



Date: July 1, 2003
To: All Users of the San Bruno Zoning Ordinance
From: San Bruno Community Development Department
Subject: Second Dwelling Units

BACKGROUND AND DEFINITION

In 2002 an amendment to the California Government Code §65852.2 was made which provides for cities to set standards for the development of a second dwelling unit on the same parcel as a legal single-family residence. A second dwelling is a minimum of 150 square feet and a maximum of 640 square feet. It is a separate, complete housing unit with a kitchen, living, eating, sleeping, and bathroom facilities. A second dwelling unit may be considered a residential use that is consistent with the general plan and zoning designation for the lot. A second dwelling unit includes efficiency units and manufactured homes. Second dwelling units are not "accessory uses" as defined in Section 12.80.015 nor are they excess "housekeeping units" as defined in Section 12.92.030 of the San Bruno Zoning Ordinance. Second dwelling units are restricted to the property owner's primary residential property.

BUILDING STANDARDS

Efficiency Unit: A separate living space with a minimum floor area of 150 square feet and a maximum of 640 square feet containing kitchen and bathroom facilities and intended for occupancy by no more than two persons.

Manufactured Home: a transportable structure which in the traveling mode is 8 feet or more in width and 40 feet or more in length and is a minimum of 320 square feet and which is built on a permanent chassis and designed to be used as a dwelling unit. Maximum allowable size is 640 square feet.

A second dwelling unit permit will only be issued if it complies with the following development standards:

Setbacks: the main dwelling unit setbacks, based on the zoning district in which it is located, shall also apply to the second dwelling unit. A Second dwelling unit shall not be closer to the main dwelling (on the same lot) than permitted by the Uniform Building Code. A second dwelling unit shall not be closer than 6 feet from the main building on the same lot or adjacent lot. A second dwelling unit shall be no further 100 feet of the main dwelling unit. A second dwelling unit may be located within the same envelope as the main dwelling.

Other zoning district standards: all other development regulations for the district in which the second unit is located shall apply. This includes but is not limited to lot coverage and floor area ratio standards.

San Bruno Zoning Ordinance Chapter 12.200, which regulates construction of new residences and additions, shall remain in full force and effect. No second dwelling unit requiring additional floor area may be approved where a conditional use permit would be required per Chapter 12.200 or where the development regulations for the particular zoning district would not be met. A second dwelling unit may be approved only as part of an existing structure that exceeds the standards of Chapter 12.200 if the structure was approved with building permits prior to the implementation of this ordinance.

Unit Size:

- a. No newly constructed second dwelling unit may have more than one bedroom, nor contain a gross floor area in excess of 640 square feet or less than 150 square feet.
- b. Internal Conversion: A second dwelling unit created by the internal conversion of an existing single family dwelling shall not occupy more than 40 percent of the total habitable floor area of the building, including any proposed addition, but excluding the garage area.

Height: no detached second unit structure shall exceed 25 feet in height.

Off-Street Parking: the second dwelling unit shall provide one more off-street parking space than required for a single-family dwelling. This additional parking space may be uncovered and may be located adjacent to the required driveway for the primary residence or in the side yard as allowed per Zoning Code Section 12.100.060. The off-street parking for the second unit shall not be a tandem space because tandem parking is not allowed by right for residential uses in San Bruno as per Zoning Code Section 12.100.080.C.1.

Architectural Compatibility: the second dwelling unit shall incorporate the same or similar architectural features, building materials, and colors as the main dwelling unit or dwellings located on adjacent properties.

Privacy: any window or door of a 2nd story second dwelling unit shall utilize one of the following techniques to lessen the privacy impacts onto adjacent properties. These techniques are use of obscured glazing, window placement above 5' 6" (eye level), windows and doors located toward the existing on-site residence, or screening treatments.

Permanent Foundation: a permanent foundation shall be required for all second dwelling units.

Existing Development: a single-family dwelling must exist on the lot. If the lot is undeveloped, then the applicant may be subject to discretionary review.

Number per Lot: a maximum of one second dwelling unit shall be permitted on any lot.

Occupancy: the property shall be the residence of the property owner. The owner may occupy either the main dwelling unit or second dwelling unit as his/her principal residence.

SUBMITTAL REQUIREMENTS

The application package for a second dwelling unit permit shall be submitted to the Department of Community Development concurrent with the submittal of an application for building permit. The Planning Division application fee for a second dwelling unit shall be the same as the fee for a residential conditional use permit or as otherwise established in the San Bruno Master Fee Schedule. Applicants shall comply with Building Codes and obtain all associated permits. In addition to the standard submittal requirements for a building permit, the second dwelling unit application package shall include:

Plot plan (drawn to scale): Dimension the perimeter of parcel on which the second dwelling will be located. Indicate the location and dimensioned setbacks of all existing and proposed structures on the project site and structures located within 50 feet of the project site. All easements, building envelopes, and special requirements of the subdivision as shown on the final map and improvement plans shall be included. Provide average slope calculations for the project site.

Floor Plans: Each room shall be dimensioned and the resulting floor area calculation included. The use of each room shall be identified. The size and location of all windows and doors shall be clearly depicted.

Elevations: north, south, east and west elevations which show all openings, exterior finishes, original and finish grades, stepped footing outline, roof pitch, materials and color board for the existing residence and the proposed second dwelling unit.

Cross Section: Provide building cross sections including, but not limited to: structural wall elements, roof, foundation, fireplace and any other sections necessary to illustrate earth-to-wood clearances and floor to ceiling heights.

Photographs of the site and adjacent properties. The photos shall be taken from each of the property lines of the project site to show the project site and adjacent sites. Label each photograph and reference to a separate site plan indicating the location and direction of the photograph.

Declaration of Deed Restriction completed as required, signed and ready for recordation.



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COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR SECOND DWELLING UNIT

REQUIREMENTS - MUST ACCOMPANY REQUEST

1. Plot Plan
2. Floor Plan
3. Elevations
4. Cross Section
5. Photographs of the Site and Adjacent Properties
6. Declaration or agreement of Deed Restriction

FEE

\$925.00

APPLICATION DATA

Case No (s): _____

Date Submitted: _____

Total Fees Paid: _____ Check No: _____

APPLICANT INFORMATION

Name: _____ Phone Number: (____) _____

Address: _____

Email: _____

PROPERTY INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone Number: (____) _____ Fax Number: (____) _____

Zoning District: _____ APN(s): _____

Existing Land Use: _____

Proposed Second Unit Square Feet: _____ Occupancy: ___ Owner ___ Renter

Setbacks:

Front: _____ Rear: _____

Side: _____ Side: _____

Does the Second Dwelling Unit Contain:

Permanent Foundation: ___ Yes ___ No

Kitchen: ___ Yes ___ No

Bathroom: ___ Yes ___ No

One Bedroom: ___ Yes ___ No

Additional Parking Space ___ Yes ___ No

Distance From Main Dwelling: _____

Is a Use Permit Required: _____
_____ Yes _____ No

I, the undersigned, hereby apply for a second unit dwelling as set forth in the above information, and certify that the above information, to the best of my knowledge, is true and correct.

Signature (Applicant): _____ Date: _____

Signature (Owner): _____ Date: _____

APPROVAL

Staff Only

Signed: _____ Date Approved: _____