



CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950

T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Permit & Request Application

for a Second Unit (SU)

App. # _____

Please submit 4 copies of the site plan, floor plan, and exterior elevations drawn to scale, and one full set of 8.5" x 11" reductions. Drawings should reflect both existing and proposed site conditions. The designer/architect is responsible for ensuring that all plans are internally consistent.

23.80.050 SUBMITTAL REQUIREMENTS AND APPLICATION PROCESSING

STEP ONE - SUBMITTAL: The application package for a second unit permit to the CDD shall include:

1. Pre-application Meeting: Meet with Housing Division staff to discuss the residency and occupancy requirements of the second unit ordinance; (831) 648-3199.

Housing Division Sign-off

2. Site Plan (drawn to scale): Dimension the perimeter of parcel on which the second unit will be located. Indicate the location and dimensioned setbacks of all existing and proposed structures on the project site. Include all easements, building envelopes, trees, and features in the adjacent public right-of-way.
3. 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.
4. Elevations: North, south, east and west elevations which show all openings, exterior materials and finishes, original and finish grades, and roof pitch for the existing residence and the proposed second unit.
5. 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.
6. Color 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.
7. Deed Restriction: Completed as required, signed and ready for recordation.
8. Water: A completed Monterey Peninsula Water Management District Residential Water Release Form and Water Permit Application, with the existing and proposed fixture units. If sufficient fixture units are not available on the site to serve the second unit, the applicant shall request the project be placed on the Pacific Grove water waiting list.
9. Fee: A permit application fee in the amount prescribed by the current master fee schedule.

STEP TWO - ISSUANCE. The Chief Planner shall issue a second unit permit if the application conforms to all the specific standards contained in Chapter 23.80.060. The decision of the Chief Planner is final and is not subject to appeal.

Staff to Complete Below This Line

Notice of Incomplete Application (See reverse side and submit circled items to complete your application)

Comments: _____

Application is denied for the following reason(s): _____

Application is complete and complies with the development standards stated in Municipal Code Chapter 23.80. A secondary housing unit for the above-referenced property is approved as conditioned in Chapter 23.80.

Staff Signature

Date