

SECONDARY DWELLING UNIT APPROVAL BY DIRECTOR



DEPARTMENT OF DEVELOPMENT SERVICES

10601 Magnolia Avenue, Santee, CA 92071-1222, (619) 258-4100, extension 167

The City allows "secondary dwelling units" in all residential zones, subject to standards and design criteria in the Zoning, Building, and Fire Codes. Secondary dwelling units are exempt from the General Plan density requirements. A secondary dwelling unit may be used as the residence of the homeowner or the homeowner's family, or it may be rented. A secondary dwelling unit shall not be sold separately from the principal residence on the lot. See SMC 17.10.030.F.6.

Definition of a Secondary Dwelling Unit: an attached or detached residential dwelling which provides complete living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, and cooking, sanitation, and shall be no smaller than 150 square feet and no larger than 600 square feet.

A Development Review Permit is required for a secondary dwelling unit, or additions to an existing secondary dwelling unit. Development impact fees will apply for secondary dwelling units.

Secondary Dwelling Unit Criteria:

1. Except as modified under the rules listed here, secondary dwelling units are subject to all Municipal Code and other standards applicable to any new structure, including but not limited to height, setback, lot coverage, plan check fees, and other zoning, building, and development requirements generally applicable to a dwelling unit or structure in the zone in which the property is located.
2. A secondary dwelling unit shall be permitted only on a single-family or multifamily zoned lot that:
 - a. Contains an existing single-family dwelling, which has been approved for occupancy; and
 - b. Meets the minimum lot size of the residential district; and
 - c. Is served by municipal water service; and
 - d. Does not currently contain a secondary dwelling unit.
3. Secondary dwelling units must be at least 150 square feet and no more than 600 square feet in size. They may be attached or detached.
4. Secondary dwelling units are exempt from parking requirements, except for any parking required for the main unit.
5. Existing garages cannot be converted into a secondary dwelling unit unless all parking requirements are met for the main residence (including a two-car garage, if applicable).
6. Secondary dwelling units shall meet all other design criteria of the Zoning Code applicable to residential structures, and shall be architecturally compatible with the existing structure in terms of scale, design, materials, colors, and texture. In addition, secondary dwelling units:
 - a. Shall not be constructed on the second story level of a main residence that is a one-story, in order to discourage inappropriate disruption of existing roof lines.
 - b. If attached, shall be done so in a manner that would create the appearance of an enlargement of the main residence and a logical extension of the roof and walls, rather than an add-on unit.
 - c. If attached, shall have an entrance that is not visible from the street fronting the property, in order to lessen the appearance of a duplex structure.
7. Owner occupancy of the main or secondary residence is required and shall be ensured by a deed restriction. If such owner occupancy ceases, the secondary unit shall be deemed an illegal use.
8. Residential structures determined to have the potential for use as a secondary dwelling unit shall comply with the standards for secondary dwelling units. In making such a determination the Director will consider the size and floor plan of the unit, any direct access to the principal unit, and any existing or proposed covenants and

restrictions. Other factors include, but are not limited to, whether the potential secondary dwelling unit has a separate entrance, separate kitchen facilities, a full bathroom, a closet, and/or heating and air conditioning.

PROCEDURE

Step 1 – Submittal

The following items must be submitted:

1. One copy of completed and signed application forms for Development Review Permit and associated sheets.
2. Eight copies of the following plans **collated, stapled, and folded in sets (to 8 ½ x 11" or 8 ½ x 14")**:
 - a. Site plan showing all existing easements on-site and all structures, uses, and driveways within 100 feet of the subject property.
 - b. Building elevations (with callouts showing building materials and colors to be used).
 - c. (If grading is proposed) Preliminary grading plan showing all cut and fill areas, pad elevations, slope heights, and retaining walls.
3. One reduced set of plans (11 inches x 17 inches).
4. For project sites which have areas of natural slope of 10% or greater, the following must be submitted (see also Hillside Development Handout):
 - a. Two sets of slope analysis maps.
 - b. Eight copies each of two separate cross-sections of the site.
5. Completed sewer and water service availability form reviewed by Padre Dam Municipal Water District (9300 Fanita Parkway, Santee). Padre Dam will require a plot plan and processing fee for this review.
6. A copy of current Title Report and Grant Deed.
7. Two copies of any additional materials required by the Department of Development Services.

NOTE: See Santee Elementary School and Grossmont Union High School Districts for their requirements.

Step 2 - Application Review

The application will be reviewed by the Planning Division, Engineering Division, and Fire Department, as well as the any other relevant departments or outside agencies. Staff will evaluate possible General Plan and zoning requirements, traffic, siting and design criteria, etc. Shortly after submittal the applicant will receive written comments on the application with any identified issues, or the process will move to steps 3 & 4.

Step 3 - Environmental Review

Secondary Dwelling Units will typically be exempt from the California environmental process (CEQA) unless the project is impacting natural habitat or the project is located in the Hillside Overlay Zone and has negative visual impacts.

Step 4 - Decision of the Director of Development Services

The Director of Development Services may approve the Development Review Permit, approve it with modifications, or deny it. The decision is written with any conditions which may have been applied. Copies of the decision are sent to the applicant and the City Council. The decision may be appealed within 10 days of the action.

Step 5 - Grading and Building Permits

After an approval, applicants may submit grading plans (if any) to the Engineering Division and building plans to the Building Division for plan check. The Uniform Building Code requires all dwelling units to have separate kitchens and heating systems.