



Case Number: SDU \_\_\_\_\_  
 CUP \_\_\_\_\_

**SECOND DWELLING UNIT APPLICATION**  
**INSTRUCTIONS FOR FILING**

Chapter 12.16

This application and all necessary submittal requirements must be properly completed and have original signatures of the applicant(s) and property owner(s). **All fees and application materials must be received at the time of filing.**

**FILING FEE SCHEDULE**

Revised 7/2011

APPLICATION TYPE	FLAT FEE	DEPOSIT
<b>Second Dwelling Unit Clearance</b> (Where Applicable) Planning Fee	\$105.00	\$105.00/hr
<b>Second Dwelling Unit – Minor Conditional Use Permit</b> (Where Applicable) Planning Fee	\$2,660.00	----
GIS/GPU/ZO Maintenance Fee	\$120.00	----
Hearing Publication/preparation (per hearing)	\$250.00	----
Fire Safe Planning Fee	\$105.00	----
Environmental Review: Exemption	\$150.00	----
Environmental Health Fee		\$131/hr
<i><b>Total Initial Submittal \$3,285</b></i>		

\*Expenses may include the following: Recorder's filing fee: \$50.00

**SUBMITTAL REQUIREMENTS**

1. Application form signed by the property owner and applicant.
2. Two (2) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 20') indicating the following:
  - a) Property lines and building setback lines.
  - b) The location of existing and proposed buildings, other structures on site, with dimensions.
  - c) Driveways and parking spaces for both dwellings.
  - d) Entrances, exits, and walkways.
  - e) Existing and proposed fencing.
  - f) Existing easements and type.
  - g) Existing water and sewer utility services and proposed additions/modifications.
  - h) Street names.
  - i) A vicinity map.
  - j) North arrow and scale.
  - k) Summary of project statistics including zoning, lot size and parking required and provided.
  - l) One (1) 8 1/2" X 11" reproducible copy.
3. Elevations from four sides or directions, fully dimensional and drawn to scale (no smaller than 1/8" = 1') indicating:
  - a) Heights of existing and proposed buildings. (When elevations of existing dwelling are not available, color photos of all four sides of existing dwelling may be used)

- b) Call-outs indicating type of materials and colors to be used and proposed foundation type.
  - c) One (1) 8 ½" X 11" reproducible copy.
4. Floor Plan of second dwelling unit, drawn to scale (no smaller than 1/8" = 1') and indicating location of facilities for sleeping, eating, cooking and sanitation.
5. If your application is approved, you will be required to record a deed restriction on your property. A draft has been attached. The official document will be given to you once your application has been approved.



**SECOND DWELLING UNIT CLEARANCE FORM**

**File in Person to:** *Yuba County Community Development & Services Agency –  
Planning Department  
915 8<sup>th</sup> Street, Suite 123, Marysville, CA 95901  
(530) 749-5470 main \* (530) 749-5434 fax*

**NOTE: APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT AND WHICH DO NOT HAVE ALL THE REQUIRED SUBMITTALS WILL NOT BE ACCEPTED FOR FILING. STAFF'S ACCEPTANCE OF THE APPLICATION OR DEEMING THE APPLICATION COMPLETE DOES NOT IMPLY THAT STAFF WILL RECOMMEND APPROVAL \_\_\_\_\_ (INITIAL) OR THAT YOU WILL RECEIVE APPROVAL FROM THE HEARING BODY.**

**Contact Information:**

<i>Please check the appropriate box below.</i>			
<b>BILL TO</b> <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> APPLICANT			
Applicant(s):			
Name: _____			
Address: _____			
Street	City/State/Zip		
Phone: (Business) _____	(Home) _____	Email: _____	
Property Owner(s):			
Applicant(s):			
Name: _____			
Address: _____			
Street	City/State/Zip		
Phone: (Business) _____	(Home) _____	Email: _____	
2 <sup>nd</sup> Property Owner(s):			
Applicant(s):			
Name: _____			
Address: _____			
Street	City/State/Zip		
Phone: (Business) _____	(Home) _____	Email: _____	

