



Town of Ross

Planning Department

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RESIDENTIAL SECOND UNIT APPLICATION

No Fee for Ministerial Review

Parcel Address _____

Assessor's Parcel Number _____

Legal Owner of Parcel _____

Mailing Address _____

City _____ State _____ ZIP _____

Day Phone _____ Evening Phone _____

Fax _____ Email _____

Architect (Or applicant if not owner) _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____

Fax _____ Email _____

Existing and Proposed Property Conditions (Refer to attached fact sheet for definitions.)

Lot Size _____ sq. ft.

Existing Coverage _____ sq. ft. Existing Floor Area _____ sq. ft.

Existing Lot Coverage _____% Existing Floor Area Ratio _____%

Coverage Removed _____ sq. ft. Floor Area Removed _____ sq. ft.

Coverage Added _____ sq. ft. Floor Area Added _____ sq. ft.

Net Change- Coverage _____ sq. ft. Net Change- Floor Area _____ sq. ft.

Proposed Lot Coverage _____% Proposed Floor Area Ratio _____%

Proposed New Retaining Wall Construction _____ ft. (length) _____ ft. (max height)

Mandatory Findings for Residential Second Unit Approval

In order for a Residential Second Unit approval to be granted, each of the following mandatory findings must be made. Please initial beneath all that apply.

For All Residential Second Units

The proposed second unit is located in a single-family residential zoning district.

Initial Here- _____

One additional parking space will be provided for the use of the residential second unit and it will be screened from public view.

Initial Here- _____

If located within the primary residence, the second unit will not result in the creation of an additional story.

Initial Here- _____

If detached from the primary residence, the second unit will be less than 18 feet in height when measured from existing grade.

Initial Here- _____

The proposed second unit will meet setback requirements as established by its zoning district.

Initial Here- _____

The subject property, with the addition of the second unit, will not exceed maximum floor area requirements.

Initial Here- _____

The subject property, with the addition of the second unit, will not exceed maximum lot coverage requirements.

Initial Here- _____

The proposed second unit will have less than 700 square feet of total floor area.

Initial Here- _____

The owner of record lives on the property on which the residential second unit is proposed.

Initial Here- _____

Any areas disturbed by construction will be finished to a natural appearing configuration and planted to prevent erosion.

Initial Here- _____

If the second unit is proposed on a sloping parcel, it will relate to the natural landscape in order to minimize building mass, bulk, and height.

Initial Here- _____

The second unit will have the same exterior materials, color, and style as the primary living unit.

Initial Here- _____

Any exterior lighting will be shielded and directed downwards.

Initial Here- _____

Any exterior lighting be low wattage and incandescent.

Initial Here- _____

A tree removal permit has been obtained if the construction of the second unit will result in the removal, alteration, or relocation of any significant or protected tree.

Initial Here- _____

Landscaping will be installed to adequately screen the proposed second unit and associated development.

Initial Here- _____

The proposed second unit will not be located directly between the primary residence and any roadway.

Initial Here- _____

For Existing Second Units

Was the existing unit allowed through approval of a conditional use permit?

Yes _____ *No* _____

If so, when was the use permit approved?

_____/_____/_____

If the existing unit was operated without a conditional use permit, was the unit occupied and operated as a second unit prior to October 12, 2003?

Yes _____ *No* _____

If so, it has been continuously occupied and operated as a second unit since what date?

_____/_____/_____

Project Architect's Signature

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in the statements, maps, drawings, plans, and specifications submitted with this application and that said information is true and correct to the best of my knowledge and belief. I understand that any permit issued in reliance thereon may be declared by the Town Council to be null and void in the event that anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

I further certify that I have read the attached Residential Second Unit Fact Sheet and understand the processing procedures, fees, and application submittal requirements.

Signature of Architect

Date

Owner's Signature

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in the statements, maps, drawings, plans, and specifications submitted with this application and that said information is true and correct to the best of my knowledge and belief. I further consent to any permit issued in reliance thereon being declared by the Town Council to be null and void in the event that anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

I further certify that I have read the attached Residential Second Unit Fact Sheet and understand the processing procedures, fees, and application submittal requirements.

