



City of Camarillo
 Department of Community Development
SECOND UNIT PLAN REVIEW
 Application

SUBMITTAL	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: comdevemail@cityofcamarillo.org	APPLICATION <small>Staff Use</small>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Application</td> <td style="width: 40%;">Project No.</td> </tr> <tr> <td>Plan Review</td> <td>_____</td> </tr> <tr> <td>Plan Modification</td> <td>_____</td> </tr> <tr> <td>Fee</td> <td>_____</td> </tr> <tr> <td>Received by</td> <td>_____</td> </tr> <tr> <td>Date Filed</td> <td>_____</td> </tr> <tr> <td>HTE No.</td> <td>_____</td> </tr> </table> <p style="text-align: right; font-size: small;"><i>(Keep Receipt with Application)</i></p>	Application	Project No.	Plan Review	_____	Plan Modification	_____	Fee	_____	Received by	_____	Date Filed	_____	HTE No.	_____
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NOTE	<p>Prior to submittal of the application, it is advised that the applicant review the requested proposal with the Department of Community Development in order to review Ordinance requirements and consistency with the General Plan. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development.</p> <p>➤ Agenda reports will be emailed to all applicants and representatives.</p>
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APPLICANT	<p>APPLICANT _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>ARCHITECT _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>PROPERTY OWNER _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p>
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REQUEST	<p>Description of proposed project/modification being applied for _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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SECOND UNIT PLAN REVIEW

PROPERTY DESCRIPTION	Property Acquired (date) _____
	Legal Description _____
	Property Location _____
	Assessor's Parcel No. _____
	Cross Street(s) _____
	Current Zoning _____ Parcel Area _____
	Dimensions of Parcel: Width _____ Depth _____
	General Plan Designation _____
Current Use of Property _____	
UTILITIES	<u>Utility Services:</u> Location / Size of Line _____ <u>Source:</u> Company / Agency _____
	Water _____
	Electricity _____
	Gas _____
	Sanitation _____
SITE FEATURES	Will grading create any slopes steeper than 3:1 or higher than 4 feet? _____
	Buildings _____
	Topographical / Vegetation _____
MATERIALS	Building Materials: (Living area _____ sq. ft.; Garage area _____ sq. ft.)
	Size of Main Residence _____
	Roofing _____
	Walls / Colors & Materials _____
	Windows / Tint / Frames _____
	Trim / Color & Materials _____
	Type of Construction _____

Second residential units may be issued in the RE, R-1, and RPD5U or lessor zones if the Director of Community Development determines that such uses complies with the following provisions:

Definition: Second dwelling unit means independent living facilities of limited size that provides permanent provisions for living, sleeping, eating, cooking and sanitation on the same parcel as a single family dwelling.

Development Criteria: Camarillo Municipal Code Section 19-12-145:

- A. Occupancy. Either the main unit or the second unit shall be occupied by the property owner. A declaration of this restriction shall be recorded before occupancy and be binding on future owners. Beginning one year after the approval date, and annually thereafter, the owner shall file an annual report listing the occupants of the main and second residential dwelling unit in order to ensure compliance with this condition.
- B. Lot Area. All lots shall conform with the lot area, width, and depth requirements on the underlying zone and must be a legal lot.
- C. Minimum Yard Requirements. The minimum front, side and rear setbacks of the underlying zone provisions apply to any second unit.
- D. Off-street Parking. One off-street parking space shall be provided in addition to that required for the main residence. The required parking space shall not block any required existing enclosed space for the existing underlying zone, nor conflict with access to a required parking space. It shall also include appropriate paving for access and paving for storage in accordance with Chapter 19-44.
- E. Unit Size. A second residential unit shall have no more than one bedroom and shall contain no more than six hundred and forty (640) square feet of floor area in the R-1 and RPD Zones and no more than seven hundred (700) square feet of floor area in the RE Zone either as part of the main dwelling or as an addition to the existing main dwelling or as a separate structure on the subject parcel. The increased floor area shall not exceed 50% of the existing living area, or 700 square feet, whichever is less. Second residential units shall not be combined with other accessory structures other than a garage.
- F. Design Review. A Plan Review application shall be filed in accordance with Section 19.12.180. Each unit shall be designed to be compatible with the main dwelling. The design shall consider the use of the same exterior materials, roof covering, colors and other architectural features as the main residence.
- G. Building Height. The design of the second unit shall not contain a height greater than 15 feet unless attached to the main residence in which case the height may not be greater than the height permitted in the zone.
- H. The second unit shall comply with applicable building, health, and fire codes.
- I. It is prohibited to have more than one second dwelling unit per lot. A second dwelling unit shall only be built on a site which contains a main residence or in conjunction with the construction of a main residence.
- J. Access. The second unit shall be served by the same driveway access to the street as the existing main dwelling.
- K. Common Entrance. If the second unit is attached to the main dwelling, both the second unit and the main dwelling shall be served either by a common entrance or a separate entrance to the second unit and shall be located on the side or at the rear of the main dwelling.

