

## SECONDARY DWELLING UNITS

(In-Law Units)

### ***What is a Secondary Dwelling Unit Permit?***

A Secondary Dwelling Unit Permit is a permit to allow a second residence on an existing parcel. Secondary dwelling units may be attached to or detached from the primary residence, and are subject to specific criteria (LDC Section 6.03.120).

### ***How long does the process take?***

Secondary Dwelling Unit Permits are approved by staff. The review process can take approximately four weeks once a complete application has been received.

### ***What documents do I submit?***

- A completed application signed by the property owner
- Application Fee: \$510
- An approved inspection report from the Building Official demonstrating compliance with the State Housing Code for the primary unit (Form included in this package)
- Colors and materials samples for roof, exterior paint, doors, windows, and window trim (Samples are only required if they differ from the primary unit)
- Three (3) sets of complete plan sets, including elevations, floor plans, square-footage calculations and site plan (Plans should include both the existing unit and proposed secondary unit)
- Electronic Copy of Proposed Plans

## SECONDARY DWELLING UNIT REGULATIONS (LDC 6.03.120)

A. **Purpose.** To provide an opportunity for the development of small rental units, to provide relatively affordable housing for low- and moderate income individuals and families, to provide economic support for resident families and to provide rental units for the elderly or disabled while still maintaining the residential character of the surrounding neighborhood.

B. **Requirements.** One secondary dwelling unit per lot may be permitted in the City's single-family residential zones including Planned Unit Developments and Planned Development – Residential zones, subject to the following requirements:

- 1 Secondary units shall be limited to lots developed with no more than one existing dwelling unit.
- 2 The secondary unit shall be designed so as to maintain the appearance of a single-family home. Colors, materials, roof form, windows and window trim shall match those of the existing primary dwelling unit.
- 3 Secondary dwelling units shall not be for sale but may be rented.

## SECONDARY DWELLING UNITS

Page 2 of 7

- 4 Total lot coverage and/or floor area ratio (FAR) shall be as required in the underlying zone.
- 5 A secondary dwelling unit 640 square feet in floor area or less, excluding garage, or with a maximum of one bedroom, shall be required to provide one additional off-street, on-site parking space. For units greater than 640 square feet, excluding garage or with two or more bedrooms, two off-street, on-site parking spaces shall be required. These two spaces may be in tandem with each other, but not with the required primary unit parking spaces. No more than one space shall be located within the front yard setback, as regulated by the underlying zone.
- 6 An inspection and report shall be obtained by the applicant from the Building Official to determine compliance with the *State Housing Code* for the primary unit, prior to submittal of an application for a secondary dwelling unit permit.

C. **Attached.** Attached secondary dwelling units shall be subject to the following criteria, in addition to criteria in Paragraph B.1. through B.6., above:

- 1 New floor area to accommodate an attached secondary dwelling unit shall not exceed 30 percent of the existing dwelling's floor area, or 640 square feet, whichever is greater. For purposes of calculating the 30 percent floor area, garage and accessory structures shall be excluded.
- 2 An attached secondary dwelling unit shall be limited to a maximum of 1,200 square feet of floor area, excluding garage.
- 3 An attached secondary dwelling unit shall be subject to the setbacks and height requirements of the underlying zone for the primary structure.
- 4 Access to an attached secondary unit shall not be located on the front of the primary dwelling.

D. **Detached.** Secondary dwelling units detached from the primary residential unit shall be considered detached and shall be subject to the following requirements, in addition to requirements in Paragraph B.1. through B.6., above:

- 1 A detached secondary unit shall not exceed 50 percent of the primary dwelling's floor area, excluding accessory and garage structures.
- 2 A detached secondary unit is limited to a maximum 1,200 square feet of floor area, excluding garage.
- 3 A detached secondary unit shall be located to the rear of the primary dwelling unit.
- 4 A single-story detached secondary unit shall be limited to 15 feet in height. The single-story unit shall be located a minimum of 10 feet from the primary dwelling and side and rear non-street property lines, except when the underlying zone of the primary structure is less restrictive, then the underlying zone setbacks may be applied.
- 5 A two-story or second-story detached secondary unit shall be subject to the height and setback requirements of the underlying zone of the primary structure, as measured from the property line to the exterior wall of the second story.

