



## Community Development Department Planning Division

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SECOND  
UNITS

### SUBMITAL REQUIREMENTS

- Completed and Signed Project Application
- Five (5) sets of the Site Plan
- Two (2) sets of Architectural plans
- Copy of Preliminary Title Report, if easements exist
- Color Photos of Existing Building(s) on site
- Current Application Fee \$ \_\_\_\_\_

### EXHIBIT REQUIREMENTS

#### SITE PLAN (minimum scale shall be 1 inch = 20 feet)

- Title block indicating drawing scale, name, address and telephone number of applicant, person responsible for preparing plans, date of plan preparation, North arrow (top of plan to be oriented to the North).
- Legal description, Assessor's Parcel Number, and size of Parcel
- Indicate location of all existing mature trees or large boulders
- Indicate building distance from all property lines and accessory structures
- Indicate location and type of proposed and existing fencing, gates, walls, fire hydrants, utility poles, street lights, driveways, and street improvements
- Indicate location and names of all streets, alleys and right-of-way providing legal access to the property
- Indicate existing and proposed grading contours and pad elevations.

#### ARCHITECTURAL PLAN (minimum scale shall be 1/8 inch = 1 foot)

- Elevations shall show all dimensions and all sides of the structure
- Provide a roof plan with pitch
- Provide a preliminary floor plan with dimensions

### APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for (180) days or more.

## PLANNING DIVISION

### 9.09.130

#### Second Dwelling Units Requirements

- A. Purpose and Intent. The purpose of these standards is to ensure that accessory living quarters located in residential districts do not adversely impact either adjacent residential parcels or the surrounding neighborhood, and are developed in a manner which protects the integrity of the residential district, while providing for needed housing opportunities for owners of eligible parcels.
- B. Applicability. Each second dwelling unit shall comply with the development standards for the district in which it is located, the provisions of this section, and shall require approval of an administrative plot plan.
- C. Property Development Standards. The following standards shall apply to all second dwelling units:
1. No more than one second unit or other type of accessory dwelling unit shall be permitted per lot;
  2. The lot must contain one, but no more than one existing dwelling unit;
  3. The minimum lot size for a parcel to be eligible for a second dwelling unit shall be seven thousand two hundred (7,200) square feet;
  4. The minimum square footage of a second dwelling unit shall be four hundred (450) square feet. The maximum square footage of a second dwelling unit shall be no greater than one thousand two hundred fifty (1,250) square feet, except when the primary dwelling unit is one thousand two hundred fifty (1,250) square feet or smaller. In that case, the second unit may exceed one thousand two hundred fifty (1,250) square feet subject to the minimum development standards for the zoning district;
  5. The unit shall be subject to the same minimum development standards as the main building on the parcel including building setbacks;
  6. The second unit shall be compatible with the main dwelling unit in architecture, mass and scale;
  7. The second dwelling unit shall provide a minimum of one parking space per bedroom in addition to the parking required for the main dwelling without blocking the required parking (no tandem parking) pursuant to Chapter 9.11 of this title;
  8. The unit may be rented and shall not be sold separately from the main unit unless the land containing the second unit is first divided from the property containing the main unit in accordance with the city's subdivision regulations;
  9. The unit shall have adequate water supply and sewage disposal capability;
  10. The applicant shall be the owner-occupant of the property and shall reside in either the primary residence or the second unit;
  11. The entrance to an attached second unit shall be separate from the entrance to the first unit and shall be installed in a manner as to eliminate an obvious indication of two units in the same structure;

12. Second units shall be subject to all development fees specified by city ordinances or resolutions for second units;
13. The unit shall have kitchen and bath facilities; and
14. The property owner(s) shall enter into a written agreement with the city, in which the owner(s) agree to use the premises in compliance with the requirements of this section, any applicable enactments of the city council, and in form acceptable to the city attorney and the community development director. The written agreement shall include that any lease executed on a second dwelling unit shall automatically become a month to month tenancy at the time of sale or transfer of the property. Recordation of such agreement in the files of the county recorder shall be completed prior to issuance of a building permit for the second unit

D. *Notice.* Notice of an application for a second unit shall be mailed or delivered to the owners of real property within three hundred (300) feet of the parcel containing the proposed unit. The notice shall describe the nature of the request and the location of the project. The notice shall also state that written comments are requested and that a decision will be made on a date not less than ten (10) days from the date of mailing of the notice. Notice of the decision shall be mailed or delivered to the applicant and to the property owners within three hundred (300) feet of the parcel containing the proposed second unit. (Ord. 817 § 3.3, 2010; Ord. 475 § 1.4 (part), 1995; Ord. 428 § 1.2, 1994; Ord. 359, 1992)

## **LAND DEVELOPMENT DIVISION**

### **Submittal Requirements for Single Family Home Precise Grading Plans**

Single Family Home submittals to the Planning Division must include a Land Development plan check fee. A separate precise grading plan must be submitted to the Land Development division for all single-family homes. This plan may serve as the plot plan, which is a requirement of the Planning Division but must still be a separate submittal to Land Development. Four (4) sets of precise grading plans must be submitted to Land Development for distribution to other reviewing divisions. There is a plan check fee for the precise grading plan for a single custom home. If lot exceeds 50 cubic yards, a rough grading plan is also required. The plan check fee for rough grading is per the fee schedule and is based on the amount of grading. Any public improvement work required in the public right of way must be designed and signed by a registered Civil Engineer.

1. Show all curb and gutter, both existing and proposed. Dimension from centerline of street and property line.
2. Show street width (curb to curb), right of way width and centerline of street.
3. Show Property line with all bearings and distances with bold lines.
4. Show all sidewalks, dimension width and distance from property line.
5. Show driveways to scale with curb transitions fully dimensioned.
6. Show existing contours and proposed contours at one-half-foot interval.
7. Show house footprint with pad elevation and finished floor elevation.
8. Show existing spot elevations of lot at all corners and directional changes in property lines.
9. Show footprint of existing homes adjacent to property within 20 feet of lot lines.
10. Show existing driveways of adjacent properties.
11. Show nearest fire hydrant and nearest street light.
12. Show drainage flow arrows from high point at rear of home to back of sidewalk where water will drain through driveway ramp. (all proposed drainage shall be shown)
13. Show elevations of drainage swale around house at key points so that flow line gradients can be determined.
14. Show location of sewer and water lateral connections.
15. Show location of septic system and leach field if applicable.
16. Show water meter location and vaults for cable, telephone and other underground services.
17. Three (3) copies of landscape and irrigation plans. (P.G.)

## NOTES:

- *Transmittal letter* – Requesting plan check services, indicating type of grading (i.e., Rough Grading or Precise Grading, Tract or Parcel Map Number, Planning Case Number if applicable, Assessor’s Parcel Number, Plot Plan Number or any other City assigned Project Identification Number).
- *Rough grading* plans are required for grading only of more than 50 cubic yards, not for the construction of improvements. Rough grading plans if required shall be signed by a registered Civil Engineer.
- *Precise Grading* plans include the construction of all site improvement as well as improvements in the public right-of-way, in addition to minor grading for landscape and surface run-off (50 cubic yards or less).
- In order to receive a grading permit for any project that will disturb an area greater than one acre in size and more than 50 cubic yards a Notice of Intent must be filed with the Santa Ana Regional Water Quality control Board, and an NPDES permit (receipt with a WDID No.) must be provided to the City. RIFA certification is also necessary.
- **APPROVED Mylars for precise grading plans must have hanging tables attached by the blueprint company prior to issuance of permits.**