



**PLANNING SERVICES  
DEPARTMENT**

411 Main Street (530) 879-6800  
P.O. Box 3420  
Chico, CA 95927

Application No. \_\_\_\_\_

# APPLICATION FOR Second Dwelling Unit Permit

### Applicant Information

Applicant		Daytime Phone	
Street Address			
City	State	Zip	

Property Owner		Daytime Phone	
Address			
City	State	Zip	

Architect		Daytime Phone	
Address			
City	State	Zip	

**NOTE:** Section 19.63 of the Chico Municipal Code requires that the name, address of record, and permanent contact phone number of the property owner be provided to adjacent neighbors upon request.

### Project Information

Property Address/Location	
Assessor's Parcel No(s)	Parcel Size
Main Dwelling Size / Stories	Second Unit Size / Stories
Existing Land Use	Second Unit No. of Bedrooms
Present Zoning	Present General Plan Designation

### Required Signature

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. **I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. I understand that verification of property ownership or interests in the property or application may be required.**  
*(Before signing, see the information on page 2 of this application.)*

Applicant's Signature	Date
-----------------------	------

### For Office Use Only

Application Received By	Receipt No.
Date	Application Fee \$
Assigned Planner	
	Total Fees \$ (Check payable to City of Chico)



**Is the second unit:** An attached conversion?       A conversion of an accessory structure?       A new structure?

**Is the second unit:** Attached?       Detached?       Over a detached garage?

**Is the second unit:** Adjacent to a public alley?  Describe alley width and condition (e.g. 15' gravel) \_\_\_\_\_

<b>Project Architectural Detail</b>	
Building Square Footage (Primary Unit)	Building Square Footage (Second Unit)
Construction Type (Primary Unit)	Construction Type (Second Unit)
Building Height (Primary Unit)	Building Height (Second Unit)
Roof Style and Pitch (Primary Unit)	Roof Style and Pitch (Second Unit)
Roofing Material and Color (Primary Unit)	Roofing Material and Color (Second Unit)
Exterior Wall Material (Primary Unit)	Exterior Wall Material (Second Unit)
Exterior Wall and Trim Colors (Primary Unit)	Exterior Wall and Trim Colors (Second Unit)
Type and Location of Mechanical Units (Primary Unit)	Type and Location of Mechanical Units (Second Unit)
Number of Parking Spaces Provided (Primary Unit)	Number of Parking Spaces Provided (Second Unit)
Number of Parking Spaces Required (Primary Unit)	Number of Parking Spaces Required (Second Unit)
Exterior Lighting for Second Unit: type, location, height and number (Building, Site, Parking Area, Alley)	
New Fencing: Location, Material, Color and Height*	
Briefly describe design (e.g., Contemporary, Mission, Colonial, etc.):	
Proposed Open Space / Recreation Area(s) for Second Unit: Type, Location and Square Footage	

\*Note: Continuous fencing or wall between the primary and second dwelling units is prohibited, unless it includes a gate to allow pedestrian access to the street from both units.

If you have any questions, contact Planning staff at (530) 879-6800. Project Applicants are encouraged to meet with Planning staff prior to submittal. Complete applications which comply with the adopted second dwelling unit standards will help to expedite the review process.



---

**Requirements for a Second Dwelling Unit Permit Application**

**The following items are REQUIRED for a complete application:**

- Completed and Signed Application Form
- Applicable Fees
- Written Authorization from the Property Owner (if Applicant is not the Owner)
- Current Title Report or Current Vesting Deed
- 8½" X 11" Site Plan of Proposed and Existing Development. Indicate dimensions and all information pertinent to the proposed project. (See attached **Site Plan Checklist**)
- 8½" X 11" Building Elevations of Proposed and Existing Development (See attached **Building Elevation Checklist**)
- 8½" X 11" Landscape Plan (See attached **Landscape Plan Checklist**)
- 8½" X 11" Floor Plan of the Proposed Second Dwelling Unit
- Color and Material Samples, including roofing, paint, stucco and stain finishes and textures
- Photos of existing unit

Note: Plans and elevations larger than 8½" X 11" are encouraged, but must still be accompanied by an 8½" X 11" reduction.

