

**CITY OF WEED
PLANNING DEPARTMENT**
550 Main Street
P.O. Box 470
Weed, California 96094

How to Apply for a Second Dwelling Unit Permit

What is Second Dwelling Unit?

Second Dwelling Housing (SDH) is a provision of State law which allows a second dwelling unit for housing on parcels zoned for single-family or multiple family residences. A second dwelling unit may be established by the conversion of an attic, basement, or other portion of the existing house or a detached second unit may be constructed.

The Planning Department will provide you with zoning information. It is helpful to have your Assessor's Parcel Number with you to identify your property.

Second Dwelling Housing requires an approved permit prior to installation or construction of the second dwelling. There are certain requirements that must be met:

- There must be an existing house on the property.
- The maximum square footage for the additional dwelling unit is 1,200 square feet.
- The dwelling unit may be attached or detached or may be a mobile home.
- If the dwelling is attached, it cannot increase the floor area of the primary residence by more than 30 percent.
- The owner of the property must occupy either the main unit or the second dwelling unit.
- The unit is not intended for sale.
- All zoning requirement must be met.

How do I apply for a Second Dwelling Unit Permit?

Your application may be prepared by a registered architect, registered civil engineer, licensed land surveyor, professional planner, or yourself and submitted to the Planning Department for review. Your application must include the square footage of the second dwelling unit, the Assessor's Parcel Number, and the name and address of the property owner and of the person making the application. Submit the following with your application:

- Photographs of the property, a location map and a scaled plot plan showing everything that exists on the parcel (buildings and uses, parking area, driveways, well, septic system, setbacks, and lot dimensions) together with the proposed location of the second dwelling unit.
- A floor plan and the elevations of any proposed buildings.

What happens after I apply?

The Planning Department will review your application and also refer it to various departments within the City who may request that conditions be attached to the approval of your home occupation permit. A project planner may visit the site.

Your application is reviewed by the Planning Director and may be approved, approved subject to certain conditions (nearly all approvals do have conditions) or denied.

What determines whether my application will be approved?

Based on the information you supply and established criteria, the City determines whether the use you wish to make of your property will be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

What types of conditions might be imposed?

You might be required to make certain property improvements before you can receive approval. Maintain yard setbacks may be listed as a condition, as well as ensuring that your permit does not supersede deed restrictions.

What can I do to give my application the best chance of approval?

When planning your project, consider how you can complete it in such away that it harmonizes with its surroundings and does not disrupt the neighborhood by creating undue noise or traffic.

You must demonstrate that your plan should be approved. When your application is submitted, make sure the most accurate information is provided.

Can I appeal the decision?

During the 30-day appeal period after the Planning Director's decision is made, you or any other interested party may appeal the decision to the City Council. Even if your application is approved, you may still appeal any of the conditions that are attached.

How long does it take to get a Second Dwelling Unit Permit?

The entire process takes approximately 30 to 45 days from the time you submit a completed application to the Director's decision.

If you appeal the decision, the City Clerk will assign a tentative hearing date when your appeal can be heard. The City Council meetings are on the second Thursday of each month.

What fees must I pay?

You must pay an application fee and recording fees.

Note: Development of a second dwelling unit may be subject to school fees.

What's the next step in this process?

Obtain a Second Dwelling Unit application packet from the Planning Department. The packet explains the general procedures for applying for a permit, fees, and other related matters. The application must be completed by a registered architect, registered civil engineer, licensed land surveyor, professional planner, or yourself and have notarized signature by the property owner or owners.

You should also review the section of the City Zoning Ordinance that regulates the zone in which your project is located (a Planner can help you identify which section of the ordinance you need). After you have become familiar with these documents, we recommend you prepare some very preliminary plans and bring them to the Planning Department counter so that staff can review them.

If you are new to Weed or unfamiliar with the permit system you may also wish to make an appointment to meet with staff who can explain the permit system, the different agencies involved and the various costs and requirements. There is no charge for the meeting that can be scheduled by calling (530) 938-5020.



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FEE SCHEDULE

Planning & Development Related Activities

Architectural Review	\$100.00
Boundary/Lot Line Adjustment	\$100.00
General Plan Amendment	\$500.00
Home Occupation Permit	\$ 75.00
Second Dwelling Unit	\$150.00
Sign Permit	\$ 75.00
Special Animal Permit	\$ 25.00
Subdivision/Parcel Map	
Minor (Four or less parcels)	\$200.00*
Major	\$500.00*
Tree Cutting Permits	
1. Residential Properties, per parcel	\$ 25.00
2. Commercial or Industrial properties, per parcel	\$ 75.00
3. Home Firewood	\$ 0.00
Use Permit	\$150.00
Variance	\$150.00
Zone Amendment	\$160.00

*IMPORTANT NOTICE

Engineering and planning consultant fees are assessed on a per hour basis. An initial fee, based on an estimated number of hours for the individual project will be determined at the start of the project, and must be paid by the applicant in addition to the application fee prior to commencement of the application process.



