

SECONDARY UNIT CLEARANCE APPLICATION FORM

Please print clearly or type.

| | | | |
|------------------------------|---|---------------------|-----------------------------------|
| STAFF | File Number SU | | Receipt #: _____ Amount: _____ |
| | Council District | Zoning | Date: _____ By: _____ |
| APPLICANT INFORMATION | Property Owner | Phone (w) | Phone (h) |
| | Address | Fax | Cell |
| | | E-Mail | |
| | Project Contact Person | Phone (w) | Phone (h) |
| | Address | Fax | Cell |
| | | E-Mail | |
| PROJECT INFORMATION | Project Address | APN(s) | |
| | Application Type (check all that apply) | | |
| | <input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> New <input type="checkbox"/> Existing, unpermitted | | |
| | Brief Project Description | | |
| | | <i>PROJECT DATA</i> | <i>EXISTING</i> |
| | Net Parcel Size (square feet) | | |
| | Secondary Unit Square Footage | | |
| | Bedroom Square Footage | | |
| | Number of bedrooms | | |
| | Storage area square footage | | |
| | Building Height | ___ ft ___ stories | ___ ft ___ stories |
| CERTIFICATION | I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San Jose of this application. | | |
| | Applicant's Signature | | Date |
| | I declare under penalty of perjury that I am the owner of the primary dwelling unit at the property referenced above and that said dwelling unit is my primary residence. | | |
| | Print Property Owner's Name | | |
| | Signature | | Date |

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 1ST FLOOR OF CITY HALL.**

Application Requirements

- Completed Secondary Unit Clearance form
- Photographs
 - Existing structures on property
 - Views to adjoining properties from proposed secondary unit location
- Completed building permit application and project worksheet
- Completed homeowner's property tax exemption
- Plan sets (3 plan sets, minimum 18" x 24") Plan sets must provide all information required for a building permit submittal, and the following additional information:
 - Total secondary unit square footage
 - Bedroom square footage
 - Storage square footage
- \$250 Planning clearance fee, plus all normal and customary building permit fees and taxes for the proposed secondary unit. Please note that as an example, building permit fees and taxes for a 600 square foot unit can range approximately from \$5,000 to \$6,000, depending on configuration.

Incomplete applications will not be accepted, and will forfeit the required \$100 appointment deposit.

Secondary Unit Criteria:

Prior to application, please be sure that your secondary unit proposal conforms to the following criteria. If you have any questions, please contact the Planning Division at 408-535-7801, or secondary.units@sanjoseca.gov.

Applicable Districts: All R-1 Districts and Planned Development districts using R-1 standards

| | | |
|---------------------------------|------------------------------|------------------------------|
| <u>Minimum lot size:</u> | <u>Attached units</u> | <u>Detached units</u> |
| | 6,000 square feet | 8,000 square feet |

Maximum unit size:

| |
|---|
| Lot 9,000 square feet or less = 600 square feet |
| Lot 9,001 square feet to 10,000 = 650 square feet |
| Lot 10,001 square feet or greater = 700 square feet |

Maximum square footage devoted to bedrooms: 400 square feet

Maximum number of bedrooms: One

Maximum storage space: 60 square feet

Required parking: One additional open parking space, outside of front and side setbacks

| | | |
|--------------------------------|------------------------------------|---|
| <u>Siting criteria:</u> | <u>Attached units:</u> | <u>Detached Units:</u> |
| | same setbacks as primary structure | <ul style="list-style-type: none"> • same setbacks as primary structure • Behind primary dwelling unit • Minimum six feet from existing structures • Maximum height = 18' • Average height = 14' |

Design criteria:

- Exterior materials to match existing house
- Roof pitch and form to match existing house
- Front door of second unit not on same building elevation as the main house's front door
- Second unit windows shall not have views into adjacent residences or backyards of residential properties.

Ownership: Property owner must certify that they occupy existing house at time of application.

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 1ST FLOOR OF CITY HALL.**