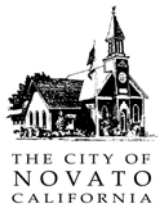


ACCESSORY DWELLING PERMIT



WHEN REQUIRED

A permit is required for an accessory dwelling (second unit) on a parcel zoned for single-family residential use. The City allows accessory dwellings to encourage the provision of small, affordable rental units. The City regulates accessory dwellings by established standards in order to minimize their impact on the neighborhoods.

An accessory dwelling may be requested to enable the construction of a new unit or to legalize a previously constructed unit. If an accessory dwelling permit is approved for a previously constructed unit, a building permit will also be necessary in order to legalize the construction. Additional work is often necessary to bring the unit into conformance with building codes. Some utility agencies charge “hook-up” fees to serve an accessory dwelling.

PRE-APPLICATION

You should familiarize yourself with the standards for accessory dwellings prior to making your application. A summary of these standards is listed below. Chapter 19.34, “Accessory Dwellings,” of the Novato Municipal Code has the specific standards. Accessory dwellings must conform to all other City regulations such as building codes, security requirements, grading restrictions, etc. **YOU SHOULD ALSO CHECK TO SEE IF ACCESSORY DWELLINGS ARE PROHIBITED IN ANY CC&R’S (CONDITIONS, COVENANTS, AND RESTRICTIONS) FOR YOUR SUBDIVISION.**

Standards for Accessory Dwellings:

1. Accessory dwellings are permitted in the RR (Rural Residential), R1 (Single-Family Residential), R4, R5, R10 and R20 (Medium and High Density Multi-Family Residential) zoning districts.
2. The owner of the parcel must occupy as a principal residence, either the primary residence or the accessory dwelling.
3. Only one accessory dwelling is allowed on a legal lot.
4. The accessory dwelling shall be subject to the same requirements as a primary dwelling for setbacks, lot coverage, and height.
5. Three independently accessible parking spaces for the two residences are required, at least one of which must be covered.
6. Both units shall have illuminated house numbers visible from the street.
7. Colors, materials, and design of the accessory dwelling shall incorporate the same or similar architectural features as the primary dwelling or compatible dwellings located on adjacent properties.
8. Additional specific standards, based on the type, ATTACHED or DETACHED accessory dwelling, are listed below:
 - a. **ATTACHED DESIGNS:** A type of accessory dwelling in which common exterior structural elements of the existing dwelling, such as a roof and load bearing wall, are integrated into the design and/or extended, without separation, as an addition to the existing dwelling:
 - 1) Maximum accessory dwelling size: 50 percent of primary dwelling heated floor area, not to exceed 750 gross square feet. An additional 50 square feet of floor area may be allowed for each 2,000 square feet of lot size over 10,000 square feet up to a maximum of 1,000 gross square feet of floor area.

- 2) Minimum accessory dwelling size: 150 gross square feet.
 - 3) A separate exterior entry shall be provided to serve the accessory dwelling. Interior doorways between the existing dwelling and the attached accessory dwelling should be avoided.
- b. DETACHED DESIGNS: A type of accessory dwelling which is structurally independent and separated from the existing dwelling.
- 1) Maximum accessory dwelling size: 60 percent of primary dwelling heated floor area, not to exceed 750 gross square feet. An additional 50 square feet of floor area may be allowed for each 2,000 square feet of lot size over 10,000 square feet up to a maximum of 1,000 gross square feet of floor area.
 - 2) Minimum accessory dwelling size: 150 gross square feet.
 - 3) A minimum setback of 3 feet between the exterior walls of the existing dwelling and the accessory dwelling.

APPLICATION

The submittal requirements for an Accessory Dwelling Permit are listed on the following pages. Incomplete applications are often the main cause of delays in processing. Please submit each of the items listed, but by all means call the Community Development Department if you have any questions. **WE RECOMMEND THAT YOU SUBMIT ONE COPY FOR STAFF TO REVIEW FOR COMPLETENESS PRIOR TO SUBMITTING THE MULTIPLE COPIES REQUIRED.** A planner will be assigned to review the application, and a completeness check will be made within 30 days.

ACCESSORY DWELLING PERMIT SUBMITTAL REQUIREMENTS

In order to file an application for an accessory dwelling permit, you must submit the items listed below. These materials may be owner-prepared or prepared by someone with experience in drawing plans such as a building designer or architect. If you have no experience in drawing plans, you should have someone with such experience assist you in preparing your application.