***Time Limits***

Pursuant to Section 19.16.050 of the Chico Municipal Code, the City has thirty (30) days from the date of submittal to determine if an application is complete.

***Notice of Pending Amendments***

Pursuant to California Government Code Section 65945, et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, Specific Plans, land use regulations, ordinances affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the Applicant's project.

***Note:***

**By signing the front of this application form, the Applicant is indicating that the project site is not included on any State or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, as amended in January, 1996.**



**SITE PLAN CHECKLIST**  
**A complete site plan must include:**

- Vicinity map
- Indication of all adjacent land uses. Location of all structures (including height) and setbacks on adjacent parcels
- Workable scale (a graphic scale is preferred)
- North arrow
- Property lines
- Dimensions of property lines, acreage and setbacks
- Adjacent streets and alleys
- Indicate presence, absence and condition of curb, gutter, sidewalk, shoulder paving, and street paving at the property frontage
- Existing features: structures and size, landscaping, utility poles, hydrants, street lights, trees (describe size and type, and note whether to be retained or removed)
- Footprint and location of new structures
- All walkways (alley-accessed units must provide pedestrian walkway to street frontage)
- Parking stalls, driveways and dimensions (including handicapped stall and ramp as applicable)
- New landscaping: perimeter and interior
- Location and height of fences and light fixtures
- Trash areas with screening
- Location of transformer boxes and other utility equipment
- Street address of primary dwelling unit
- Assessor's parcel number(s)
- Name and address of Applicant
- Calculations: lot size, floor area, number of parking stalls, landscaped area, lot coverage, parcel size/area



---

***Building Elevation and Landscape Plan  
Checklists***

The following checklists have been provided to help Applicants prepare a complete application and expedite permit processing. Please contact Planning Services Department staff for additional information or clarification of any of the requested materials.

