



TELEPHONE 707-463-4281
FAX 707-463-5709

COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
501 LOW GAP ROAD, ROOM 1440
UKIAH, CALIFORNIA 95482

**ADMINISTRATIVE PERMIT APPLICATION
SECOND RESIDENTIAL UNIT**

DEFINITIONS

Administrative Permit: A permit granted by the Planning and Building Services Department of Mendocino County for a second residential unit.

Plot Plan: A plan of the subject property showing accurately the shape, dimensions and orientation of all existing and proposed improvements. **NOTE:** If your application is approved, it will be approved as shown on the plot plan and only as shown thereon.

Location Map: A map showing the location of the subject property in relation to the nearest town or identifying landmarks, and the road used in getting to the property.

Second Unit: A second unit is either a detached or attached dwelling unit which provides complete, independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel or parcels as the primary unit is situated (Section 1208 UBC).

Living Area: Living area means the interior inhabitable area of a dwelling unit including basements and attics and shall not include a garage or any accessory structure (SB 1534).

FACTS TO KNOW

NOTE: Approval of a Second Residential Unit will not be considered by the County as a basis or justification for a future land division or General Plan amendment.

- 1) Granting an Administrative Permit does not require a public hearing except as may be provided within the Mendocino Local Coastal Program.
- 2) An Administrative Permit may either be approved, or denied if it cannot be modified to conform with requirements of Zoning Code.
- 3) Second Residential Units in the Coastal Zone are prohibited by Zoning Code Chapter 20.458 except as may be provided within the Mendocino Local Coastal Program.

- 4) The administering agency must make a decision within 30 days after receiving a complete application for projects located outside of the Town of Mendocino.
- 5) Environmental Health Department information is required at the time the Administrative Permit is submitted to Planning and Building Services. Prior to submitting your application to the Department of Planning and Building Services, your application must first **be reviewed and approved by the Division of Environmental Health** for adequate water and sewage disposal.
- 6) Action by the Zoning Administrator is final unless appealed to the Board of Supervisors within ten (10) calendar days.
- 7) This is NOT a Building Permit. All necessary building permits must be obtained from the Building Division prior to starting construction.
- 8) Illegible maps or incomplete responses to application questions may cause delays in project review.

THE APPLICANT MUST SUBMIT TO THE MENDOCINO COUNTY DEPARTMENT OF PLANNING AND BUILDING SERVICES:

- 1) **4 Copies** of the application form.
- 2) **4 Copies** of the Plot Plan (See example attached).
- 3) **4 Copies** of the Location Map (See example attached).
- 4) 1 signed **Indemnification Agreement**.
- 5) **Filing Fee** (Check with planner prior to application submission for current fees).

PLEASE TAKE NOTE:

- All application material **MUST** be collated into individual application packets.
- All maps, plans, etc. (except reproducibles) larger than 8 1/2 x 11 inches shall be folded to a maximum size of 8 1/2 x 11 inches.
- One 8 1/2 x 11 inch reproducible site plan shall be submitted with application.

ANY APPLICATION NOT MEETING THE ABOVE CRITERIA WILL BE CONSIDERED INCOMPLETE and WILL BE RETURNED TO THE APPLICANT.

NOTE: FAILURE TO COMPLY WITH ALL CONDITIONS OF THE ADMINISTRATIVE PERMIT CONSTITUTES A VIOLATION OF THE MENDOCINO COUNTY ZONING ORDINANCE.

MENDOCINO COUNTY ZONING ADMINISTRATOR

Your application will be evaluated based on compliance with the criteria established in Mendocino County Zoning Code Section 20.164.015(K). Following a decision by the Zoning Administrator, you will have 10 calendar days in which you may appeal the decision to

the:

BOARD OF SUPERVISORS

Following your appeal, the Board of Supervisors will hold a hearing to consider your appeal. You will be notified by mail of the time and place that your appeal will be considered. Action by the Board of Supervisors is **FINAL**.