## PLAN SETS

### **General Information:**

When submitting to the Planning Division for the entitlement review process, all plan sets should include the following information:

#### **A. Site Plan**

- Plan sheet size of 8.5" x 11", 11" x 17", or 24" x 36", as appropriate for the size of the project
- Include a north arrow, numeric scale and graphic scale on all plans
- Vicinity map – indicate the subject parcel(s) and adjacent streets and parcels, and land uses of adjacent parcels
- Property lines
- Existing and proposed buildings
- Location and type of all easements
- Location of all street improvements, driveways, and intersections on all sides of the street within 100 feet
- Existing and proposed setbacks
- Existing and proposed parking spaces and dimensions
- Existing utilities and utility connections, existing easements and new utility connections proposed.

#### **B. Project Data Table**

- Property Address
- Owner's Name, address and phone number
- Site area, floor area by use, height, setbacks, landscape area, exterior storage and parking areas, lot coverage, square-footage calculations

#### **D. Elevations Plan**

- Dimensioned elevations shall show each view as: north, south, east and west
- Building(s) which shall show windows, doors, retaining walls, materials and other finishing details

#### **E. Colors and Materials Board**

- Colors and materials samples, with the color and materials samples being a minimum of 3" by 3" (If different from the primary unit).

#### **F. Floor Plan**

- Provide a plan for each floor/story

## SECONDARY DWELLING UNIT APPLICATION

Project Address/Location		Assessor's Parcel Number	
Project Name		General Plan Designation	Zoning District
Applicant Name		Phone (    )	Fax (    )
Applicant Address			
Property Owner's Name (See below for required signature)		Phone (    )	Fax (    )
Property Owner's address		City	State      Zip
Other Representative (Engineer/Architect)		Phone (    )	Fax (    )
Representative Address		City	State      Zip
<b>PROJECT INFORMATION</b>			
<u>Existing Use</u>		<u>Proposed Use</u>	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Vacant		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Vacant	
Parcel size(s)	Existing Floor Area	Existing Foot Print Area	Landscape Sq. Ft.
#of Buildings	Proposed Floor Area	Proposed Footprint Area	#of Parking Spaces
Detailed Project Description ( <i>Examples: To construct...., To allow....., To authorize.....</i> )			
<b>OWNER/AGENT STATEMENT</b>			
<b>Property Owner Consent</b> – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.			
X _____		DATE _____	
<b>APPLICATION REFERRAL – STAFF USE ONLY</b>			
The attached project plans and application materials are hereby forwarded to your agency for review and comment. Your suggestions and applicable requirements/regulations are needed by the date shown below. Please do not return plan sets.			
Staff Planner: _____		Application No.: _____	
Date Sent: _____		Please Return By: _____	
Building Division		Project Review Date: _____	
Engineering Division	Airport Commission	Historic Preservation	
Fire Prevention	Redevelopment Agency	Public Services Director	
Traffic Engineer	Alameda County Health	Alameda County Zone 7	
Police Department	Alameda County Planning	Livermore School District	
Water Resources Division	Bay Area Air Quality Mgmt District	Livermore/Dublin Disposal	
Other _____	L.A.V.T.A. (Wheels)	LARPD	
	City of _____	A.L.U.C. Form \$250 Fee/ 60 Day	
	Other _____	Other	
<b>Referral Response:</b>		<input type="checkbox"/> <b>Comment Attached</b> <input type="checkbox"/> <b>No Comment</b>	
<b>Name/Agency</b>		<b>Date:</b>	

SECONDARY DWELLING UNITS  
Page 5 of 7

**APPLICATION TYPE – STAFF USE ONLY**

Amendment to CUPA# or SPAA# _____	Development Agreement-DA# _____	Planned Development-PD# _____
Conditional Use Permit – CUP# _____	General Zoning Change-GZCT# _____	Planned Unit Development-PUD# _____
Design Review Only – DR# _____	General Zoning Change-GZCM# _____	Subdivision (PMW) SUB# _____
Adm. Design Review Only – ADR# _____	Housing Implementation-HIP# _____	Subdivision (TPM) SUB# _____
Site Plan Approval – SPA# _____	Lot Line Adjustment-LLA# _____	Subdivision (TTM) SUB# _____
Variance – VAR# _____	Secondary Dwelling Unit-SDU# _____	Subdivision (VTTM) SUB# _____
Zoning Use Permit – ZUP# _____	Other _____ # _____	Tentative Map# _____
<input type="checkbox"/> Seasonal Sales Lot		
<input type="checkbox"/> Temporary Use (to be routed)		
<input type="checkbox"/> Model Home Complex (to be routed)		
<input type="checkbox"/> Construction Office, Tract Sales Office and Residence (to be routed)		
<input type="checkbox"/> Rallies, Circuses and Carnivals (to be routed)		

