



# COUNTY OF SISKIYOU

COMMUNITY DEVELOPMENT DEPARTMENT

Building ♦ Environmental Health ♦ Planning

806 South Main Street · Yreka, California 96097

Phone: (530) 841-2100 · Fax: (530) 841-4076

[www.co.siskiyou.ca.us/page/community-development](http://www.co.siskiyou.ca.us/page/community-development)

ALLAN CALDER  
DIRECTOR

## Accessory Unit Information and Application Guide

### Introduction

Pursuant to State law, Siskiyou County's Zoning Ordinance permits the construction of one accessory dwelling unit per property on parcels zoned Residential, Rural Residential or Agriculture. The purpose of this Information and Application Guide is to assist you in determining whether you are eligible to construct an accessory dwelling unit (ADU) and to guide you through the processes.

### Overview

If you own property specifically zoned Res-1, Res-2, Res-3, Res-4, R-R or AG and your property does not already contain an accessory unit, then you may be eligible to obtain an accessory unit permit. In order to obtain this permit, an Accessory Dwelling Unit application must be submitted to verify whether or not your project meets the Zoning Code criteria for an Accessory Dwelling Unit. Planning staff will check your plans based upon the information submitted and if your project complies with all zoning requirements, an Accessory Dwelling Unit permit can be approved by staff without a discretionary review. Your project must meet all requirements for sewage disposal system upgrades to support additional occupancy. These include soil type, soil depth, soil percolation rates, depth to groundwater, 100% expansion area, setbacks to wells, waterways, property lines and roadways. Additionally the density standard of 240 gallons of waste water flow of 240 gal / day / acre are not to be exceeded.

County staff is available to help with any questions or if you need assistance in completing the application requirements. However, providing complete and accurate information will enable staff to better assist you with the application process.

### Application Submittal Process

1. Complete the Ministerial Review Checklist to determine if you are eligible to obtain an accessory unit permit (either ministerially or through the Special Permit process).
2. If determined eligible, complete the Accessory Dwelling Unit (ADU) Application Checklist. The following shall accompany the completed application.
  - a. Two (2) full size sets of plans, drawn to scale. Plans must include a **Site Map** showing the existing residential unit, location of the proposed accessory residential unit, and any other accessory buildings on the property. The **Floor Plan** of the

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#### BUILDING

Michael Crawford,  
Deputy Director  
Telephone: (530) 841-2100  
Fax: (530) 842-0111

#### ENVIRONMENTAL HEALTH

Rick Dean  
Deputy Director  
Telephone: (530) 841-2100  
Fax: (530) 841-4076

#### PLANNING

Christy Cummings Dawson  
Deputy Director  
Telephone: (530) 841-2100  
Fax: (530) 841-4076

- proposed ADU must include descriptions of each room, plus front door location. Building elevations shall be noted for all four sides of the proposed accessory unit.
- b. One (1) 8½"x 11" reduced set of plans.
  - c. Color photographs including the main residential unit and any accessory buildings on the property as well as residences on either side and directly across the street from the project site.
  - d. Completed "Accessory Unit Ministerial Review Application Information Form"
3. Submit the application and completed ministerial checklist for review by staff. If the application can not be issued by staff, a Planning Director Administrative Special Permit may be issued. Your application will be forwarded to Environmental Health for further review.

## Accessory Dwelling Unit Ministerial Review Requirements Checklist

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

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

Zoning: \_\_\_\_\_ Assessor's Parcel No.: \_\_\_\_\_

Description: \_\_\_\_\_

Please Select YES, NO or N/A to ALL of the following questions:

	YES	NO	Planning Dept. Determination
1. Will one of the two units be owner-occupied? If "No" please stop and discuss your proposal with a staff planner as it does not appear that you would qualify for the construction of an accessory unit.			
2. Has a Homeowner's Property Tax Exemption been obtained through the Assessor's Office? If "Yes" please proceed to Question #7.			
3. Have you obtained the Homeowner's Property Tax Exemption for another property? If "No" please proceed to Question #5.			
4. Do you intend to transfer the Homeowner's Property Tax Exemption to this property? If "No" please stop and discuss your proposal with a staff planner as you may not qualify for the construction of an accessory unit.			
5. Do you qualify and plan to apply for the Homeowner's Property Tax Exemption on this property? If "No" please stop and discuss your proposal with a staff planner as it does not appear that you would qualify for the construction of an accessory unit.			
6. Will you complete the Exemption Form and submit it to the Assessor's Office prior to the issuance of the building final and certification of occupancy. Please submit a letter attesting to this fact. If "No" please stop and discuss your proposal with a staff planner as you may not qualify for the construction of an accessory unit.			
7. Is The Lot Zoned Res-1, Res-2, Res-3, R-4, R-R or AG?			
8. Does The Lot Contain an Existing Single-Family Home?			
9. Does the site plan show provisions for parking spaces for both the primary residence and the accessory dwelling unit?			
10. Does construction conform to <b>height, setback, lot coverage</b> , and other <b>zoning requirements</b> applicable to the <u>attached</u> or <u>detached</u> residential construction type in the zone which the property is located?			
11. Is the parcel equal to or greater than 5 acres? If no, an administrative Special Permit is required and Environmental Health should be contacted for preliminary review of the septic system.			

	YES	NO	N/A
<b>Detached Accessory Unit</b>			
12. Is the detached accessory unit equal to or <u>less than 1,200</u> square feet?			
<b>Attached Accessory Unit</b>			
13. Is the attached unit less than 30% of the primary Unit.?  * <i>Less than 30% the unit qualifies for ministerially approval or,</i> * <i>More than 30% and less than 60% of the primary unit floor area, or 1,200 sq. ft. maximum, the unit would qualify for an Administrative Special Permit.</i>			

**NOTE: If you have answered NO to Questions #11 and #13, an Administrative Special Permit will be required. Administrative Special Permit Fee: \$525.00**

***By signing below, the owner does hereby agree to the conditions contained herein, required deed restriction, and any special conditions listed in the Planning Staff Determination Box necessary to comply with the County's Accessory Dwelling Unit Ordinance requirements.***

**Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

<b>PLANNING STAFF DETERMINATION</b>	
<p>Based on responses to the above questions, it has been determined that the application:</p> <p style="text-align: center;"><b>Does:</b> _____                      <b>Does Not:</b> _____</p> <p>Qualify for the issuance of a ministerial review permit and is hereby granted the Accessory Dwelling Unit as filed by Permit Number: _____</p> <p>Subject to the following special conditions:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
<p><b>Planning Staff Signature:</b> _____ <b>Date:</b> _____</p>	

# ACCESSORY DWELLING UNIT APPLICATION CHECKLIST

\_\_\_\_\_ **APPLICATION**

\_\_\_\_\_ **REVIEW FEE**

**Planning -**

\$100 Ministerial Approval

\$525 Administrative Special Permit

**Public Health -**

\$135 Water & Sewer Clearance Review

\_\_\_\_\_ **SITE PHOTOGRAPHS**

\_\_\_\_\_ **PLOT PLAT / SITE PLAN**

**Drawn to scale (engineer's scale, no smaller than 1" = 100' 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
- g. Existing well and septic features including leach field(s) and any proposed additions or modifications
- h. Street names
- i. A vicinity map
- j. North arrow and scale

\_\_\_\_\_ **BUILDING ELEVATIONS**

Elevations from four sides or directions, fully dimensional and drawn to scale indicating:

- a. Heights of existing and proposed buildings (when elevations of existing dwelling are not available, color photos of all four sides of existing building may be used.

\_\_\_\_\_ **FLOOR PLAN**

1. 8 ½" x 11 detailed drawing of both dwelling units to include square footage of each unit.

\_\_\_\_\_ **COMPLETED MINISTERIAL REVIEW CHECKLIST**

\_\_\_\_\_ **COMPLETED PUBLIC HEALTH WATER AND SEWER CLEARANCE FORM**

\_\_\_\_\_ **PROPERTY TAX EXEMPTION FORM (Contact County Assessor)**

**NOTE:** At the time of ministerial approval, A Deed Restriction will be provided to you by staff which is required to be recorded. It is the applicant's responsibility to ensure that this is done. Please include a copy of the **RECORDED** Deed Restriction with your Building Permit submittal or prior to Building Permit issuance.