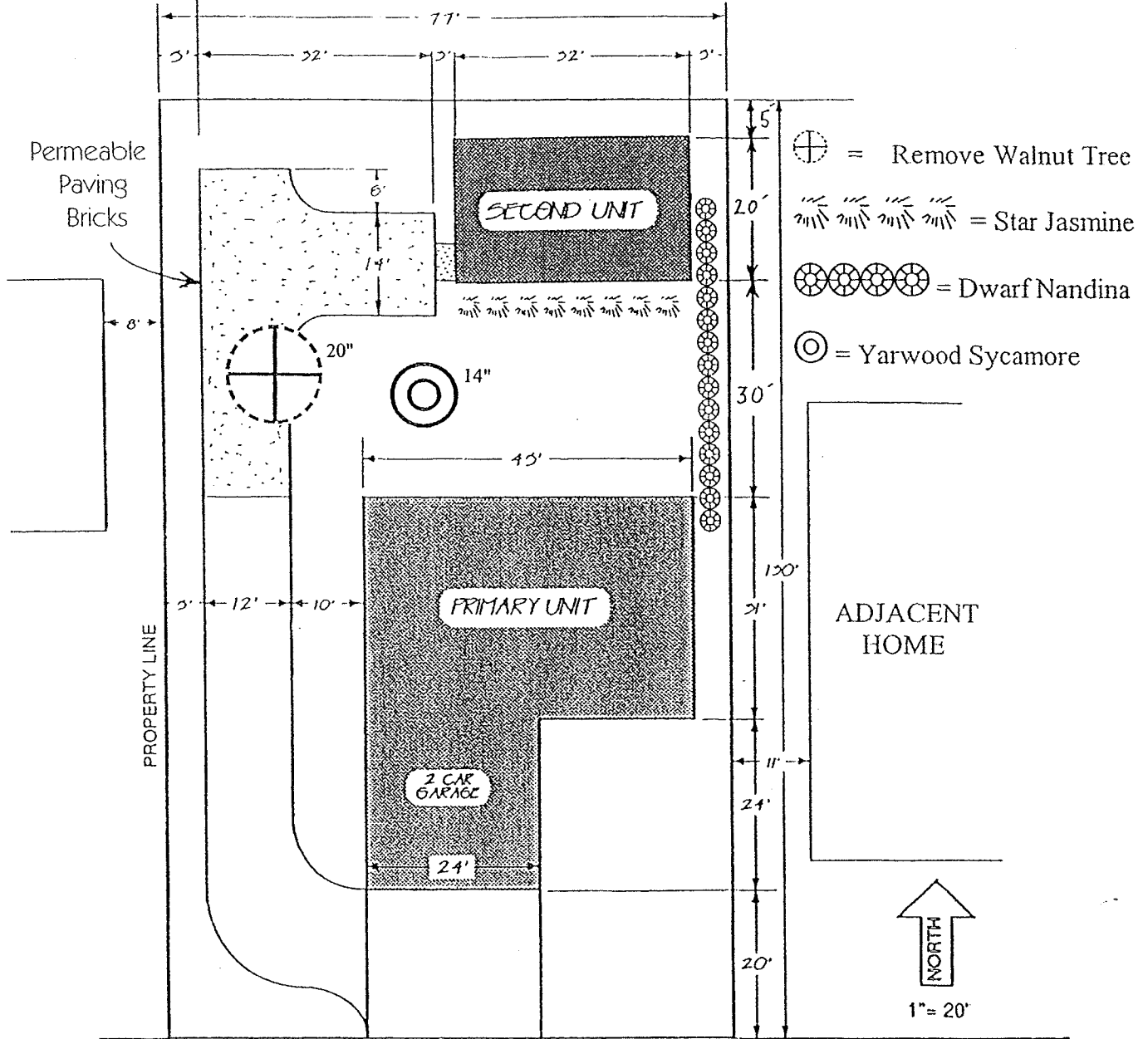
**BUILDING ELEVATIONS**

- Complete title blocks
- Exterior elevations  
(all sides) with clear labels
- Building heights
- Location of heating and  
AC units

**LANDSCAPE PLAN**

- Plant legend
- Trees to remain or be  
removed
- Tree preservation  
information, if applicable
- Hardscape features
- Exterior lighting, location  
and style
- Trash area (3' X 3' min.)  
and landscape screening
- Utility transformer locations
- Percentage of landscaped  
area to total site
- Percentage of landscaped  
area to total parking area

# SECOND UNIT Site and Landscape Plan (EXAMPLE)



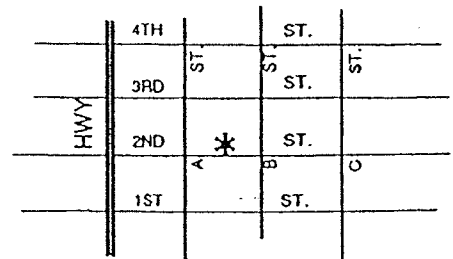
DATA:

SIDEWALK

APN: 007-534-009
Primary Unit:.....1395 SQ FT
Existing Garage SQ FT: ..... 576 SQ FT
Second Unit SQ FT:..... 640 SQ FT
Second Unit Bedrooms: ..... ONE
Total Structural SQ FT:..... 2611 SQ FT
Lot SQ FT:..... 9360 SQ FT
% Site Coverage * : ..... 28%
Primary Unit Parking Spaces .....2
Second Unit Parking Spaces: .....1

314 SECOND STREET

## VICINITY MAP



\* Site Coverage: The percentage of total site area occupied by structures, but not including unenclosed front porches and pavement coverage (sidewalks, driveways, parking areas, or other unroofed paved areas or uncovered decks) unless specifically included by a provision of the City Regulations.