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SECOND DWELLING UNIT CLEARANCE FORM

ORIGINAL INK SIGNATURES ARE REQUIRED FOR OWNER and APPLICANT

Project Name _____ Date _____

Address and Description of Project:

APPLICANT (print or type)

Company Name _____ Day Phone: _____

Address: _____

Name _____ E-mail address _____

Signature _____ Date _____

OWNER'S AUTHORIZATION: (If the applicant is not the owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

Company Name _____ Day Phone: _____

Address: _____

PROPERTY OWNER (print or type) _____

Signature _____ Date _____

Please answer YES or NO to the following:

YES NO

1. Will the second dwelling unit comply with the development standards of that zone district? _____
2. Will the second dwelling floor area not exceed 30% of the existing dwelling (if attached), or not exceed 1,200 square feet (if detached)? _____
3. Will the appearance of the second dwelling unit be compatible with the existing neighborhood and subordinate to the primary residence? _____
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(s) contains more than one (1) bedroom. The parking requirement may be met by providing one (1) required parking space outside the twenty-foot (20') front yard setback, and may be located in tandem with other on-site parking. In accordance with City of Weed Municipal Code Section 18.48.110 H., vehicles are prohibited from parking in alleys. _____
5. If the second dwelling 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? _____
6. Will the second dwelling include permanent provisions for independent living, sleeping, eating, cooking and sanitation within the unit? _____

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 Chapter 18.52 of the City of Weed Municipal Code.

I hereby understand a building permit is required if the Certificate of Registration is authorized and recorded.

Any certificate of registration or Residential Second Unit Permit granted in compliance with this Section shall be recorded in the County Recorder's Office as an informational document in reference to the title of the subject property.

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

OFFICE USE ONLY

Clearance authorization or denial for the proposed second dwelling is based on the attached Site Plan, and compliance with standards as set forth in Chapter 18.52 of the City of Weed Municipal Code.

Approved by _____ Date _____

Clearance evaluation is valid for a period of two (2) years from the above date.

Denied by _____ Date _____



SECOND DWELLING UNIT CLEARANCE FORM

For CERTIFICATE OF REGISTRATION

www.ci.weed.ca.us

Requests for second dwelling units that comply with the standards identified in City's Zoning Ordinance Section 18.52 are permitted residential uses.

Requests for second dwelling units are reviewed for compliance by the Planning & Redevelopment Department.

Following receipt of clearance authorization from the Planning & Redevelopment Department, a request for a second dwelling unit Building Permit can be submitted to the Building Department. Building Permit requests are reviewed by several City Departments to determine conformance with the Zoning Ordinance, Construction and Improvement Standards, and Building Code requirements. A Building Permit is required for all second dwelling units and processing time is dependent upon the residential plan check process.

Clearance Form Submittal Requirements: Plans not identifying the information listed below or plans that do not demonstrate compliance with the required standards will be returned to the applicant without clearance authorization.

- A) Clearance form (following page) signed by the property owner and applicant.
- B) Three (3) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 20') indicating:
 1. Property lines and building setback lines;
 2. The location of existing and proposed buildings, other structures on site, with dimensions;
 3. Driveways and parking spaces for both dwellings;
 4. Entrances, exits, and walkways;
 5. Existing and proposed fencing;
 6. Existing easements and type;
 7. Existing water and sewer utility services and proposed additions/modifications;
 8. Street names;
 9. A vicinity map;
 10. North arrow and scale;
 11. Summary of project statistics including zoning, square footage by use and parking required and provided;
 12. One (1) 8 1/2" x 11" reproducible copy
- C) Elevations from four sides or directions, fully dimensional and drawn to scale (no smaller than 1/8" = 1'), indicating:
 1. Heights of existing and proposed buildings;
 2. Call-outs indicated type of materials and colors to be used;
 3. One (1) 8 1/2" x 11" reproducible copy.
- D) Floor Plan of second dwelling, drawn to scale (no smaller than 1/8" = 1') and indicating location of facilities for sleeping, eating, cooking and sanitation.

If you have questions, call the Planning & Redevelopment Department at (530) 938-5020. Staff is available at 550 Main Street, Weed, CA 96094 during normal weekday business hours.