



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

CHECKLIST FOR 2nd DWELLING UNIT APPLICATIONS

This packet contains filing forms and instructions for completing a Second (2nd) Dwelling Unit application.

The City finds and declares that second units are an important form of housing that contributes to the character and diversity of housing opportunities in Nevada City. A “Residential Second Dwelling Unit” or “Second Dwelling Unit” shall mean an attached or detached unit that is smaller and secondary 2nd Units can be attached or detached or above a new garage. A summary of the various units is listed below:

Attached 2nd units: The floor area of an attached unit shall not exceed 30% of the existing Living Area (interior habitable/conditioned space of a dwelling unit including basements and attics but not including garage or accessory structures). Attached units shall not exceed 640 square feet in size.

Detached Units: Shall not exceed 800 square feet of living area. A single-car carport may be attached.

Garage Units: Conversion of existing garages to a 2nd unit is not permitted; however a 2nd unit can be constructed above a new garage, not to exceed 640 square feet.

Development Standards (see Attached Ordinance 2008-13 for all standards):

1. A second unit shall be allowed on a lot within the City that contains a legal, single-family residence.
2. All 2nd units shall meet all building and fire codes.
3. Payment of public water and sewer fees is required, along with Park and Rec fees. Contact Senior Clerk Corey Shaver for amounts and please review attached fee schedule.
4. All fees can be waived if 2nd unit is accompanied with a deed restriction ensuring affordable rent to “low” or “very low” income households, as defined by California Health and Safety Code. A copy of this form is available for recordation.
5. Each 2nd unit shall have one (1) separate, off-street parking space. Such parking space shall be in addition to the required two off-street parking spaces for the existing residence. See Ord for details.
6. One of the residences must be occupied by the property owner, and only one of the residential units may be rented at any given time. A deed restriction will be required to be recorded outlining this requirement and a form to be recorded is attached to this application packet.
7. Total coverage of all buildings shall not exceed 50%.
8. An existing primary dwelling may be converted to a 2nd if it meets the Ordinance standards.
9. The materials, colors and architecture shall be similar to and compatible with those of the primary unit.
10. 2nd unit entrances shall be screened from neighboring properties.
11. Lighting shall not spill onto neighboring lots.
12. New construction of ground level 2nd units shall be designed and constructed to allow for disability/accessibility standards and information is attached to this application packet.

Attachments:

1. 2nd Unit Ordinance 2008-13 and application forms.
2. Fee schedule for payment of water/sewer fees and AB1600 fees.
3. Deed restriction to be recorded to waive all fees be designating “low” or “very low” affordability
4. Deed restriction to be recorded ensuring owner/occupancy of one unit.
5. Accessibility standards information

PROCESS: Once a complete application has been submitted, it will be reviewed by the City Planner. If the application is approved, the City Planner will send a letter of approval and instructions on how to complete the recordation of any forms and/or the payment of fees.

USE PERMIT: Any deviation from the size standards or parking standards shall require the filing of a use permit application to be considered by the Planning Commission at a public hearing. That application form is available at City Hall. The filing fee for a Use Permit is \$ _____. The Use Permit application will require distribution by the City Planner to other staff such as the City Engineer, Director of Public Works, Police Chief and the Fire Chief. This can take up to two or three weeks for their review and to provide comments and any conditions. The City Planner will then schedule the application before the Planning Commission, who meets on the 1st and 3rdth Thursdays of each month at 6:30 p.m. at City Hall. The applicant or their representative **MUST** be present to discuss the application at this meeting. The applicant will receive a copy of the agenda and staff report prior to the meeting.

Once approval has been obtained, a building permit can be obtained from the Nevada County Building Department. The Building Department will require 2 sets of plans that include two City staff signatures (usually City Planner and City Engineer, and a signed set of plans from the City Fire Department will also be required (Phone 530-265-2351 and **obtain a copy of their plan submittal requirements**).

Checklist for application submittal: Please include the following items as applicable:

- () 1. 2nd unit application forms, signed by owner. If signed by a representative, include a letter of authorization from the property owner(s).
- () 2. Filing fee of **\$250**
- () 3. Three folded copies of Site Plan and Elevations – see attached “***Guidelines for Submitting Site Plans and Elevations***”
- () 4. Color chips of 2nd unit
- () 5. Photograph(s) of existing residence on property and adjacent properties. (If using a digital camera and printing pictures on 8-1/2” x 11” paper is acceptable.)



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OFFICE USE ONLY	
Filing Fees	
Chk	Cash
Bus. Lic.	

2nd DWELLING UNIT ARCHITECTURAL REVIEW

Applicant/Property Owner

Name

Address

City, State

Phone

Check all that apply:

- A New Building
- 2nd unit within existing residence
- In the Historic District
- Other (Describe)

Supporting data must be attached:

- Color chips
- Material specs, i.e. roofing, windows, etc.
- Elevations/Site plans- 3 folded copies

Address and Assessor's parcel number of property where construction is proposed (also complete attached location key map):

Street Address

Assessor's Parcel Number

Nearest cross street _____

New floor area proposed _____ S.F.

Briefly describe proposed project:

Number of buildings on property _____

Year of original construction _____

Square footage of existing residence _____

I am the owner(s) or authorized agent for the subject property.

Signature

Date

Signature

Date

SUPPORTING DATA

Attach **THREE FOLDED COPIES** of the elevations and/or supporting information, including a site plan showing the existing and proposed building setbacks from all property lines. **ALL BUILDING DIMENSIONS, INCLUDING BUILDING HEIGHTS AND BUILDINGS SHOWN AT GRADE, MUST BE SHOWN ON THE ELEVATIONS.**

SITE PLAN AND ENVIRONMENTAL CONSIDERATIONS:

Is the coverage and setback of the new construction compatible with surrounding houses? Site Plan shall show that coverage of all buildings does not exceed 50% Yes No

If no, please explain _____

VOLUME AND MASSING

Lot Size _____ SF

	Yes	No
Will the proposed building or changes Have a larger floor plan than surrounding buildings?	<input type="checkbox"/>	<input type="checkbox"/>
Be taller than surrounding buildings?	<input type="checkbox"/>	<input type="checkbox"/>
Block views or sunshine from existing buildings?	<input type="checkbox"/>	<input type="checkbox"/>
Does the site plan provide a private yard area?	<input type="checkbox"/>	<input type="checkbox"/>

Discussion, if needed:

PARKING PLAN The 2nd unit shall have one off-street parking space. Please indicate this on the site plan. Also indicate the required two, off-street parking spaces for the main home on the site plan.

MATERIALS

Please list all materials that will be similar to or compatible with the main residence:

Roof: _____ Existing home: _____

Pitch: _____ Existing home: _____

Siding: _____ Existing home: _____

Windows: _____ Existing home: _____

Trim: _____ Existing home: _____

Decks, porches, railings: _____ Existing home: _____

COLORS (Please provide color chips of each color)

Color brand, name, number

Roof: _____

Trim: _____

Accents: _____

Railings/Decks: _____

Do these colors match the existing home? If not, how do they differ? _____

DETAILS

Please provide sufficient information to allow review of the building's details, including:

- Foundation, rock work or veneer accents
- Vents and flues
- Door and window materials, trim and design detail
- Porch and deck framing and railing details
- Garage door

OTHER APPLICABLE INFORMATION

Please complete the attached location key, Use the space below to provide any additional information for the Planning Commission.