**TABLE 4-3B  
RESIDENTIAL ZONE GENERAL DEVELOPMENT STANDARDS**

Development Feature	Requirement by Zoning District	
	R1	R2
Minimum Lot Size (1)  Minimum Area	<u>Interior lots:</u> 4,500 sq.ft., or as determined by Section 19.42.040-A. <u>Corner lots:</u> 5,500 sq.ft., or as determined by Section 19.42.040-A. <u>Small lot subdivisions:</u> 3,500 to 4,499 sq.ft., in compliance with Section 19.76.150. Parcels smaller than 3,500 sq.ft. require PD permit approval (Chapter 19.28).	<u>Interior lots:</u> 4,000 sq.ft.; 3,960 sq.ft. with parkways. <u>Corner lots:</u> 4,400 sq.ft.; 4,250 sq.ft. with parkways.
Minimum width at front setback line	70 ft. interior lots; 75 ft. corner lots for R1-10 & R1-15; otherwise 45 ft., interior lots; 50 ft., corner lots. See Title 18R, Design Criteria and Improvement Standards, for cul-de-sac lots.	40 ft. interior lots, 48 ft. corner lots.
Residential Density (2)	2.01 minimum, 6 units maximum per acre for subdivisions (7); 1 single-family unit per lot, and 1 second unit in compliance with Section 19.76.130.	See Section 19.42.040-B (Minimum lot area and density).
Setbacks Required (3)  Front	<u>Lots of 6,000 sq.ft. or more:</u> 15 ft. for main buildings and 20 ft. for garages/carports; 15 ft. for main buildings on lots with parkways. <u>Lots of 4,500 - 5,999 sq.ft.:</u> 15 ft. for main buildings, 20 ft. for garages. <u>Lots of 3,500 - 4,499 sq.ft.:</u> See Section 19.76.150 (Small-lot subdivisions).	10 ft. for main buildings; 20 ft. for garages/carports unless the garage is accessed from a side entrance which does not result in vehicles blocking the public right-of-way and is approved by the Director. None required for condominiums, townhouses, and similar housing types.
Sides (each)	4 ft.; 10 ft. for R1-10 and R1-15	4 ft.; plus 5 ft. additional for each story over the first where the setback abuts an RS or R1 district.
Street side	10 ft. for main buildings; 20 ft. for garages/carports; 9 ft. for main buildings on lots with parkways.	10 ft. for main buildings; 20 ft. for garages/carports.
Rear	15 ft. for main buildings. (8) <u>Lots of 3,500 - 4,499 sq.ft.:</u> See Section 19.76.150 (Small-lot subdivisions).	15 ft. for main buildings; plus 5 ft. additional for each story over first where setback abuts RS or R1 zone.
Accessory structures	See Section 19.76.020 (Accessory uses and structures).	
Site Coverage (4)	40%; 50% R1-10 and R1-15	60%

**TABLE 4-3B (Continued)**  
**RESIDENTIAL ZONE GENERAL DEVELOPMENT STANDARDS**

Development Feature	Requirement by Zoning District	
	R1	R2
Minimum Open Space (5)	Not applicable.	Determined through design review.
Height Limits (6)	35 ft. for primary housing units; 25 ft. for second dwelling units (9); 15 ft. for accessory structures; 25 ft. for accessory structures, with use permit approval; 15 ft. for detached garages; 25 ft. for garages with a second floor dwelling unit (9); 25 ft. for detached garages without a second floor dwelling unit, with use permit approval.	35 ft. for primary housing units; 25 ft. for second dwelling units (9); 15 ft. for accessory structures; 25 ft. for accessory structures, with use permit approval; 15 ft. for detached garages; 25 ft. for garages with a second floor dwelling unit (9); 25 ft. for detached garages without a second floor dwelling unit, with use permit approval.

