF APPROVAL

1. Permitted Structural Types:
 - a. Units constructed to meet City Uniform Building Code Standards including, but not limited to, panelized structures or other structural types which may be affixed to a foundation but disassembled at a later date; or

- b. Units constructed to meet the standards of the National Manufactured Home Construction and Safety Standards Act of 1974 subject to the issuance of a mobile home permit.

2. Floor Area:

A maximum floor area of 840 square feet shall be permitted on parcels which are in land use districts requiring less than 2.5 acres minimum lot area. Parcels in land use districts which require 2.5 acres minimum lot area shall have a maximum floor area of 1,600 square feet. Park model travel trailers shall have a minimum of 400 square feet. It is recommended that the proposed size complies with the requirements of an Accessory Dwelling Unit (ADU), should the TDH be converted into one. See Section 84.0570 for ADU regulations.

- a. Minor Variance. A minor variance may be requested from the building and safety division for a 50% increase in square footage of the dependent unit. Additional review fees are required.
- b. Major Variance. A Major variance may be requested through the Planning Division for more than a 50% increase in total square footage. Additional review fees are required. Forms for variances may be obtained at the Public Service Counter.

3. Design Standards:

The appearance of any temporary dependent housing unit erected, constructed, or set down in accordance with the provisions of this section shall be similar to or compatible with the appearance of the principal resident to which the temporary dependent housing unit is to be accessory.

4. Parking:

Additional parking for the dependent housing unit shall not be required if the existing off-street parking complies with the applicable parking requirements of the Development Code, or if the resident(s) of the dependent housing unit are incapable of operating a motor vehicle.

5. Location:

The dependent housing unit shall not extend beyond the principle unit where such principal unit faces a right-of-way.

6. Lot Area:

A dependent housing unit shall not be permitted on any parcel which does not have at least 7,200 square feet.

7. Removal of Unit:

As a condition of permit approval, the permittee shall sign a notarized temporary dependent housing agreement, which shall be recorded, and which places the responsibility upon the permittee to comply with the provisions of this section describing the method of removal of the dependent housing unit, and acknowledging that the permittee shall bear the cost of removal of such unit.

8. Conversion to a Permanent Dwelling:

As a condition of permit approval, the permittee shall sign a notarized Development Impact Fee Deferral Agreement, which shall be recorded, indicating the applicable Development Impact Fees if the permittee wishes to request the conversion of the dependent housing unit to a permanent dwelling, such as an Accessory Dwelling Unit.

UTILITY INFORMATION

1. Sewer and Septic Tank: If you are on the public sewer system of Yucaipa Valley Water District (YVWD), you must connect to this system. If you have a septic system, building codes may require you to enlarge the existing system, or provide a second septic system to serve the temporary dwelling unit. Determine the size of your existing septic tank (at time of inspection, tank is to be exposed). If not, then a new system must be installed or the existing system must be expanded.
 - a. Make sure that your property is not located in an area which is restricted by the Santa Ana Regional Water Quality Control Board (951) 782-4130 from installing a new septic system.
 - b. Sewer connections can be made through the existing house. Contact YVWD (909)797- 5117 for details.
 - c. Sufficient area must be provided to allow for 100% expansion of all existing and proposed septic system leaching areas.
 - d. The size, type and location of septic system facilities must be indicated on the site plan.
 - e. Documents verifying specifications of the existing system must be submitted with your application (i.e., copy of building permit for existing residence if the TDH unit is to be connected to an existing septic system).
2. Water: If you are receiving your water through a community water system, identify the name of the water company on the application. The water company can provide details of their requirements for a TDH unit. If your water source is an existing well or water tank, list the number or service connections to the well or water tank and show on site plan.
 - a. The water company must be able to provide the additional service connection and must be able to supply adequate pressure.
 - b. If your property is served by a well or water tank, the water supply must have adequate capacity and pressure for the addition of the TDH unit.

- c. If a septic system or seepage pit is used for sewage disposal, your site plan must show distances from the well site or water tank to the septic tank, seepage pit, and leach fields.
 - d. A “will serve” letter, guaranteeing water service for the temporary unit, signed by the water company or water hauler must be attached to all applications.
3. Electrical: Identify the utility’s name which is providing power for the temporary unit. If you plan to power the temporary unit from the existing panel, you will need to evaluate the load calculations and supply provisions. The Building and Safety Division can be of assistance in determining the load calculations. After you have determined your electrical load, be sure that your present supply will be able to handle the additional electrical load for the TDH unit.
 4. Gas: Identify the gas company’s name. If you are using some other types of gas, (eg. propane) please specify type on application and show tank location(s) on site plan.