**APPLICANT'S/OWNER'S\* DECLARATION UNDER PENALTY OF PERJURY**

(Must be signed by the Applicant and the Property Owner)

*I am (we are) the owner(s) of the property that is the subject of this application and I (we) have completed this application and all other documents and maps required herein, or have permitted the person(s) identified as the Applicant on Page 1 of this application to do so on my (our) behalf. Owner and/or Applicant hereby certify that the information and statements made herein are, in all respects, true and correct to the best of my (our) knowledge and belief.*

*I (we) also declare under penalty of perjury that the foregoing is true and correct as evidenced by my (our) signature(s) below.*

**Property Owner(s):**

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant(s):**

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: If the owner or applicant is other than an individual(s), a copy of a Resolution from the corporation or partnership agreement authorizing this application must be attached hereto.

**Project Description:**


**Location of Project:** \_\_\_\_\_

**Current Zoning of Property:** \_\_\_\_\_

**Assessor's Parcel Number:** \_\_\_\_\_

**Please answer YES or NO to the following:**

	YES	NO	<i>PD Use Only</i>
1. Will the Second Dwelling Unit comply with the development standards of the applicable zoning district?			<input type="checkbox"/>
2. Will the Second Dwelling Unit floor area be no more than 30% of the existing dwelling (if attached), or 1,200 square feet (if detached)?			<input type="checkbox"/>
3. Will the appearance of the Second Dwelling Unit be compatible with the existing neighborhood and subordinate to the primary residence?			<input type="checkbox"/>
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 contains more than one (1) bedroom. The parking requirement may be met by providing one (1) required parking space within the front yard setback and may be located in tandem with other on site parking.			<input type="checkbox"/>
5. If the Second Dwelling Unit 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 Unit?			<input type="checkbox"/>
6. Will the Second Dwelling Unit include permanent provisions for independent living, sleeping, eating, cooking and sanitation within the unit?			<input type="checkbox"/>
7. Will the primary residence or the Second Dwelling Unit be owner-occupied?			<input type="checkbox"/>

**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 12.16 of the Yuba County Ordinance Code.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

**TO BE COMPLETED BY THE PLANNING DEPARTMENT**

Clearance authorization or denial for the proposed Second Dwelling Unit is based on the attached supporting documentation, and compliance with standards as set forth in Chapter 12.16.400 of the Yuba County Zoning Ordinance. **(Prior to Approval a copy of the recorded deed restriction needs to be submitted.)**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

*Clearance evaluation is valid for a period of one (1) year from the above date.*

Denied by \_\_\_\_\_ Date \_\_\_\_\_

**SECOND DWELLING UNIT CLEARANCE FORM**

**\*It is important to note that approval of this Clearance Form *does not* constitute the approval of a Building Permit. Prior to issuance of a building permit for a Second Dwelling Unit, proof of recordation of a deed restriction for owner-occupancy of either the existing dwelling or the Second Dwelling Unit is required.**

**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.**

- |                                 |                |
|---------------------------------|----------------|
| Building Department             | (530) 749-5440 |
| Public Works Department         | (530) 749-5420 |
| Environmental Health Department | (530) 749-5450 |

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Attachment: Copy of recorded deed restriction "Notice of Restriction on Land Development Secondary Dwelling."***



# Community Development & Services Agency

915 8th Street, Suite 125, Marysville, CA 95901

Phone: (530) 749-5430 Fax: (530) 749-5424

Web: <http://www.co.yuba.ca.us>

**Agreement to Pay Form for Project #:** \_\_\_\_\_

## RECITALS

The costs to provide specific project related services are billed to the applicant at an hourly rate pursuant to the Yuba County Ordinance Code Chapter 13. As listed in the fee schedule of Chapter 13, the fees for services that have an applicable hourly rate have the word "deposit" beside the fee amount. This initial deposit amount and an original completed Agreement to Pay Form must be submitted to the Community Development and Services Agency (CDSA) in order for services to begin and be assessed at the specified hourly rate. The herein fees are intended to compensate CDSA for staff time and/or consultant time spent on the applicant's project.

