



COUNTY OF SISKIYOU

PUBLIC HEALTH & COMMUNITY DEVELOPMENT DEPARTMENT
Building ♦ Environmental Health ♦ Office of Emergency Services
Personal Health ♦ Planning
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www.co.siskiyou.ca.us/phs

TERRY BARBER
DIRECTOR

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Second Unit Information and Application Guide

Introduction

Pursuant to State law, Siskiyou County's Zoning Ordinance permits the construction of one second 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 a second dwelling unit 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 a second unit, then you may be eligible to obtain a second unit permit. In order to obtain this permit, a Second Dwelling Unit application must be submitted to verify whether or not your project meets the Zoning Code criteria for a Second Dwelling Unit. Planning staff will check your plans based upon the information submitted and if your project complies with all zoning requirements, a Second Dwelling Unit permit can be approved by staff without a discretionary review. If your project does not meet the minimum 5-acre density and/or exceed the maximum square footage for an "attached" second unit, you may be eligible to obtain a Planning Director Administrative Special Permit to allow for the construction of the second unit. The remainder of this Information and Application Guide will help explain the exact process.

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 a second unit permit (either ministerially or through the Special Permit process).
2. If determined eligible, complete the Second Dwelling Unit (SDU) 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 second residential unit, and any other accessory buildings on the property. The **Floor Plan** of the

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- proposed SDU must include descriptions of each room, plus front door location. Building elevations shall be noted for all four sides of the proposed second 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 "Second 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.

Second 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 a second 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 a second 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 a second 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 a second 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 second dwelling unit?			
10. Does construction conform to height, setback, lot coverage , and other zoning requirements 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
Detached Second Unit			
12. Is the detached second unit equal to or <u>less than 1,200</u> square feet?			
Attached Second Unit			
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 but a maximum of 1,200 sq. ft., 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.

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 Second Dwelling Unit Ordinance requirements.

Owner's Signature: _____ Date: _____

PLANNING STAFF DETERMINATION	
<p>Based on responses to the above questions, it has been determined that the application:</p> <p style="text-align: center;">Does: _____ Does Not: _____</p> <p>Qualify for the issuance of a ministerial review permit and is hereby granted the Second 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>Planning Staff Signature: _____ Date: _____</p>	

SECOND DWELLING UNIT APPLICATION CHECKLIST

_____ **APPLICATION**

_____ **REVIEW FEE**

\$300 Planning Dept.
\$135 Public Health Dept,

_____ **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.

**Recorded at the request of Siskiyou
County Planning**

Assessor's Parcel Number:
039-360-420

When recorded return to:
Siskiyou County Planning
806 South Main Street
Yreka, CA. 96097

**NOTICE OF RESTRICTION ON LAND DEVELOPMENT
SECOND DWELLING UNIT (SDH-10-05)
CONDITIONS OF OCCUPANCY**

The undersigned declare that they are the owner(s) of that certain parcel of land located in the unincorporated area of Siskiyou County identified by Assessor's Parcel Number 039-360-420, located at 9209 A-12, Montague, California.

Upon application by the owner(s), Siskiyou County has approved the construction of a second dwelling unit on the above-referenced parcel, subject to the following restrictions:

- A. The second dwelling unit may not be sold separately from the primary dwelling unit.
- B. One of the dwelling units on the site must be used as the property owner's principal residence and said owner's use of the property shall qualify for the Homeowner's Property Tax Exemption.
- C. All future owners are hereby advised that the use of either dwelling unit in conjunction with any business operations is strictly regulated by the Siskiyou County Code. Any such use shall be reviewed and approved by the County of Siskiyou prior to said use commencing. In the event that either dwelling unit is being used as housing to support a commercial use, the County will, at its discretion, initiate code enforcement actions including revoking this permit and any applicable permit of the offending business.
- D. One parking stall per bedroom, in addition to the parking requirements for the primary dwelling unit, shall be maintained at all times for the second unit.
- E. Violation and/or non-compliance with any of these conditions or the Second Dwelling Housing Permit, # SDH-10-05, on file at the County Planning Division, constitute grounds for permit revocation pursuant to the provisions of the Siskiyou County Code. Should the Second Dwelling Housing Permit be revoked, the Second Dwelling may be required to be removed or significantly altered to remove improvements including but not limited to the kitchen facilities subject to the terms of said revocation.
- F. This Second Dwelling Housing Permit shall expire and become null and void two (2) years following the date that the second unit was approved unless, prior to the expiration, a building permit has been issued.

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

Property owner signature
(Must be notarized)

Print name

Property owner signature
(Must be notarized)

Print name

Attach Notary Acknowledgement