ACCESSORY LIVING UNIT APPLICATION

Environmental and Development Services Dept.
Planning Division
10890 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4330 – FAX (510) 233-5401
planning@ci.el-cerrito.ca.us

Application No:	
Date Received:	
Fee:	**$481 (6055)**

Please discuss your proposed accessory living unit with Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

Application Information:	
Owner:	
Site Address:	Phone Number and Email:
APN:	

Zoning Ordinance Requirements:
All accessory living units must comply with the requirements of Section 19.20.190: Second Units.

Application Requirements:
☐ Completed Application Form
☐ Filing Fee ($481)
☐ One (1) Site Plan, 8.5”x11” size o Site plan shall be drawn to scale and include all information listed on the plan submittal checklist
☐ One (1) Elevation, 8.5”x11” size o Elevation shall be drawn to scale and include ▪ Height from finished grade to top of structure ▪ Materials and color
☐ One (1) Floor Plan, 8.5”x11” size o Floor plan shall be drawn to scale and include all information listed on the plan submittal checklist
☐ Declaration of Intent

Certification:	
I, the undersigned owner of the subject property, have read this application for an accessory living unit and certify that the information, drawings, and specifications herewith are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.	
Owner’s Signature:	Date:
I, the undersigned applicant, have read this application for an accessory living unit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.	
Applicant’s Signature:	Date:

PLAN SUBMITTAL INFORMATION				
	All pages shall include the following information: Name of the Project, Owner and Architect's Information, Page Numbers, Site Address and Revision Dates.	Provided Yes	No	N/A
Site Plan	Owner and Architect's information			
	Site area and all property and setback lines			
	Building footprint (existing and proposed)			
	Acc. Structures (garages, sheds, etc. greater than 120 sq. ft.)			
	Vicinity Map			
	North Arrow and Bar Scale			
	Outline of Surrounding Structures (adjacent properties)			
	Existing Easements			
	Contour Lines on Lots Greater Than 10% Grade (10' Intervals).			
	Project Information Table: Lot Area and Building Area – existing and proposed Lot Coverage – existing and proposed Floor Area Ratio - existing and proposed Height – existing and proposed Parking – existing and proposed (show handicapped sp.) • Two off-street, covered spaces for main structure • One off-street space for accessory living unit Percentage of Impervious Surface – existing and proposed Percentage of Landscaping – existing and proposed			
	Driveway/Median Cuts			
	Public Right of Way Improvements (street names, sidewalks, curb, trees, fire hydrants, median, utility poles/boxes, etc.)			
	Fences and Retaining Walls			
	Separate entrance for the accessory living unit			
	Roof Lines			
Floor Plan	All floors of the accessory living unit			
	Dimension and label each room			
	Addition/Area of Work (existing and proposed)			
	No more than one bedroom			
	Scale – Standard and bar			
Elevations	All sides of accessory living unit (front, rear, and both sides)			
	Materials – Roof and siding (show existing and proposed)			
	Height Dimensions (no more than 15 ft. from grade at any point)			
	Finished Grade – Show contour elevation			
	Scale – Standard and bar			
	One Building Section			
Landscaping	Existing Mature Trees (over 24" in diameter)			
	Walkways			

OTHER INFORMATION				
		Yes	No	N/A
1.	Will the property owner occupy either the primary or accessory living unit?			
2.	Has the applicant filed a notarized Declaration of Intent with the County?			
3.	Is the square footage of the accessory dwelling unit no more than 40% of main dwelling unit (no less than 150 square feet, up to 750 square feet)?			
4.	Is the exterior appearance of the accessory living unit compatible with the main structure and the surrounding neighborhood?			