

Second Dwelling Unit Zoning Permit Application Requirements

PJR-038

REQUIRED APPLICATION MATERIALS:

1. One copy of the completed application form, signed by the property owner or an authorized agent accompanied by a written verification by the owner.
2. One copy of a current Assessor's Parcel Map obtained from the County Assessor's Office or P.R.M.D.
3. One copy of a site plan (8-1/2" x 11"). Site plans must include the following:
 - a. Scale, north arrow, and dimensions of all property lines. (An engineer's scale of 1 in. = 10 ft. or 20 ft. is recommended). The entire property must be shown; sometimes a vicinity-type inset map can be used to orient the viewer to the proposed development area.
 - b. Location and identification of all existing and proposed buildings, structures, etc., including their approximate dimensions and distances to property lines. Identify land uses on adjacent properties and depict buildings, structures, etc. within 50 ft. of the subject property.
 - c. Location, width, name and status (public or private) of all existing and proposed roads and easements lying within, adjacent to or serving the site, showing route of access from the road.
 - d. Location of any existing or proposed wells and septic systems including distances to waterways, drainage courses, cut/fill areas, structures and roadways.
 - e. Location and dimensions of all parking areas and driveways from adjacent roadways.
4. Labeled photographs of existing primary dwelling and adjacent dwellings.
5. All exterior elevations plus interior floor plan.
6. One set of full size plans drawn to scale.
7. Second dwelling unit supplemental application.

FILING FEE:

See current fee schedule for Level II Zoning Permit and applicable referral fees. An additional site inspection fee may be charged for applications in coastal areas, scenic areas, outlying areas of the County or when a use permit is required. Make checks payable to P.R.M.D.