9. A completed Application for Zoning/Planning action and application fee (see Fee Schedule).
10. Five copies of a plot plan preferably drawn to an engineer's scale of 1" = 20' or 1" = 10' which clearly indicates:
 - a. All property lines and their dimensions.
 - b. Location of all existing and proposed structures, including fencing and outdoor living areas.
 - c. Distances from all structures to nearest property line.
 - d. Location and size of all existing and proposed vehicular parking and driveways.
 - e. Location of all easements encumbering the property.
 - f. Location of existing frontage improvements (curbs, gutters, sidewalks, edge of paving).
 - g. A vicinity map showing relationship to adjacent lots and nearby streets.
 - h. The heated floor area of the primary dwelling and the heated floor area of the proposed accessory dwelling.

- i. All trees within the construction area whose trunk diameter is six inches or greater and any proposed landscaping.

NOTE: Some plot plans from previous building permits are kept on file in the Department of Community Development. You may obtain a copy of such a plot plan to assist you in preparing your application.

11. Five copies of a floor plan of the proposed accessory dwelling, indicating each room dimension and proposed floor area of the total unit. Include the size and location of all windows and doors.
12. Five copies of exterior architectural building elevations of the proposed accessory dwelling, indicating materials and colors, and its relationship to the main dwelling.
13. Legal description of the property (from deed or title report) and a draft deed restriction for the use of the dwelling.
14. Such other information as the Zoning Administrator may need to establish whether or not the proposal conforms to the General Plan and the Novato Municipal Code.

SCHEDULING/ACTION

When it has been determined that the application is complete, copies of the plans are sent to reviewing agencies and departments. The application is acted on by the Zoning Administrator. The action is usually taken about four weeks after the application is found complete.

Notices of the application are mailed to surrounding neighborhood property owners ten days prior to the action.

RESULT

Actions of the Zoning Administrator may be appealed in writing within ten days (see Fee Schedule for appeal fee).

A copy of the conditions of approval is recorded with the County Recorder, which provides notice of such conditions to any future owners.

A building permit is required prior to any construction or to legalize a previously constructed unit. A building permit application may be submitted and reviewed following an action for approval, but it cannot be issued until the appeal period has expired.

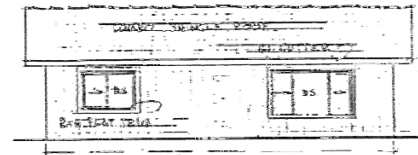
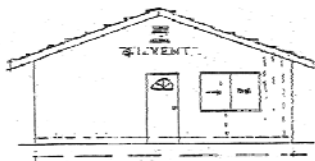
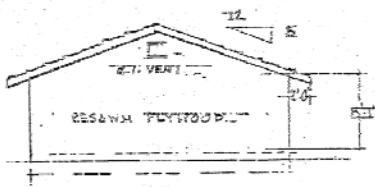
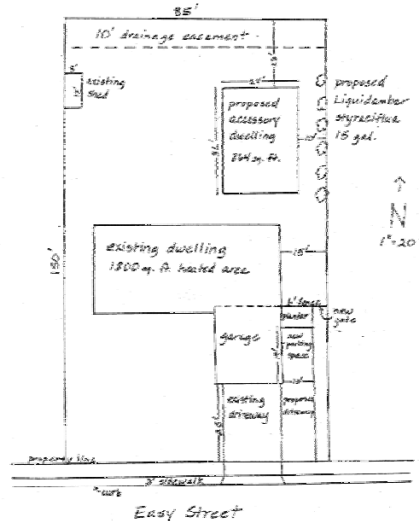
NOTE: You may request to receive notice of any proposal to adopt or amend any of the following: the Novato General Plan, a specific plan, or chapters of the Municipal Code affecting development. Please use the separate form titled, "Request for Notification of General Plan or Municipal Code Amendments."

For further information, please contact the City of Novato, Department of Community Development Planning Division at:

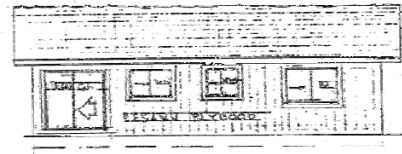
- **922 Machin Avenue, Novato, CA 94945-5054**
- **(415) 899-8989**
- www.novato.org

SAMPLE DRAWINGS

Note: The required drawings may be placed on one large sheet.



1/8" = 1'0"



All materials and colors to match existing house