IMPORTANT: CONTACT THE BUILDING AND SAFETY DIVISION FOR INFORMATION REGARDING FIRE SAFETY REQUIREMENTS, CONSTRUCTION PERMITS AND INSPECTIONS. ADDITIONAL FEES ARE REQUIRED BY BUILDING AND SAFETY FOR INSTALLATION AND OCCUPANCY INSPECTIONS AFTER THE SPECIAL USE PERMIT FOR THE TDH UNIT IS APPROVED.

PERMIT

Permit applications are accepted at the Public Service Counter in the Yucaipa City Hall.

Your Special Use Permit application will be reviewed for completeness and letters will be sent by the City to contiguous property owners informing them of your proposed project. The case will then be processed by the Planning Division. No land use violations may exist on the project site. If violations do exist, a Notice of Violation will be issued. Upon approval by the Enforcement Officer, your file will be forwarded to the Planning Division.

DO NOT perform any land disturbing activities, including native plant or tree removal (i.e., site preparation, excavation, or placement of the mobile home) until a pre-inspection/pre-construction and permit issuance has been conducted and approved by the Building Inspector. Contact the Building and Safety Division to arrange for the inspection. Placement of the TDH unit on site prior to approval of the Special Use Permit and issuance of the building/set-down permit may result in enforcement action.

A separate permit is required for all accessory structures including but not limited to awnings, carports, decks, ramps, patio enclosures, ramadas, cabanas (habitable room additions), storage sheds over 120 square feet in area, and garages.

Grading requires a separate permit and follows plan requirements of the Uniform Building Code. Preconstruction and/or erosion control inspection fee(s) and approval(s) must be obtained prior to any land disturbance on site. For more information regarding these inspections, obtain a copy of the guidelines on this subject are available from the Building and Safety Division.

Installation of the TDH unit may occur only after building/set-down permit issuance. You must call the Building and Safety Division for inspection. After the work has been approved, the inspector will issue a Certificate of Occupancy, at which time he will notify the utility company that service to the unit may begin.

PERMIT REQUIREMENTS

1. Application for the permit shall be made by a resident owner of the subject property (permittee), on which the TDH unit is to be located, or by the legal agent having power of attorney to make application for the permittee.
2. The permittee shall occupy at least one of the dwelling units on the property.
3. The permittee shall own the TDH unit.
4. The permittee shall submit written notification to and obtain the approval of the Planning Division of any proposed change of residency in the TDH unit.
5. The permittee shall apply for renewal of the TDH permit as it becomes due (normally every two years), as long as the TDH is needed by qualified dependent adults. Renewal fees are required.
6. The permittee shall remove or convert the TDH unit when the need for the unit is no longer required.
7. The TDH permit is non-transferable upon sales of the property.
8. As a condition of permit approval, the permittee shall sign a notarized Temporary Dependent Housing Agreement, which shall be recorded, and which places the responsibility upon the permittee to comply with the provisions of Development Code Section 84.0605, describing the method of removal of the dependent housing unit, and acknowledging that the permittee shall bear the cost of removal of the unit.

If the TDH unit is of conventional construction (eg. a guest house conversion or room addition) the permittee shall be responsible for removal of kitchen plumbing and appliances when the permitted use is no longer required. The structure could be permitted as an ADU, subject to approval of a Land Use Compliance Review.

PERMIT EXPIRATION

The permit will automatically expire and will remain invalid if the use does commence within 180 days of the date of Special Use Permit approval. The Special Use Permit may be revoked for non-compliance with the conditions set forth in approving the permit and/or as specified in the City Development Code.

PERMIT RENEWAL

The TDH Permit is issued for a period not to exceed twenty-four (24) months. The permittee is responsible for submitting a renewal request 30 days prior to the expiration date. If the unit still qualifies for temporary use, return the renewal application form with the current renewal fee. It is

the permittee's responsibility to notify the City of intent to renew the permit or cease occupancy of the unit. Failure to renew the Special Use Permit or remove the unit at the end of the approved time period will result in legal action to remove the unit.