EXCERPT FROM MENDOCINO COUNTY ZONING ORDINANCE
CHAPTER 20.164 - ACCESSORY USE REGULATIONS

Sec. 20.164.015(K) Second Residential Unit. On or after July 1, 1983, upon the issuance of an administrative permit, a second residential unit shall be permitted in all zoning districts which allow single family dwellings subject to the following standards and criteria:

1. The lot contains an existing single-family dwelling unit or a building permit for the single-family dwelling unit (primary residence) has been applied for.
2. An adequate water system as approved by the Division of Environmental Health is available to serve the second residential unit.
3. An adequate sewage disposal system as approved by the Division of Environmental Health is available to serve the second residential unit.
4. The second unit shall conform to height, setback, lot coverage, architectural review, site plan review, off-street parking, fees, charges and other zoning requirements generally applicable to residential construction within the zone in which the second residential unit is located.
5. The second residential unit shall comply with appropriate local building code requirements.
6. A second residential unit shall not be allowed if more than one (1) dwelling unit (including farm employee housing, farm labor housing, temporary family care unit) is located on the parcel, or if there currently exists two (2) accessory residential units (any combination of guest cottages and detached bedrooms) on the parcel.
7. Where dwelling group or parcel clustering is approved, no second residential unit shall be allowed.
8. Nothing in this section shall prohibit a detached bedroom, guest house or family care unit from being converted into a second residential unit, consistent with the other provisions of this section.
9. Where the second residential unit is attached to the existing dwelling unit that second unit shall:
 - (i) be attached to the existing residence and located within the living area of the existing dwelling.
 - (ii) not exceed ten (10) percent of the existing living area.
10. Attached or detached second residential units are not intended for sale but may be rented.
11. A second residential unit shall not have a negative impact on the designated land use (i.e., consideration shall be given to road placement, percolation, erosion and available resources). On TPZ and Agricultural lands, second units shall not be approved if identified impacts are contrary to the goals and policies of the General Plan.

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UKIAH, CA 95482
Telephone: 707-463-4281

Case No(s) _____
CDF No(s) _____
Date Filed _____
Fee \$ _____
Receipt No. _____
Received by _____

Office Use Only

**ADMINISTRATIVE PERMIT APPLICATION
FOR
SECOND RESIDENTIAL UNIT**

Name of Applicant	Name of Owner(s)	Name of Agent
Mailing Address	Mailing Address	Mailing Address
Telephone Number	Telephone Number	Telephone Number

Assessor's Parcel Number(s)

Parcel Size <input type="checkbox"/> Square feet <input type="checkbox"/> Acres _____	Street Address of Project
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1. Briefly describe the proposed site (i.e., existing structures, topography, vegetation, easements, etc.):

2. How many residential structures currently exist on the subject parcel?

_____ Main Residential Structure	_____ Detached Bedroom(s)
_____ Guest Cottage(s)	_____ Family Care Unit
_____ Dwelling Group	_____ Other (Specify) _____

3. Designate the location of the site in terms of readily identifiable landmarks (e.g., mailboxes, mile posts, street intersections, nearest community, etc.):

4. Describe the proposed project:	YES	NO	NOT APPLICABLE
Attached Dwelling:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detached Dwelling:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversion of existing structure:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit will be rented:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Square footage of existing structure:	6. Square footage of proposed unit:	7. Number of bedrooms:
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8. Number of existing parking spaces:	9. Number of proposed parking spaces:
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10. In order to develop the proposed unit, will it be necessary to:	YES	NO	NOT APPLICABLE
A. Remove trees/any vegetation::	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Make substantial changes in terrain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Construct a road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Connect to existing water district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Connect to existing sewer district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Install a septic system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Connect to existing septic system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Install an individual well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. OTHER (Explain)? _____			

I certify that the information submitted with this application is true and accurate, and that I understand that approval of a Second Residential Unit will not be considered by the County as a basis or justification for a future land division or General Plan Amendment.