**Notes:**

- (1) Minimum area and width for lots proposed in new subdivisions.
- (2) Maximum number of housing units allowed for each specified unit of land. See also Chapter 19.62 (Affordable Housing Incentives/Residential Density Bonus) for possible density bonuses. May be increased to 7 units with a planned development permit or in compliance with the small-lot subdivision standards (Section 19.76.150).
- (3) Minimum setbacks required. See Section 19.60.090 for the measurement of and exceptions to these setback requirements.
- (4) Maximum percentage of site area that may be covered with structures (see the definition of site coverage in Chapter 19.04).
- (5) Minimum usable common or individual outdoor open space area.
- (6) Maximum height of structures. See Section 19.60.070 (Height measurement and height limit exceptions).
- (7) May be increased to 7 units per acre with a planned development permit, or in compliance with the small lot subdivision standards (Section 19.76.150).
- (8) Exception: Where rear property line abuts an alley, a detached housing unit or garage shall comply with the setback requirements for accessory structures (Section 19.76.020).
- (9) A second dwelling unit permit or use permit is required for the second dwelling unit. (See Table 4-2.)

**19.42.030 Residential zone general development standards.**

The requirements in Tables 4-3A, 4-3B and 4-3C shall apply to new land uses and structures, and alterations to existing land uses and structures, in addition to any applicable development standards (such as landscaping, parking and loading) in Division V (Site Planning and General Development Standards).

(Ord. 2185; Ord. 2223; Ord. 2243; Ord. 2263)

**19.76.130 Second dwelling units.**

The following permit requirements and development standards shall apply to second dwelling units.

**A. Permit requirements.**

1. Second dwelling unit permits. Where a second dwelling unit is a permitted use, as set forth in Table 4-2, and a proposed second dwelling unit complies with all of the development standards of this section, a second dwelling unit shall be permitted pursuant to a second dwelling unit permit issued pursuant to Chapter 19.19.
2. Use permits. Where a second dwelling unit is proposed to be located in the SD-4 overlay district, it may be permitted with a use permit. The following findings, in addition to those otherwise required for a use permit by Chapter 19.24, must be made to approve a use permit for a second dwelling unit:
  - a. The occupancy of the second dwelling unit will not result in excessive noise or traffic that would disturb the existing neighborhood.
  - b. The occupancy of the second dwelling unit will not have a significant adverse effect on public services or resources.
  - c. The design of the second dwelling unit is compatible with the design of the primary dwelling unit and the surrounding neighborhood in terms of size, exterior treatment, height, landscaping, scale and site coverage.

**B. Owner Occupancy.** All use permits allowing a second dwelling unit shall be subject to the condition that either the second dwelling unit or the primary dwelling unit must be occupied by an owner of the property. Such permits shall be further conditioned to require that each owner of the property sign a covenant acknowledging the requirement that the property be owner-occupied and that the covenant be recorded with the county recorder's office prior to the issuance of a certificate of occupancy for the second dwelling unit.

**C. Development standards.**

1. One second dwelling unit per parcel. No more than one second dwelling unit shall be allowed on any parcel.
2. Maximum size of second dwelling units. The maximum square footage and number of bedrooms for a second dwelling unit shall be as follows:

Maximum Square Footage	Minimum Lot Size	Number of Bedrooms
75 percent of the living area of the primary dwelling unit up to a maximum of 650 sq. ft.	4,500	1
75 percent of the living area of the primary dwelling unit up to a maximum of 850 sq. ft.  (A maximum of 1,200 sq. ft. may be permitted with a use permit on lots with a minimum lot size of 6,000 sq. ft.)	6,000	2

3. Attached or detached. A second dwelling unit may be either attached to or detached from the primary dwelling unit.
4. Height, site coverage and setbacks. Development of a second dwelling unit shall conform to all standards of the applicable zoning district for height, site coverage and

setbacks, except as follows:

- a. When a second dwelling unit is located behind a primary dwelling unit, the units shall be a minimum of thirty feet apart.
  - b. When a second dwelling unit is located to the side of a primary dwelling unit, the units shall be a minimum of ten feet apart.
  - c. The rear yard setback for a second dwelling unit is a minimum of five feet except as follow:
    - (i). If the rear yard of the second dwelling unit is adjacent to the rear yard of a dwelling unit on another property, the rear yard setback for the second dwelling unit shall be ten feet.
    - (ii) If the second dwelling unit is adjacent to an alley and constitutes the second story on a garage which has less than a five foot setback, the rear yard setback for the second dwelling unit shall be the same as the existing setback for the garage.
5. Open space. A minimum of 100 square feet of usable open space shall be provided for the use of a second dwelling unit exclusive of parking areas.
  6. Trash storage. The second dwelling unit shall be provided with an outdoor area for the storage of trash and recycling receptacles. That area shall have an all-weather surface and be screened from view by a fence, wall or permanent landscaping.
  7. Security lighting. Second dwelling units located adjacent to an alley shall have a minimum of one outdoor security light for illumination of the alleyway adjacent to the unit. Such lighting shall be shielded and directed downward and away from adjacent properties to ensure that it has a minimal impact on neighboring properties.
  8. Walls or fences between units. When a second dwelling unit is located behind a primary dwelling unit, a continuous fence or wall shall not be installed between the primary and second dwelling units unless it includes a gate allowing pedestrian access from the second dwelling unit to the street.
  9. Vehicle access. Vehicle access to a second unit may be from a street or an alley.
    - a. Alley access. When a second dwelling unit will be located on a site served by an alley, the second dwelling unit shall maintain its primary vehicular access from the alley. Such alley access shall be from an alley which is a minimum of 15 feet wide and is paved and improved with storm drainage facilities in a manner consistent with standards adopted by the department of public works. For parcels located on the street-access terminus of an alley, paving shall be provided along the alley frontage and street approach. An alley improvement fee may be paid in lieu of installing any of the improvements described above. Second dwelling units located on the street-access terminus of alleys shall be sited to ensure adequate site distance clearance.
    - b. Vehicle access from street frontage. Driveway surfaces installed to provide vehicle access from a street to a second dwelling unit located on the rear of a parcel shall be constructed with permeable-surface, all-weather materials or shall otherwise be constructed to retain runoff on site. New driveways that extend beyond the rear of the primary dwelling unit shall consist of two tire strips or be otherwise designed to be of permeable-surface, all-weather material.
  10. Pedestrian access to second unit. Second units with primary vehicle access from an alley shall also be served with a permeable-surface, all-weather walkway connecting the second dwelling unit with the street frontage. The driveway for the primary dwelling

unit may serve as a portion of this walkway.

11. Fire protection access. Second dwelling units not located adjacent to an alley shall be located so that all sides of the structure are within 150 feet of unobstructed access from the street frontage in order to provide adequate fire protection. If such unobstructed access is not provided, the second dwelling unit shall be equipped with an approved automatic sprinkler system if required by the fire marshal.
12. Parking. In addition to the parking required for the primary dwelling unit, one parking space shall be required for each bedroom of the second dwelling unit. When the second dwelling unit has vehicular access from an alley, the required second dwelling unit parking spaces shall be located adjacent to the alley and shall have a minimum 24-foot backup area.
13. Architectural design. Second dwelling units shall comply with the following design standards:
  - a. The second dwelling unit shall be architecturally compatible with the primary dwelling unit or the immediate neighborhood. Compatibility includes coordination of exterior colors, materials, roofing, other architectural features and landscaping.
  - b. The second dwelling unit shall be compatible with the scale of adjoining residences and blend into the existing neighborhood.
  - c. All HVAC or other mechanical units shall be placed so they are not in public view or shall be screened from public view by a fence, wall or permanent landscaping.
  - d. Second story windows or doors shall be designed to lessen privacy impacts on adjacent properties. Acceptable techniques to meet this criteria include obscured glazing, window placement at least six feet above floor level and permanent landscaping of sufficient height.

(Ord. 2263; Ord. 2280; Ord. 2325, Ord. 2358 §20)