PART B: SPECIAL USE PERMIT TEMPORARY DEPENDENT HOUSING APPLICATION

Permittee Information (List each property owner as names appear on deed)

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Project Site: _____

Calif. Driver's License or ID: _____

Mailing Address (if different than project site address): _____

Dependent Information (Attach additional documentation if more than one dependent)

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Project Site: _____

Calif. Driver's License or ID: _____

Mailing Address (if different than project site address): _____

Assessor's Parcel Number (of project site): _____

Number of Occupants (for temporary unit): _____

Relationship to Permittee (attach dependency verification): _____

of Vehicles in family now: _____; # of Vehicles if approved: _____

Minor/Major Variance Required: Yes No

Description of Mobile Home (if using other structure, attach documentation)

Year: _____ Make: _____ Model: _____ Size: _____ sq. ft.

of Bedrooms: _____

Serial #: _____ Housing Seal #: _____

Site Utility Information: _____

Water Company Name (attach letter guaranteeing service): _____

Or: (Check one) Well Water Tank (# of gallons _____)

Sewer District Name (attach letter guaranteeing service): _____

Or: _____ private disposal (with B & S approval)

Existing Septic Tank Size _____ Existing Leachline _____ feet

Proposed Septic Tank Size _____

Proposed Leachline _____ feet

APPLICATION CERTIFICATE

ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE (Please attach to questionnaire)

List Assessor's Parcel Number(s) of the project property:

List Assessor's Parcel Number(s) of all property contiguous to the project property that is owned or beneficially controlled by the individual(s) signing this Certificate:

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made states that he/she or the organization is aware that the application is being filed with the City of Yucaipa Planning Division, and certifies under penalty of perjury that he/she, or the organization, authorize the submittal of the application to the City. I (We) acknowledge that additional materials may need to be provided to the Planning Division once the preliminary review of the application materials has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the City of Yucaipa and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant agrees to defend, indemnify and hold harmless the City, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the City, its agents, officers and employees for any court costs or attorney fees which the City, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The City agrees to notify the applicant of any such claim, action or proceeding promptly after the City becomes aware of it. The City agrees to cooperate in the defense provided by the applicant. The City may participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations, or City expenses.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signatures block and attach a notarized copy of the Power of Attorney.

(IF R.C.E. OR LICENSED
LAND SURVEYOR)
REGISTRATION NO.

PRINT NAME

SIGNATURE

(APPLICANT OR AGENT)

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

*If the property is owned by a corporation, partnership, or other group, the signee should indicate corporation position or title and submit substantiating documentation.

PART C: HAZARDOUS WASTE SITE CERTIFICATION

INSTRUCTIONS:

Pursuant to the requirements of Government Code Section 65962.5, before an application for a development project may be accepted by the City, the applicant shall first consult the lists compiled by the Department of Toxic Substances Control, and sign a statement indicating whether the project is located on a site that is included on any of the lists. The lists compiled by the Department of Toxic Substances Control include the following:

- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code;
- (2) All land designated as hazardous waste property or border zone property pursuant to former Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code;
- (3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land;
- (4) All sites listed pursuant to Section 25356 of the Health and Safety Code;
- (5) All public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code;
- (6) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code;
- (7) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California Regional Water Quality Control Board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code;
- (8) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials; and
- (9) All solid waste disposal facilities from which there is a known migration of hazardous waste.

The lists compiled by the Department of Toxic Substances Control may be viewed on-line, on the State of California, Water Resources Control Board website, at <http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=yucaipa>.

This certificate must be submitted with all development applications, except legislative acts, i.e. General Plan policy or Development Code Amendments.

HAZARDOUS WASTE SITE CERTIFICATION FORM:

I, the undersigned, hereby state that I am the ___applicant, ___owner, ___officer, of the property(ies) on which this application is submitted (“Project Site”), and state that I have consulted the list compiled by the Department of Toxic Substances Control pursuant to the requirements of Government Code Section 65962.5. I further state that the Project Site ___is, ___is not, identified on said lists.

List Assessor Parcel Numbers of the project property.

SIGNATURE OF PERSON CERTIFYING THIS REVIEW:

Name (Print)

Signature

Date

PART D: SURROUNDING PROPERTY OWNERS' CERTIFICATION

Prepare labels for all property owners within the area as prescribed by the formulas listed below. Please include the applicant, representative and the owner of record in these labels. Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter:

| | | |
|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|

FORMULA: The property for which this application is being processed is:

Minor Subdivision, Minor or Major Variance, Special Use Permit, Planning Use Permit, Home Occupation Permit, or Massage Therapy Establishment = all contiguous properties. Contiguous means touching or across street including corners.

ALL OTHER APPLICATIONS:

20.0 acres or less = contains all parcels within 300 feet of the external boundaries.

20.1 acres to 160.0 acres = contains all parcels within 700 feet of the external boundaries.

160.1 acres or greater = contains all parcels within 1,300 feet of the external boundaries.

If project involves a "Hazardous Waste Facility" = contains all parcels within 3,000 feet of the external boundaries.

LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

NOTE: **No punctuation** is to be placed on the last line between city, state and zip code. **Italic type print** is **not** permitted, and characters **cannot** touch; please verify that each label is legible. **No extraneous print** is allowed on or below the delivery address line. Each label shall be a rectangle of 1" x 2-5/8" or greater. Information must be in the format designated below. (i.e. APN number must be on top line.)

| |
|--|
| Accessor Parcel Number Name Address City, State ZIP |
|--|

| |
|--|
| 0318-000-00 John Doe 12345 Main Street Yucaipa CA 92399 |
|--|

PART E: SPECIAL USE PERMIT FOR TEMPORARY DEPENDENT HOUSING SUBMITTAL CHECKLIST

+ ALL ITEMS MUST BE INCLUDED AT THE TIME OF FILING +

PLEASE RETURN THIS CHICKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

1. Two* copies of completed Special Use Permit Temporary Dependent Housing Application **All owners** must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.
2. **Two* copies** of the site plan, floor plans, and all building elevations on separate sheets (do not attach them together) drawn at a scale to accurately delineate the project (**no larger than 24” x 36” if possible**), and they must be **folded** accordion style (8” x 10 ½” in size). Refer to the Site Plan Checklist for specific requirements (a conceptual plan is not acceptable).
- * Two copies of the questionnaire and the site plan, floor plans, and building elevations are required for the initial filing of this application. Revisions may or may not be required. When staff determines that both the questionnaire and site plan are complete, you will be required to submit additional copies of both the questionnaire and the site plan. The specific number of copies to be submitted will be determined at that time.
3. **One copy** of a Letter of Intent addressed to the City of Yucaipa that discusses in detail the proposed use.
4. **One copy** of recorded **Grant Deed** or **Quit Claim Deed** with the previous Grant Deed for each lot or parcel.
5. **One signed and dated copy** of the “Hazardous Waste Site Certification” (Part C).
6. **One copy** of the appropriate assessor’s map obtained from the County Assessor’s Office.
7. Surrounding Property Owners Certification, mailing labels, and surrounding ownership radius map:
 - a. **One copy** of the signed Surrounding Property Owners Certification (Part D). (Property owner information may be obtained from Assessor’s Parcel Books in the County Assessor’s Office).
 - b. **Three sets** and **one xerox copy** of labels (see format on Part D) listing names and addresses of all surrounding property owners. Please include a label for the applicant, the owner, and all representatives.
 - c. **One copy** of the surrounding ownership map.
8. A Water Service Letter from the water company or Yucaipa Valley Water District.

9. A Sewer Service Letter from the Yucaipa Valley Water District.
10. If the property has been surveyed by a Licensed Land Surveyor or Civil Engineer, submit **one copy** of the survey map.
11. If any other agencies have been contacted concerning this project, submit **one copy** of any correspondence with any state, federal or other local agencies or departments in which the proposed projects are discussed.
12. The appropriate fee made payable to the City of Yucaipa.
13. At project completion, submit **one copy** of an electronic file (PDF or TIFF) that contains the final version of the approved site plan and associated project plans. An electronic file of the revised project plans is also required prior to scheduling any public hearings.

PART F: SITE PLAN CHECKLIST FOR SPECIAL USE PERMIT FOR TEMPORARY DEPENDENT HOUSING

A site plan is a detailed drawing, drawn to scale, on one (1) sheet of paper (**minimum 18" x 24"**) of the entire land parcel showing buildings, improvements, other physical site features, and all dimensions. The site plan should not be larger than 24" x 36" (**a "D" Sheet**) if possible.

All items listed below must be on the site plan. The application will not be taken in if any items are left off. ATTACHMENTS ARE NOT ACCEPTABLE. PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL.

1. **Identification:** Indicate names, addresses, and telephone numbers of the Record Owner, Applicant, and the person preparing the plan.
2. **Utilities:** Indicate names, addresses and telephone numbers of: a) water company, b) sewage disposal, c) electric, d) gas, e) telephone, f) cable television. If no utility company, state method of supply.
3. **Legal Description:** Provide the Assessor's Parcel Number.
4. **Project:** Identify type of project **in detail**. Show existing residence and proposed Temporary Dependent dwelling unit.
5. **North Point:** Indicate north point, date of drawing, and the scale. Use an **Engineer's Scale** (i.e., 1" to 10', 1" to 20', 1" to 30', etc.). The direction of the "north" arrow should be shown pointing towards the **top or right hand side** of the site plan.
6. **Dimensions:** Indicate property lines and show dimensions. Indicate boundary lines of project if only a portion of the property is being developed.
7. **Roads/Easements:** Indicate location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. **Where none exist, indicate by a note that no easements exist.** If property is not on a road or easement, show access to property. Indicate existing right-of-way as well as ultimate right-of-way.
8. **Drainage:** Indicate any drainage channels or hilly terrain by flow-line arrows and contour lines. **If none exist, indicate by a note that no hilly terrain or drainage channels exist.**
9. **Grading/Topographic Information:**
 - a. In the event no such grading is proposed, a statement to that effect shall be placed on the submitted plan. Otherwise show grading information.
10. **Land Use District (Project Area):** Indicate existing and proposed General Plan Land Use District of project.
11. **Land Use District (Adjacent Areas):** Indicate General Plan Land Use District classification on all adjacent property including across any streets.
12. **Structures (Adjacent Areas):** Indicate type of development on **all adjacent**