Any person acting on behalf of the property owner for the work referenced below shall be requested to present documentation evidencing that they are the owner's representatives. This may include Power of Attorney, a notarized statement from the property owner or a copy of a contractual arrangement.

## TERMS OF AGREEMENT

I/We understand that Yuba County Ordinance Code Chapter 13 requires a deposit for services and CDSA will bill as services are rendered against that deposit. I/We agree to pay any required additional deposit(s) to maintain a positive deposit balance. I/We understand that all services by CDSA will cease for this project if the deposit is depleted to zero balance and a request for an additional deposit payment has not been fulfilled by the applicant within 30 days of the request. I/We further understand that until CDSA receives written notification of a change in the information provided below, I/We am/are responsible for payment for all services performed by CDSA. I/We understand that upon completion of the project any unused portion of the deposit will be returned to the applicant at the billing address on file or to any written change of address on file with CDSA.

In the event there is an outstanding balance due for the project and the request for payment is 90 days or more past due, I/We agree to allow and hereby consent to the delinquent payment amount being made by the Yuba County Board of Supervisors for placement of a lien on the property equal to the past due amount plus additional penalties as described in Yuba County Ordinance Code Chapter 13.

SITE INFORMATION	BILLING INFORMATION
APN:	Project Name:
Property Owner/Business Name:	Applicant:
Address:	Address:
Telephone:	Telephone:

*I declare under penalty of perjury under the laws of the State of California that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning CDSA Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment and failure to pay could result in a judgment or other lien being placed on the above referenced property. I further agree to advise CDSA in writing should I no longer be associated with the above referenced project/property and identify the new responsible party.*

Signature \_\_\_\_\_ Dated: \_\_\_\_\_ CDL# \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone # \_\_\_\_\_

**RECORDING REQUESTED BY:**  
**Yuba County Planning Dept.**  
915 8<sup>th</sup> Street, Ste. 123  
Marysville, CA 95901

Case Number: SDU \_\_\_\_\_  
CUP \_\_\_\_\_

**NOTICE OF RESTRICTION ON LAND DEVELOPMENT  
SECONDARY DWELLING**

The undersigned declare that they are the owner(s) of that certain parcel of land located in the unincorporated area of Yuba County described as shown on Exhibit "A" (legal description of property) attached hereto and incorporated herein by reference, consisting of approximately \_\_\_\_\_ in size and also known as Assessor's Parcel Number \_\_\_\_\_ located at \_\_\_\_\_ (address).

Upon application by the owner(s), the County of Yuba has approved the construction of a secondary dwelling on the above-referenced parcel. In accordance with Chapter 12.16 of the Yuba County Zoning Ordinance, the following restrictions are hereby imposed upon the land described in Exhibit "A".

1. A secondary dwelling unit consisting of a maximum \_\_\_\_\_ of living area.
2. The property owner must live in and continuously occupy either the main residence or secondary dwelling. Failure to maintain occupancy shall constitute a violation of the above-mentioned Ordinance.
3. Pursuant to Yuba County Zoning Ordinance Chapter 12.16, certain restrictions relative to future divisions of this parcel and reducing the size of the parcel apply. Please contact the Yuba County Planning Department for more information.

The above restrictions are imposed for the express benefit of the land and the County of Yuba and may not be amended or rescinded without the prior written consent of the County of Yuba.

\_\_\_\_\_  
Property owner signature \_\_\_\_\_ Print name \_\_\_\_\_

\_\_\_\_\_  
Property owner signature: \_\_\_\_\_ Print name \_\_\_\_\_

**NOTARY ACKNOWLEDGEMENT**

State of California  
County of Yuba

On the \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
(Seal)

Signature of Notary  
Rev-10/2008