Signature of Owner

Date

Signature of Co-Owner (if applicable)

Date

Town Email List

If you would like to receive copies of upcoming Town Council agendas and other items of interest to Ross residents please give us your email address below.

Email(s) _____

Alternate Format Information

The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize standard print materials. To request written materials in an alternate format please contact the Town Administration office at (415) 453-1453, extension 105.

RESIDENTIAL SECOND UNIT FACT SHEET

Definitions

Residential Second Unit means one additional living unit on any one lot or parcel within a single-family residential zoning district containing a single family dwelling. Such residential second unit is further defined as a building, or portion thereof, that provides complete, independent living facilities for one or more persons and permanent provisions for living, sleeping, eating, cooking, and sanitation. Accessory structures not suitable for habitation such as pool cabanas, workshops, and other improvements not suitable for habitation shall in no case be deemed to be residential second units.

Nonconforming Residential Second Unit means a residential unit approved as a second unit through the issuance of a conditional use permit or a second unit that meets the definition of a residential second unit and was occupied prior to the adoption of this ordinance without a conditional use permit. The planning director shall determine the status of such units in accordance with the provisions of this code.

Primary Residential Unit means the dwelling having the largest floor area located on any one lot or parcel within a single-family residential zoning district. Such primary residential unit is further defined as a building that provides complete, independent living facilities for one or more persons and permanent provisions for living, sleeping, eating, cooking, and sanitation.

Single-Family Residential Zoning District means a district listed in this code that allows one single-family dwelling on a particular lot or parcel, otherwise known as an “R-1” zoning district.

Standards

Parking One parking space shall be provided for each residential second unit. The required parking space may be in tandem and within the setback areas but shall be screened from public view.

Height and Location Residential second units may be within the primary living unit or within a separate building upon the same lot as the primary living unit. If within the primary living unit, the second unit may be located in any habitable area. If added to the existing primary living unit, the location of the second unit shall not create an additional story above the first floor. Residential second units newly constructed as such or added to an accessory building shall be limited to a single story with a maximum building height of eighteen feet at any point when measured from either existing or finished grade.

Setbacks The setback requirements enumerated under Chapters 18.16 and 18.32 of the Ross Municipal Code apply to residential second units. To establish required setbacks,

determine the zoning district of the property and see the attached Summary of Zoning Laws.

Lot Coverage The lot coverage requirements enumerated under §18.32.060 of the Ross Municipal Code apply to residential second units. To establish maximum lot coverage, determine the zoning district of the property and see the attached Summary of Zoning Laws.

Floor Area The floor area ratio requirements enumerated under §18.32.070 of the Ross Municipal Codes apply to residential second units. To establish maximum floor area ratio, determine the zoning district of the property and see the attached Summary of Zoning Laws.

Maximum Size Residential second units must not exceed 700 square feet in floor area.

Residence Requirement Approval of a residential second unit is conditioned upon the owner of record maintaining their residence upon the same parcel as that of the residential second unit.

Health and Safety Residential second units must, at a minimum, adhere to the fire safety standards in the Building and Fire Code and use measures such as fire-preventative site design, landscaping and building materials, and other fire suppression techniques and resources as determined by the director of public safety. Residential second units proposed to be developed in areas of geologic hazard must not be endangered by, nor contribute to, hazardous conditions on the site or on adjoining properties.

Building Permits and Codes Residential second unit construction is subject to all provisions and requirements of Title 15 of the Ross Municipal Code.

Administrative Design Review

Preservation of Existing Site Conditions All areas disturbed by construction of a residential second unit must be finished to a natural appearing configuration and planted or seeded to prevent erosion.

Relationship Between Structure and Site All new residential second units constructed on sloping land shall be designed to relate to the natural land forms and step with the slope in order to minimize building mass, bulk, and height and to better integrate the structure with the site.

Materials and Colors Residential second unit construction shall be of the same exterior materials, color, and style as that of the primary living unit including roof, eaves, windows, doors, and other detailing.