property including across any streets. Show distance of structure(s) on adjacent properties that are within 30 feet of project property line. If no structures exist, please indicate this by a note. Indicate type of construction and approximate age (if known) of any existing structures.

13. **Structures (Project Area):** For all **existing or proposed** structures, including but not limited to power poles, towers, walls, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks:
 - a. Locate by distance in relation to other structures and property lines, and indicate existing structures that are to remain or be removed.
 - b. Indicate height, building footprint dimensions (including eave overhang projections), square footage of each story and number of stories, including basements.
 - c. Indicate the proposed type of construction (if known) or as exists.
14. **Vicinity Map:** Vicinity Map showing location of project so field team can locate and inspect the site.
15. **Lot Coverage:** Show percentages of site covered by building, paving, landscaping, and open space. Show landscaped area (conceptual landscaping only) on site plan.
16. **Plant and Tree Protection:** If **no** protected or native trees, indicate by a note that no such trees exist. Show location, size and type of all native trees, (a list of native trees can be obtained from the Planning Division). Indicate whether any trees are to be removed per the following:
 - a. Six (6) inches or greater in diameter or 19 inches in circumference measured at 4 ½ feet above average ground level of the base.
 - b. Any Coastal Live Oak Trees
17. **Variance:** If a variance is requested, indicate in the Application Questionnaire and by a note on the site plan the following: a) What is the variance for? b) Where is the proposed variance located on the project site? A letter of justification for the Variance is also required.

ARCHITECTURAL REVIEW

FLOOR PLANS, BUILDING ELEVATION, AND CONCEPTUAL LANDSCAPE: Provide floor plans and elevations from all sides (designated by direction) **All exhibits are to be on separate sheets and all details should be legible.**

1. **Floor Plan:** Provide a detailed drawing from an overhead view looking down at the structure(s), which shows the size, shape, and overall layout of rooms in a building.
 - a. Indicate all new and existing structure(s).

- b. Including use of each room (bedroom, kitchen, and living room for residence; office, retail, and kitchen spaces for commercial, etc.)
2. **Building Elevation Plan:** Provide a detailed drawing of the façade of the proposed structure(s) from each direction (north, south, east, and west).
 - a. **Colors and Materials:**
 - i. One (1) colored site plan that includes the conceptual landscaping and fencing plan, with all building footprints, architectural styles, and color schemes designated for each lot.
 - ii. One (1) materials and colors sample board. Use manufacturers' samples for all color chips, roofs materials, stone work, glass, awnings, etc.
 - iii. One (1) colored rendering showing each architectural design/style or proposed sign.
 - b. **Dimensions:**
 - i. Indicate the length, width and height of the proposed structure(s). Include the height and width of all architectural details, which include but are not limited to: doors, windows, and awnings. If any overhangs are proposed, identify the width of the overhang measured from the structure(s) to the edge of the overhang.
 - ii. Identify the roof pitch of the proposed structure(s). Identify height at the peak of the roof.
3. **Conceptual Landscape Plan:** Provide a detail drawing of all conceptual landscaping for the proposed project. Include:
 - a. Trees, shrubs, and ground cover areas or other softscape elements.
 - b. Water elements.
 - c. Slope planting scheme.
 - d. Plazas, sidewalks, or other hardscape elements (i.e. special paving materials or rockscape).
 - e. Common or public open space/recreation areas (i.e. tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.).
 - f. Include a listing of conceptual landscape palette.
4. **Photos:** Provide colored photos of the existing structure(s) (if applicable); photos should clearly depict the method of construction and colors of the structure(s). If the subject structure(s) is existing, provide colored photos from each side (north, south, east, and west) of the building.
5. **Brochure:** If available, provide a brochure from the building contractor/manufacturer to reference colors and materials.