



Town of Ross

Planning Department

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RESIDENTIAL SECOND UNIT APPLICATION

Fee: \$300 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.