



Secondary Living Unit Pilot Program Application Checklist

The Secondary Living Unit Pilot Program for new, small (275 to 640 sq. ft.) secondary living units is effective May 12, 2016 to May 12, 2018. The Program provides for lower impact fees for such units. In addition, the deed restriction for owner occupancy is no longer required for the Small Secondary Units during the pilot program period.

Submittal Requirements. The following information is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

All plans below shall be fully dimensioned and drawn to scale. **Three (3) sets of plans no smaller than 11" x 17"** are required for all applications. All **plans shall be folded** in halves to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

- APPLICATION FORM.** Include signature and contact information of the legal property owner, applicant or authorized agent.
- FILING FEE*.** (See Exhibit A, Fees and Charges Resolution, page D-13, fee D.37.a.)
- TITLE REPORT.** Prepared within the past three months (two copies).
- SITE PLAN.** Plan shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
 - Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.
 - Dimensions of setbacks from property lines and between structures.
 - Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, and other accessory structures. Clearly label plans showing what is existing and proposed and identifying all structures to be demolished.
 - Location, dimension and purpose (i.e., water, sewer, access, etc.) of all easements.
 - Adjacent streets indicating street name and street width, centerline and edge of right-of-way.
 - Location and dimensions of parking spaces.
 - Existing topography and proposed grading at two-foot contour intervals for slopes up to 5 percent and under five (5) feet in height; and contour intervals of five (5) feet for slopes over 5 percent or five (5) feet in height.

* The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.

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- Location, species, and size (circumference at 4-1/2" dbh), of all existing.
- Floor area in square feet for all buildings.
- Preliminary drainage information showing spot elevations, pad elevators, existing catch basins, and direction of proposed drainage.
- BUILDING ELEVATIONS.** Plans shall be drawn at 1/8 in. = 1 ft. or larger scale and shall include dimensions and details of the proposed structure (height, width, roof height, overhang, materials, colors, etc.) for all four sides of building along with elevations of the existing residence and accessory structures that will remain.
- FLOOR PLAN(S).** Plan(s) shall be drawn at 1/8 in. = 1 ft. or larger.
- PHOTOS.** Photos of the site and adjacent development including all elevations of the existing dwelling.

PLEASE NOTE: This application is the first part of a two-step process for secondary living unit approval. The second step is the review and approval of your building permit. Prior to issuance of a building permit for a secondary living unit, the City will collect impact fees as shown below. The City recently reduced impact fees for small secondary living units as shown below. Impact fees for large secondary living units remain the same. These impact fees are in addition to the typical building permit fees.

<u>City Impact Fees for Secondary Living Units</u>	Large Units 641 to 1,000 sq. ft.	Small Units 275 to 640 sq. ft.
	<u>No Reduction</u>	<u>50% Reduction</u>
• Parkland	\$8,345	\$4,173
• Off-Site Street Improvement Program	\$1,626	\$813
• Sewer	\$2,774	no change
 <u>Contra Costa Water District</u>		
• New service water connection fee	Contact CCWD at (925) 688-8014	
 <u>Mt. Diablo Unified School District</u>		
• School fees for units greater than 500 sq. ft.	Approximately \$3 per square foot	

- PROPERTY MAINTENANCE AGREEMENT.** Once approved, as a condition of approval, a property maintenance agreement will be required for Small (275 to 640 sq. ft.) Secondary Living Units, which is to be recorded at the County Clerk, and submitted prior to issuance of building permit.
- DEED RESTRICTION.** In addition, once approved, as a condition of approval, a deed restriction will be required to be recorded at the County Clerk, and submitted prior to issuance of building permit, requiring that the legal owner occupies one of the two units. **This is only required for Large (641 to 1,000 sq. ft.) Secondary Living Units.**

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____