



RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna
Director

APPLICATION FOR SECOND UNIT PERMIT

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

CASE NUMBER: _____ DATE SUBMITTED: _____

APPLICATION INFORMATION

Applicant's Name: _____ E-Mail: _____

Mailing Address: _____
Street

City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Exhibit Preparer/Representative's Name: _____ E-Mail: _____

Mailing Address: _____
Street

City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Property Owner's Name: _____ E-Mail: _____

Mailing Address: _____
Street

City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

If the property is owned by more persons than indicated above, check the box below, and attach a separate page that includes the following statement "Second Unit Permit No. _____", and references the affected Assessor's Parcel Number(s), and lists the names, mailing addresses, and phone numbers of those persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for additional property owner's names, mailing addresses and phone numbers.

Riverside Office · 4080 Lemon Street, 12th Floor
P.O. Box 1409, Riverside, California 92502-1409
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 38686 El Cerrito Road
Palm Desert, California 92211
(760) 863-8277 · Fax (760) 863-7555

"Planning Our Future... Preserving Our Past"

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Section: _____ Township: _____ Range: _____

Approximate Gross Acreage: _____

General location (nearby or cross streets): North of _____, South of _____, East of _____, West of _____.

Thomas Brothers map, edition year, page number, and coordinates: _____

Proposal (describe the proposed second unit):

Is there a previous development application filed on the same site: Yes No

If yes, provide Case No(s). _____ (Parcel Map, Zone Change, etc.)

E.A. No. (if known) _____ E.I.R. No. (if applicable): _____

Have any special studies or reports, such as a traffic study, biological report, archaeological report, geological or geotechnical reports, been prepared for the subject property? Yes No

If yes, indicate the type of report(s) and provide a copy: _____

Will the proposal result in cut or fill slopes steeper than 2:1 or higher than 10 feet? Yes No

How much grading is proposed for the project site?

Estimated amount of cut = cubic yards: _____

Estimated amount of fill = cubic yards _____

Does the project need to import or export dirt? Yes No

Import _____ Export _____ Neither _____

What is the anticipated source/destination of the import/export?

What is the anticipated route of travel for transport of the soil material?

How many anticipated truckloads? _____ truck loads.

What is the square footage of usable pad area? (area excluding all slopes) _____ sq. ft.

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Does the development project area exceed more than one acre in area? Yes No

If yes, in which one of the following watersheds is it located (refer to Riverside County GIS for watershed location)?

Check answer:

Santa Ana River Santa Margarita River San Jacinto River Colorado River

1. Is the Second Unit to be used for family or rental purposes .
2. Does the subject property currently have a primary dwelling? Yes No.
(Note: No Second Unit may be placed on the subject without the existence of a primary dwelling.)
3. Will the new dwelling unit be used as the Primary Dwelling or the Second Unit?
4. The square footage of the proposed Second Unit, excluding any garage area, is _____ square feet.

**FILING INSTRUCTIONS FOR
SECOND UNIT PERMIT APPLICATION**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Second Unit Permit application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE SECOND UNIT PERMIT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. One completed and signed application form.
2. One copy of the current legal description for the property involved, as recorded in the Office of the County Recorder. A copy of a grant deed of each property involved will suffice.
3. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
4. Fifteen (15) copies (20 if submitted at the Palm Desert Planning Office) of Exhibit "A" (Site Plan). The exhibit must also include the information described in the Second Unit Permit Matrix. All exhibits must be folded no larger than 8½" x 14."
5. A minimum of six (6) copies (8 if submitted at the Palm Desert Planning Office) of building floor plans (Exhibit "C") and elevations (Exhibit "B") showing the proposed Second Unit building. All exhibits must be folded no larger than 8½" x 14."
6. Submit evidence (copy of County tax bill showing homeowner's exemption or other documentation acceptable to the Planning Department) that the property owner resides at the subject property, or intends to reside at the subject property.

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- 7. A minimum of three (3) ground-level panoramic photographs (color prints) clearly showing the whole project site. Include a locational map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.
- 8. A SUP clearance letter from the Riverside County Environmental Health Department.
- 9. Applicable deposit-based fee.

If you have any questions concerning your application, please contact the Planning Department at the appropriate office listed on the front of this application.

Additional copies of this application may be obtained from the Planning Department's Web Page at <http://www.tlma.co.riverside.ca.us/planning/documents/2951010.pdf>

Second Unit Permit Matrix
1. Name, Address, and telephone number of applicant.
2. Name, address, and telephone number of landowner.
3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Numbers and, if available, address of the property.
5. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans.
6. North arrow.
7. Date Exhibit Prepared.
8. Title of Exhibit (i.e. "Second Unit Permit").
9. Complete legal description of property.
10. Overall dimensions and total net and gross acreage of property.
11. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
12. Exhibit Amendment block
13. Thomas Brothers map page and coordinates. (Identify edition year used)
14. Location of adjoining property and lot lines.
15. Existing and proposed zoning and land use of property.
16. Existing use and zoning of property immediately surrounding subject property.
17. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
18. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
19. Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs.
20. List and accurately show all easements of record (by map or instrument number).
21. Streets, alleys, and rights-of-way providing legal access to the property.
22. Existing topography of the property, with the source(s) of the contour lines identified. Maximum contour interval should be five feet. Flood Control District and Transportation Department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when information that is more detailed is not available. Additional topography may be required, if deemed necessary.
23. Spot elevations. (See below for more details)
24. When subsurface septic sewage disposal is intended, include the information described below under "Site Grading, Subsurface Disposal."