Signature of Applicant/Agent _____ Date _____ Signature of Owner _____ Date _____

FOR STAFF PURPOSES ONLY			
PLANNING & BUILDING SERVICES		DIVISION OF ENVIRONMENTAL HEALTH	
Zoning District: _____			
Setbacks: Front:	_____ Feet	Health Information submitted:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Rear:	_____ Feet		
Side:	_____ Feet	Health Department Approval:	<input type="checkbox"/> <input type="checkbox"/>
Compliance with Mendocino County Code:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Code Section reference if non-compliance with Mendocino County Code: _____		Signature _____	Date _____

INDEMNIFICATION AND HOLD HARMLESS

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

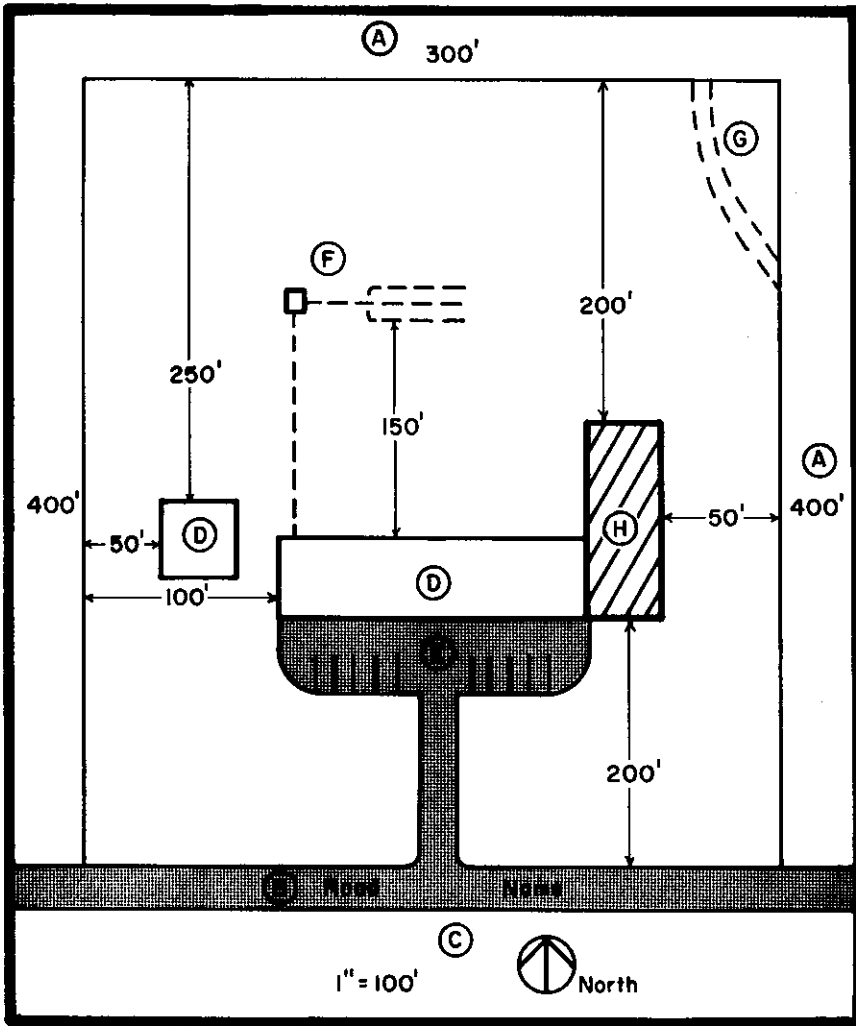
INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

Date: _____

Applicant

Sample Plot Plan



- A. Parcel Shape and Dimensions.
- B. Adjacent Streets.
- C. North Arrow and Scale.
- D. Existing Buildings including distance from property lines.
- E. Driveways, Parking and Loading Areas.
- F. Existing and proposed septic system and wells including distances from structures.
- G. Easements and Utility lines (power, sewer, water etc.).
- H. Proposed structure or addition including distance from property lines.

Sample Location Map

