



**CONTRA COSTA COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

RESIDENTIAL SECOND UNIT APPLICATION

TO BE FILLED OUT BY APPLICANT OR OWNER

OWNER Name: Address: City, State: Phone: By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. ? Check here if billings are to be sent to applicant rather than owner. Owner's signature _____	APPLICANT Name: Address: City, State: Phone: By signing below, applicant agrees to pay all costs for processing this application, plus any accrued interest, if the costs are not paid within 30 days of invoicing. Applicant's signature _____
--	--

CONTACT PERSON (optional) Name: Address: City, State: Phone:	PROJECT DATA Total Parcel Size: Proposed Number of Units: Proposed Square Footage:
---	--

DESCRIPTION OF REQUEST (attach supplemental statement if necessary):

OFFICE USE ONLY

Application description:

Property description:

Ordinance Ref.:	TYPE OF FEE	FEE	S-CODE	Assessor's No.: - -
Area:	*Base Fee/Deposit	\$1,000.00	S-027A	Site Address:
Fire District:	Late Filing Penalty (+50% of above if applicable)	\$	S-066	Zoning District:
Sphere of Influence:				Census Tract:
Flood Zone:	Other:	\$		Atlas Page:
Panel Number:	TOTAL	\$		General Plan:
x-ref Files:	Receipt #			Substandard Lot: YES / NO
				Supervisory District:
				Received by:
Concurrent Files:				Date Filed:
				File Number: SU
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			

INSTRUCTIONS ON REVERSE SIDE

SECOND UNIT APPLICATION CHECKLIST

- | CDD | APP. | |
|------|------|---|
| O.K. | O.K. | |
| 1. | ___ | ___ Application Form with name(s) and address(es) of applicant(s) and property owner(s). |
| 2. | ___ | ___ Address and assessor's parcel number for the lot. |
| 3. | ___ | ___ Size, indicating dimensions and square footage of the primary residence and the proposed second unit. |
| 4. | ___ | ___ A legible scale site plan, showing: |
| (a.) | ___ | ___ Location, species, driplines and trunk circumferences of all trees on the property. |
| (b.) | ___ | ___ A north arrow to indicate parcel orientation. |
| (c.) | ___ | ___ Lot dimensions with labels for all property lines, distances between all structures and improvements, both existing and proposed. |
| (d.) | ___ | ___ Lot size (in square feet). |
| (e.) | ___ | ___ Siting and location of the primary residence and the proposed second unit. |
| (f.) | ___ | ___ Floor plan configuration of the primary residence and the proposed second unit. |
| (g.) | ___ | ___ All other existing improvements (structures and buildings), including driveways and parking areas (three spaces). |
| (h.) | ___ | ___ Elevations of the primary residence and the proposed second unit. Elevations should include "exterior design", which includes architectural style and exterior features, such as trim, windows, and roof. |
| (i.) | ___ | ___ Percentage of lot coverage. Total square footage of all improvements, buildings and accessory structures footprints on property to total property square footage. |
| 5. | ___ | ___ A description of the building and roof materials of the primary residence if detached and second unit, also a sample board of the colors of the primary residence and second unit. |
| 6. | ___ | ___ Color photographs of the primary residence and surrounding properties taken from each of the property lines of the project site. |
| 7. | ___ | ___ Location and description of water and sanitary services for both the primary residence and the proposed second unit. |
| 8. | ___ | ___ Property owner's consent to physical inspection of the premises. |
| 9. | ___ | ___ A written legal description of the property (deed). |