



**Planning Department
Application Packet**

SECONDARY DWELLING UNIT PERMIT

DESCRIPTION: A secondary dwelling unit permit allows for one secondary dwelling unit that is incidental to an existing primary single family dwelling per Government Code Section 65852.2 as amended.

APPLICATION AND REVIEW PROCESS: Applications for a secondary dwelling unit permit are submitted to the Alpine County Planning Department. The secondary dwelling unit permit is an administrative review done by staff. The applicant is responsible for obtaining all other permits that may be required for the construction of a secondary dwelling permit. The Alpine County Planning Department shall issue a permit upon receipt of a complete application, including the required fees, and after a determination by the Planning Director that the proposed unit complies with all the requirements of the ordinance, which may include conditions of approval.

FEE: \$250.00

NOTIFICATION: Notification of the secondary dwelling permit application will go out to all property owners within 300 feet of the site. If no written objections are filed within 30 days of receipt of such notice, the Alpine County Planning Department will make a determination on the application.

SIZE REQUIREMENTS: There must first be an existing primary single family dwelling. The structure may be attached or detached and only one secondary dwelling unit allowed on a lot. Second family dwelling units are not allowed in conjunction with multi-family dwelling units or duplexes. Habitable floor area requirements are listed below;

Minimum: 220 square feet or the minimum as required under requirements for efficiency dwelling units pursuant to the 2001 California Building Code or other applicable building code as may be adopted by the County in the future.

Maximum: Determined by lot size as described below: (Please check the applicable box)

- ½ acre lot or less: 40% of the gross floor area of the primary single family dwelling unit up to a maximum of 800 square feet.
- Larger than ½ acre up to 2 acres: 40% of the gross floor area of the primary single family dwelling unit up to a maximum of 1200 square feet.
- Larger than 2 acres: 40% of the gross floor area of the primary single family dwelling unit up to a maximum of 1500 square feet.

PARKING: Parking for a secondary dwelling unit shall be provided on site and shall not be in tandem with the parking spaces required for the primary dwelling and they shall not be located within a public right of way. The parking spaces must meet minimum dimensions as adopted the Alpine County. A one bedroom,

secondary unit shall have one parking space and a two (or more) bedroom unit shall have two parking spaces.

APPEALS: Decisions by the Planning Director may be appealed. The appeal must be filed with the Planning Department within 10 of the date of mailing of the notification and shall state the reason(s) for the appeal. Appeals must be based on belief that the secondary unit does not meet code requirements. The appeal shall be placed on the next available Board of Supervisors agenda that occurs at least 15 days after the appeal is filed. The appeal will be a regular agenda item and not subject to a public hearing.

ZONING DISTRICTS: Secondary dwelling units shall be permitted in the following zoning categories:

Agricultural (AG), Agricultural Preserve (AP), Timber Preserve (TP), Residential Estates (RE), Residential Neighborhood (RN), Planned Development (PD) (for PD, areas that allow single family development).

ZONING REQUIREMENTS: Unless a variance has been granted, second family dwelling units shall meet all zoning requirements for building height, setback and any other design criteria applicable to the zoning district where the unit is located. Height limit for a detached second unit shall be the same as an accessory building.

PRE-APPLICATION MEETING AND APPLICATION CHECKLIST: Applicants are encouraged to meet with the Planning Director to discuss the proposal and County requirements prior to submitting an application. During this meeting, the applicant and the Planning Director can review the application checklist together and note the items that will be required. The Planning Director will determine if items are required or not required based on the nature and location of the proposal. Applicants should check with the Planning Director before assuming that any of the items listed in the application checklist are not applicable. Multiple copies of some or all of the application materials may be required. The Planning Director will determine the number of copies required.

ADDITIONAL INFORMATION: Please contact the Alpine County Planning Department:

Address: 50 Diamond Valley Road
Markleeville, CA 96120
Phone: 530-694-2140
Fax: 530-694-2149
Email: zwood@alpinecountyca.gov

Required		SECOND DWELLING UNIT PERMIT APPLICATION CHECKLIST
Yes	No	
		1. Application form completed and signed by the applicant.
		2. Property owner's written authorization to proceed with the project. This can be in the form of the owner's signature on the application form, or separate letter of authorization.
		3. A written description of the proposed use including: <ul style="list-style-type: none"> a. Location and area (in square feet) required for the proposed use b. Expected amount of traffic that will be generated by the secondary unit.
		4. A site plan of the property or site where the use will be located, legibly and accurately drawn to a scale that is adequate to clearly show the location of all structures, parking areas and other improvements.
		5. Floor plans of the secondary unit drawn to a scale.
		6. Verification of a valid well permit by the Alpine County Health Department, or in the case of an existing permitted well, written verification by the Alpine County Health Department that says the well is able to adequately serve the secondary unit.
		7. If on a shared well with another property: <ul style="list-style-type: none"> a. a signed easement agreement with all property owners sharing the well is required. b. documentation from the Alpine County Health Department that the shared well is capable of producing 3 gallons per minute for each dwelling unit, including the proposed secondary unit
		8. Documentation that by the Alpine County Health Department that the lot where the secondary dwelling unit is to be located is capable of supporting an individual well that is capable of supporting both the primary and secondary units.
		9. If on a community water system: <ul style="list-style-type: none"> a. verification from the water provider that an adequate supply is available to serve the secondary dwelling unit and payment of any connection fees or other charges that might be required by the provider.
		10. Individual onsite wastewater treatment or septic system: <ul style="list-style-type: none"> a. verification that from the Alpine County Health Department that the system has adequate capacity to serve the secondary unit.
		11. Community wastewater treatment system: <ul style="list-style-type: none"> a. verification from the treatment provider that an adequate treatment capacity is available to serve the secondary dwelling unit and payment of any connection fees or other charges that might be required by the provider.



APPLICATION FOR DEVELOPMENT

Alpine County Planning Department
 50 Diamond Valley Road
 Markleeville, CA 96120
 Tel: (530) 694-2140, Fax: (530) 694-2149

OFFICIAL USE ONLY	
Received by _____	
Date _____	
Deposit/Fees paid _____	
Receipt # _____	
Case # _____	

PROJECT AND SITE INFORMATION

Project Name	
Project Location/Address	
Assessor Parcel Numbers	
Parcel Size	Existing Uses

PROPERTY OWNER INFORMATION

Name			
Address			
City	State	Zip	
Phone	Fax	Cell	Email

APPLICANT/AGENT INFORMATION (If different from property owner)

Name			
Address			
City			
Phone	Fax	Cell	Email

TYPE OF APPLICATION

<input type="checkbox"/> Code Amendment	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Review	<input type="checkbox"/> Variance
<input type="checkbox"/> Envelope Modification	<input type="checkbox"/> Surface Mining Permit	<input type="checkbox"/> Zone Change
<input type="checkbox"/> General Plan Amend.	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Other _____

AUTHORIZATION AND ACKNOWLEDGEMENTS

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by Alpine county must be submitted prior to having this matter processed. I understand that I am consenting to allow the County staff involve in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

I understand that public hearings or meetings may be required. The property owner and/or applicant/agent or their representative shall be present at all official public meetings and public hearings relative to this application. Processing deposits and/or fees for reviewing the application shall be paid in accordance with the Alpine County Planning Department Schedule of Fees and Deposits (Board of Supervisors Resolution No. R2005-30 or as may be amended in the future). I understand that additional fees or materials may be required as a result of considerations which may arise in the processing of this application.

SIGNATURE OF PERSON SUBMITTING APPLICATION	DATE
PROPERTY OWNER SIGNATURE	DATE