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Second Unit Permit Matrix	
25.	Note whether or not land is subject to liquefaction or other geologic hazard, or is within a Special Studies Zone.
26.	Note whether or not land is subject to overflow, inundation, or flood hazard.
27.	FEMA mapped floodplains and floodways including zone designation.
28.	Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures, including septic subsurface sewage disposal systems.
29.	Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying handicapped and compact parking spaces.
30.	Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
31.	Setback dimensions of existing structures and paved areas.
32.	Setback dimensions of proposed structures and paved areas.
33.	Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current County adopted Uniform Building Code and floor plans for each building. (Attach to site plan). See below for more information regarding detailed floor plans.

See the attached sample exhibit for more details.

SPOT ELEVATIONS

Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

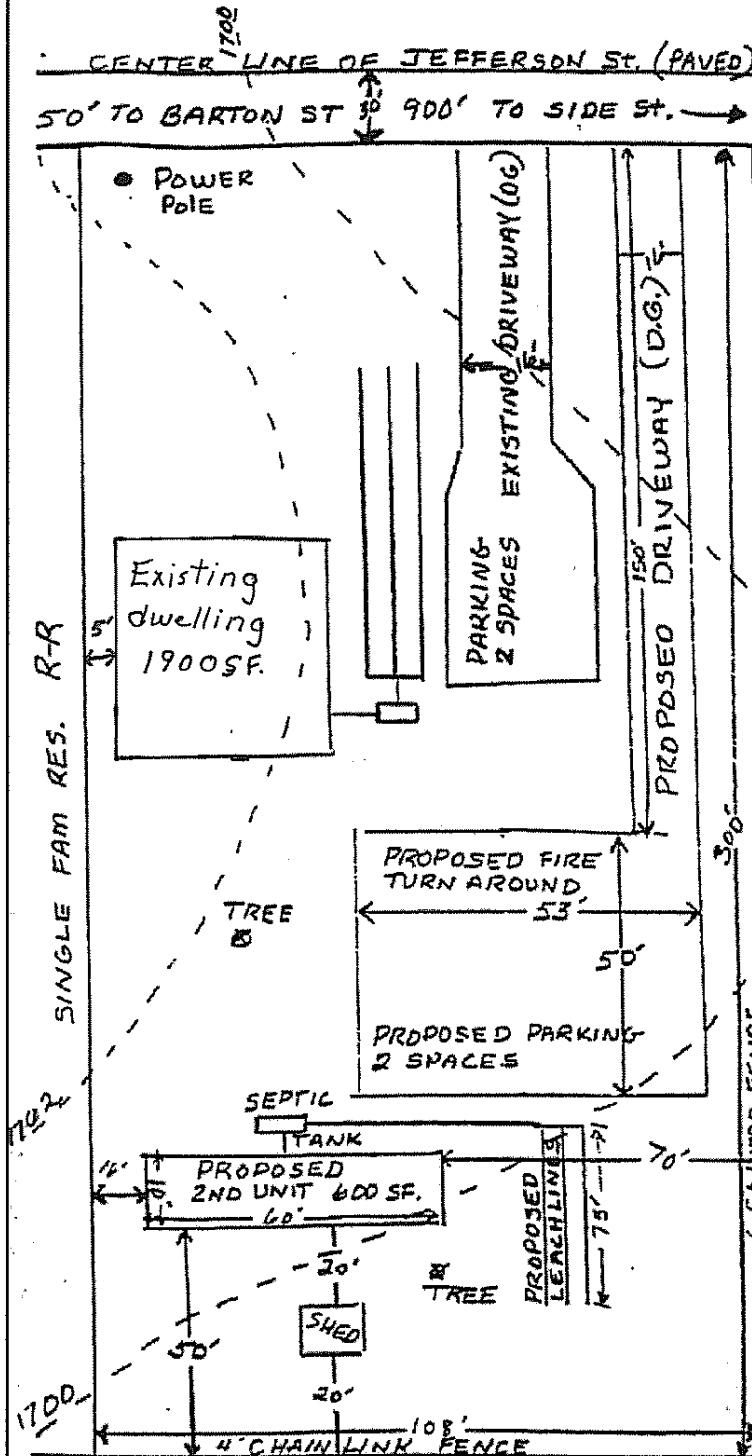
SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS

When subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pad such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.

FLOOR PLANS AND ELEVATIONS

All floor plans and elevation exhibits shall include the information listed on items 1 through 8 of Second Unit Permit Matrix. In addition, architectural elevations shall include scaled drawings of all sides of the second unit with dimensions indicating proposed and existing heights, and any proposed or existing HVAC equipment, solar equipment. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.

SAMPLE SECOND UNIT PERMIT EXHIBIT



1. OWNER - APPLICANT:
BILL BODAY
1825 AVENIDA EVITA
SAN JOAN CA 92675
714-123-4567
FAX 714-123-4568
3. EXHIBIT PREPARER:
SAME AS APPLICANT
4. APN: 295-040-028
7. PREPARED 11-4-99
9. LEGAL DESCRIPTION:
LOT 32 OF TRACT NO. 2
BOOK 14, PAGES 85-86
RIVERSIDE CO RECORDS
SEC. 33 T 35, R 4W
13. THOMAS MAP BK 1999 EDITION
PAGE 805 C3
19. CURRENT ZONE - R-R
20. UTILITY PURVEYORS & SCHOOLS
SD CA EDISON
SD CA GAS
EMWD - WATER
GTE - PHONE
MERRIS UNIFIED SCHOOL DIST.
- ITCE - CABLE
23. LAND NOT SUBJECT TO
LIQUEFACTION, GED HAZARD
NOT IN SPECIAL STUDY ZONE
24. NOT SUBJ TO OVERFLOW,
INUNDATION OR FLOOD HAZARD
25. FLOOD ZONE C

