

APPLICATION CHECKLIST SECOND DWELLING UNIT CLEARANCE FORM

Requests for second dwelling units that comply with the standards identified in City's Zoning Ordinance Section 19.60.040 are permitted residential uses. Requests for second dwelling units are reviewed for compliance with the Second Dwelling Unit standards listed on the following page by the Planning Division. Following receipt of clearance authorization from the Planning Division, a request for a second dwelling unit Building Permit can be submitted to the Building Division. 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.

<u>Clearance Form Submittal Requirements:</u> Plans not identifying the information identified 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) | The required processing fee (refer to fee schedule for Zoning Clearance fee). |
| C) | Three (3) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 20') indicating: |
| | Property lines and building setback lines The location of existing and proposed buildings, other structures on site, with dimensions Driveways and parking spaces for both dwellings Entrances, exits, and walkways Existing and proposed fencing Existing easements and type Existing Water and Sewer utility services and proposed additions/modifications Location of protected oak trees Street names A vicinity map North arrow and scale Summary of project statistics including zoning, square footage by use and parking required and provided One (1) 8 ½" x 11" reproducible copy |
| D) | Elevations from four sides or directions, fully dimensional and drawn to scale (no smaller than 1/8" = 1'), indicating: |
| | Heights of existing and proposed buildings Call-outs indicated type of materials and colors to be used One (1) 8/½" x 11" reproducible copy |
| E) | 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 Division at (916) 774-5276 (California Relay Service 1-800-735-2929). Staff is available at 311 Vernon Street, Roseville, CA 95678.



SECOND DWELLING UNIT CLEARANCE FORM

| ORIGINAL INK SIGNA | ATURES 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 application and to represent me on a | e applicant is not the owner of record), I authorize the Applicant to file this II matters concerning the application. |
| Company Name | Day Phone |
| Address | Email |
| | |
| Signature | Date |
| Subdivision Code Specific | c Plan Area Specific Plan Parcel # |
| | |

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? | | |

| | YES | NO | | | |
|--|-----|----|--|--|--|
| 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 units contains more than one (1) bedroom. The parking requirement may be met by providing one (1) required parking space within the twenty-foot (20') front yard setback, and may be located in tandem with other on-site parking. In accordance with City of Roseville Municipal Code Section 11.20.040, 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 19.60.040 of the City of Roseville Zoning Ordinance. | | | | | |
| 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 19.60.040 of the City of Roseville Zoning Ordinance. | | | | | |
| 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

You are strongly encouraged to contact each of the departments listed below to learn of their requirements, and fees that may be due at the time of Building Permit issuance.

| Fire Department | | (916) 774-5805 | | | | | |
|---|-------------------------|----------------|--|--|--|--|--|
| Roseville Electric | | (916) 774-5606 | | | | | |
| Building Permit, and Public Facilities Fee: | Building Division | (916) 774-5332 | | | | | |
| Traffic Mitigation Fees: | Engineering Division | (916) 746-1300 | | | | | |
| Water and Sewer Connection Fees: | Environmental Utilities | (916) 774-5770 | | | | | |
| Park Fees: | Parks and Recreation | (916) 774-5242 | | | | | |
| School District Fees: | | | | | | | |
| Contact Planning Division at 774-5276 to identify applicable school district(s) | | | | | | | |
| Roseville High School Office – 2 Tiger V | (916) 786-2051 | | | | | | |
| Roseville Elementary District – 400 Dere | (916) 782-5289 | | | | | | |
| Dry Creek District – 9707 Cook Riolo Ro | (916) 771-0646 | | | | | | |
| Eureka District – 5477 Eureka Road | (916) 791-4939 | | | | | | |