Exterior Lighting Any lighting installed as part of a second residential unit project shall be shielded and directed downward. Lighting shall be low wattage and incandescent.

Natural Environment All secondary unit construction shall be subject to the tree protection provisions and regulations included in Chapter 12.24 of the Ross Municipal Code.

Landscaping Landscaping shall include such plantings as necessary to screen the appearance of structures as seen from off-site locations and to screen architectural and mechanical elements such as foundations, retaining walls, condensers, and transformers.

Visual Focus Where visibility exists from adjacent roadways, no residential second unit shall be located between the adjacent roadway and the primary living unit.

Nonconforming Residential Second Units

Nonconforming residential second units previously granted a conditional use permit may continue in use subject to the conditions of their original approval and the provisions of Chapter 18.44 of the Ross Municipal Code.

On or before January 1, 2004, the owner of each non-conforming residential second unit not previously granted a conditional use permit must apply to the planning director for establishment of a conforming residential second unit subject to all requirements of this chapter. No fee shall be required for such application.

Any non-conforming residential second unit not previously granted a conditional use permit and not made conforming pursuant to § 18.42.070(b)(2) of the Ross Municipal Code constitutes a public nuisance, and may be abated as provided by law.

Exceptions to Standards

Exceptions to residential second unit standards may be permitted subject to approval of a variance in accordance with Chapter 18.48 of the Ross Municipal Code.

Expiration

Failure to secure a building permit and/or commence construction will cause design review approval for development of a residential second unit to expire one year from the date of approval without further notice.

Time Frame for Processing

The Residential Second Unit Application will first be reviewed by Town planning staff for completeness. This review will not exceed 30 days. Once an application has been

determined to be complete, the application will be administratively reviewed by the Planning Director.

Submittal Requirements

The following items are required for all applications. Failure to provide all required materials in a timely manner will delay review and may result in administrative denial.

1. Three complete Residential Second Unit Applications.
2. Three (3) copies, drawn to scale, of the following items:
 - a. A site plan which shows:
 - name, address, and phone number of the owner of record, applicant, engineer, architect, and other project consultants;
 - north arrow (north should be at the top of the sheet) and scale;
 - date (*revised copies must be clearly indicated with a new date and marked "revised"*);
 - all dimensions of the property and the footprint of the proposed structure in relation to the property;
 - distance of proposed structures/additions to the property line(s);
 - existing and proposed topography in two foot contours (If excavation, grading or filling are to be performed, include a section which shows the percentage of slope of the property and the extent of the proposed excavation, grading or fill);
 - inundated areas, streams, culverts, and drainage swales as well as their top of bank;
 - the location, length, and height from existing grade, of existing and proposed fences, gates, walls, and retaining walls;
 - all existing and proposed easements;
 - the location, names and existing widths of all adjoining and contiguous streets and ways;
 - ingress, egress, and off-street parking sites;
 - all existing trees with a diameter greater than or equal to six inches (6"),

indicating those that are proposed for removal.

- b. If tree removal, relocation, or alteration is proposed, a completed tree removal application and the payment of applicable fees.
- c. Floor plans showing existing and proposed floor areas for each level with complete dimensions. The plan must clearly identify existing walls to remain, as well as new construction.
- d. A full set of existing and proposed building elevations including complete dimensions, exterior materials, and colors. Existing and proposed elevations should be arranged such that existing and proposed elevations for each side are shown on the same sheet.
- e. Building sections including a section sufficient to clearly show the building's maximum height *from existing grade*.
- f. Marked-up floor plans showing existing and proposed floor area and verification of lot area.
- g. Calculations of the amount of proposed cut and/or fill in cubic yards.
- h. A window and door schedule clearly indicating specifications for all proposed new or replacement windows and/or doors (including garage doors.)
- i. Elevations, clearly indicating materials, for all proposed new or replacement retaining walls, fences, gates, and gateposts.

Further Requirements

Every person who engages in any business, trade or occupation within the Town is required to obtain a business license from the Town. A license is required even if the business is not located within the Town of Ross. All professionals associated with planning applications must obtain their required business licenses in conjunction with the planning review of their application.