SECOND UNIT PLAN REVIEW CERTIFICATION

APPLICANT'S SIGNATURE

NOTE: An application may be filed only by the owner of the property or by a person with the power-of-attorney from the owner authorizing the application, or by the attorney-at-law representing the owner.

- I have the authority to file this application on behalf of the owner as authorized by the owner's consent signature below.
- I am the owner of the property.
- I have the power-of-attorney from the property owner authorizing the application and a copy of the authorization is attached.
- I am the attorney-at-law representing the owner and a copy of the authorization is attached.

I/We, _____, being duly sworn do depose and say that I/we am/are the owner(s) or applicants herein named and that the foregoing statement and answers herein contained and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.

Signature **Name (Please print)** **Date**

OWNER'S CONSENT

CONSENT BY OWNER (If applicant is other than owner, owner must sign consenting to filing.)

I/We, _____, am/are the owner(s) of the subject property and consent to the filing of this application and hereby authorize city representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or environmental review for the processing of the application(s) being filed and consent to the filing of this application.

Signature **Name (Please print)** **Date**

CHECKLIST

No project application will be considered complete unless the following materials are provided. Additional materials may be required depending on the nature and location of the request. Refer to the following section for a description of the various required materials.

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Development plans – 1 copy (folded and collated)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Reduced copy of the development plans – Maximum size = 11" x 17"
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Photos of main house
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Materials board – Maximum size = 9" x 15" (Photos only)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Photos of existing residence

(For an explanation of each item above, refer to the "Application Material Descriptions" section)

Notes _____

APPLICATION MATERIAL DESCRIPTIONS

DEVELOPMENT PLANS

The application package shall include copies of the development plans. The development plans shall include site plans, floor plans, exterior elevations, building sections and roof plan.

The site plan shall show all area proposed for landscaping, parking circulation, loading, pedestrian areas, building areas, and the treatment of topography including walls and grading. The site plan shall be supported by scale, north arrow, legend, title, designer’s name and address, information and data (such as lot coverage percentages, number of parking spaces, zone classification, etc.), easements, setback dimensions, property dimensions, an indication of the environmental features (including existing topography, vegetation, wind currents and shade/sun patterns) and proposed phasing.

The floor plans shall be drawn at a scale of ¼” = 1 foot or 1/8” = 1 foot. All rooms shall be labeled and dimensions shall be provided of the rooms and overall building. Building square feet for the first and second floor areas shall be noted as well as the garage and any accessory buildings. Elevations of all exterior walls shall be provided with all exterior finishes labeled. Dimensions shall be provided indication the height of the building. A roof plan shall be included showing all features of the roof including skylights, solar panels, etc. A building section shall be drawn to provide an indication of interior volumes and exterior height.

MATERIALS BOARD

A materials board shall be submitted with each Plan Review application. If the request involves a modification in the proposed materials, then a revised materials board would be required. The materials board shall indicate the colors, finishes and textures for walls, wood trim, roofs, paint, glass, window frames, garden walls, and doors. The materials board shall have references as to the name and project number of the material sample. *Do not include samples of stone tile, etc.* **The maximum size of a materials board shall be a flat 9” x 15”.** Once submitted, the materials board will be kept on file with the Community Development Department.

FILING FEE

Before an application can be accepted, all filing fees for a Community Development Department application must be submitted as outlined in a resolution by the City Council. Environmental Impact Report assessment fees and the deposit for the preparation of the EIR shall also be submitted prior to any review or analysis of the application.

STAFF

Project No. _____ Related Cases _____
 Application Filed _____ Received By _____

ADMINISTRATIVE ACTION

APPROVED / DENIED

Signed _____ Date _____

Comments/Conditions _____
