



Greg Plucker, Director

COUNTY OF COLUSA

DEPARTMENT OF
PLANNING AND BUILDING ADMINISTRATION

220 12th Street
Colusa, California 95932
TELEPHONE (530) 458-0480 FAX (530) 458-0482

Second Dwelling Unit Information and Administrative Permit Application & Guide

Introduction

Pursuant to State law, Colusa County's Zoning Ordinance permits the construction of one second dwelling unit per property on parcels zoned Foothill Agriculture (F-A), Exclusive Agriculture (E-A), Upland Conservation (U-C), Upland Transition (U-T), and Agricultural Transition (A-T) with the issuance with an Administrative Permit.

The purpose of this Information and Administrative Permit 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 in the above zones 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 Administrative Permit 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 Administrative Permit can be approved by staff without a discretionary review.

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. Review the attached Second Dwelling Unit (SDU) Administrative Permit Application Checklist to determine if you are eligible to obtain a second unit permit.
2. If determined eligible, complete the attached Second Dwelling Unit (SDU) Administrative Permit Application Checklist and submit the checklist along with the following information to the Planning Department :
 - a. A Plot Plan/Site Plan
 - b. A Floor Plan
 - c. Site Photographs
3. Submit this information for review by Planning Staff for review and approval.

Application Submittal Requirements

1. **Second Dwelling Unit Administrative Permit Application Checklist:** Completed and signed.
2. **A Plot Plan/Site Plan** drawn to scale: Show site dimensions, north arrow, and visual scale.

Plot Plan/Site Plan shall include:

- a. Property lines and building setback lines
 - b. The location of existing and proposed building, other structures on site, with dimensions.
 - c. Driveways and parking spaces for both dwellings
 - d. Entrances, exits and walkways
 - e. Existing and proposed fencing
 - f. Existing well and septic features including leach field(s) and any proposed additions or modifications
 - g. Street names
 - h. A vicinity map (can be attached as a separate map)
3. **Floor Plans:** must include descriptions of each room, plus front door location.
 - a. 8 ½” x 11” detailed drawing of both dwelling units to include square footage of each unit.
 4. **Site Photographs:** Color photographs are helpful showing 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.

NOTE: At the time of 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 you Building Permit submittal or prior to Building Permit issuance.

**COUNTY OF COLUSA
DEPARTMENT OF PLANNING & BUILDING**

220 12th STREET
COLUSA, CA 95932
(530) 458-0480

Second Dwelling Unit
Administrative Permit Application

<u>FOR OFFICE USE ONLY</u>
AP# _____
Receipt# _____
Date _____
Clerk Fees\$ _____

APPLICANT: _____ **OWNER:** _____
(If different than applicant)

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Property
Address: _____

Assessor's Parcel No. _____ Zoning: _____

Parcel Size: _____ Williamson Act: Yes No

Description:

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

	YES	NO	(for Office Use) Planning Dept. Determination
1. Does this parcel already contain two or more dwelling units? [1]			
2. Does this parcel contain an existing single family dwelling? [2]			
2a. Will the primary dwelling and secondary dwelling be built concurrently? [3]			
3. Will the property owner occupy either the primary unit or the secondary unit?			
4. Will one (1) on-site parking space be provided for the secondary unit?			
5. Is the maximum floor area of the secondary unit less than 2,500 square feet?			
6. Will the second unit conform to the height, set back, and all other requirements for second units as defined in the Zoning Code?			

Notes:

[1] If you answered **YES** to question number 1 please stop and discuss your proposal with Planning Staff.

[2] If you answered **NO** to question number 2, please answer question 2a.

[3] If you answered **NO** to both question 2 and 2a please stop and discuss your proposal with Planning Staff.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this evaluation to the best of my ability, and that the facts, statements and information presented are true and correct the best of my knowledge and belief.

Signature

Date

ADMINISTRATIVE PERMIT FOR A SECOND DWELLING UNIT

Based on the responses to the above questions and submitted materials, AP # _____ is hereby granted for Second Dwelling Unit on APN # _____ subject to the following conditions:

1. The Second Dwelling Unit granted by this permit must be established within 24 months of the delivery of the countersigned permit to the permittee. If the Second Dwelling Unit is not established within two years of the date of receipt of the countersigned permit by the

permittee, the permit shall become null and void and re-application and a new permit shall be required to establish the Second Dwelling Unit.

2. The applicant agrees, as a condition of issuance and use of this entitlement, to indemnify and defend the County, at applicant's sole cost and expense, in any claim, action or proceeding brought against the County within 180-days after the issuance of this entitlement because of, or resulting from, any preliminary approval or actual issuance of this entitlement, or in the alternative, to relinquish such entitlement. Applicant will reimburse the County for any damages, court costs and attorney fees which the County may be required by a court to pay as a result of such claim, action or proceeding. The County shall promptly notify the applicant of any such claim, action, or proceeding and will cooperate in its defense. The County may also, at its sole discretion, participate in the defense of any such claim, action, or proceeding but such participation shall not relieve applicant of its obligations under this condition.
3. The second unit shall comply with the plans and specifications detailed in Exhibit "A" attached and hereby incorporated as reference dated _____.

Additional Special Conditions

By signing below, the owner does hereby agree to the Conditions, Special Conditions and required deed restriction.

Signature

Date

Planning Staff:

Signature

Date

Recording Requested by
Colusa County Department of
Planning and Building

When Recorded Return to:
Colusa County Department of
Planning and Building
220 - 12th Street
Colusa, CA 95932

DECLARATION OF RESTRICTIONS
SECOND DWELLING UNIT (AP # _____)

The undersigned declare that they are the owner(s) of that certain parcel of land located in the unincorporated area of Colusa County identified by Assessor's Parcel # _____ - _____ - _____ and more particularly described in the attached Exhibit "A" which is incorporated in this Declaration by this reference.

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

- 1) The second unit cannot be sold separately.
- 2) The property owner shall reside in either the primary or second unit.
- 3) These restrictions shall be binding on successors in ownership and shall run with the land.
- 4) Violation and/or non-compliance with any of these restrictions or any of the conditions of the Second Dwelling Unit Administrative Permit # _____, on file at the Colusa County Planning and Building Department may constitute grounds for permit revocation pursuant to the provisions of the Colusa County Zoning Code.

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

Property owner signature (Must be notarized)

Print Name

Property owner signature (Must be notarized)

Print Name

Attach Notary Acknowledgement

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

The land referred to herein is situated in the State of California, County of Colusa, described as follows:

[INSERT LEGAL DESCRIPTION]

End of legal description