**APPLICATION FEES – STAFF USE ONLY**

	Base Fee:	\$ _____
	Multiple Applications (Less 20% of Base Fee):	\$ _____
<b>Date Received:</b>	Environmental Filing Fee:	\$ _____
<b>Received By:</b>	Design Review Fee:	\$ _____
<b>Receipt Number:</b>	Total Fees Due:	\$ _____
<b>CEQA:</b>	Total Fees Paid:	\$ _____
	Balance Owed:	\$ _____

**SUBMITTAL CHECKLIST – STAFF USE ONLY**

<u>Item</u>	<u>Received</u>	<u>Item</u>	<u>Received</u>
Application		Plan Sets	
Fee		Landscape Plan	
Project Description/Proposal		Tentative Tract/Parcel Map	
Reduction (8.5" x 11")		Plot Plan	
Transparency		Legal Description	
Site Photographs		Title Report	
Colors/Materials Board		Geotechnical Report for TTM/PM	
Environmental Assessment Form		Scenic Corridor/School Mitigation Info.	
Project Justification Letter		SLVSP Project Info.	
Inspection Report (SDU)		Impervious Surface and Storm water Form	

**PLANNER/INTAKE HISTORY NOTES – STAFF USE ONLY**

Planner's Name: _____	Date: _____
Notes:	

## Impervious Surface and Storm water Treatment Measures Worksheet

In compliance with the National Pollution Discharge Elimination System (NPDES) permit issued to the City of Livermore, NEW and REDEVELOPMENT projects within the City of Livermore must incorporate storm water treatment measures and/or best management practices (BMPs) to minimize the discharge of pollutants to the storm drain system and local waterways.

A complete submittal of this form is required prior to the issuance of a Building Permit. This form must be submitted for **ALL Development Projects with a project site of 10,000 sq. ft. or greater.**

**Impervious Surface Area Calculation: Calculate the total impervious surface area of the site at project completion. Calculation should include the building footprint(s), garage(s), carport(s), shed(s), misc. structure(s), driveway(s), patio(s), parking lot(s), streets, sidewalks, etc.**

Total Impervious Surface Area in Sq. Ft.: \_\_\_\_\_

Total Pervious Surface Area in Sq. Ft.: \_\_\_\_\_

### Storm water Treatment Measures Information

**1A. Type of Storm water Measures Implemented (check all that apply):**

Bioswale     Detention Pond     Retention Pond     Wetland     Filter Strip

**1B. If unable to incorporate the design measures in section 1A to meet storm water treatment objectives, provide a separate response indicating as to why these measures are not possible and/or appropriate for the project and CHECK alternative measures implemented:**

Media Filter (i.e. Sand Filter)     Inlet Filter     Oil/Water Separator

Other (describe): \_\_\_\_\_

**2. Location of Storm water Treatment Measures:**

Include in Plan Set, a sheet clearly showing the type(s) and location(s) of storm water treatment measure(s) on the property.

**3. Storm water Treatment Measure Owner/Operator and Maintenance Information:  
(Identify party responsible for operating and maintaining treatment measures)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

# REQUEST FOR INSPECTION OF PRIMARY DWELLING UNIT

Please print or type the following information:

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_

(Day)

(Evening)

Inspection Address: \_\_\_\_\_

The applicant shall obtain an inspection and report from the Building Official to determine compliance with the Use & Occupancy Requirements for the primary dwelling unit, prior to Secondary Dwelling Unit Permit Application submittal.

**(Pursuant to Livermore Development Code Section 6-03-120)**

**Primary Dwelling Unit is in compliance with the Use & Occupancy Requirements. No immediate Life & Safety Hazards were noted.**

*Yes*

*No*

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Building Official or Authorized Representative

\_\_\_\_\_  
Date