

SECOND UNIT AMNESTY APPLICATION PROCESS

A Second Unit Amnesty Permit is required to legalize an existing second unit constructed without proper permits. Amnesty permit applications that meet the City's Amnesty criteria are reviewed and approved or denied by the Development Services Director.

The following outlines the steps in the Amnesty Permit Application Process:

- 1. **Pre-application.** Before submitting an application, the City recommends you call or meet with Development Services staff to review the amnesty requirements (also refer to the attached Pre-Application Self-Assessment Checklist)
- **2. Application Submittal.** The following is required to be submitted along with the completed Second Unit Amnesty Application:
 - Applicable fees (second unit fee is waived during amnesty period, with other fees for planning-related services, minor variance applications, plan checks and building permits assessed at a 50% discount.
 - Three sets of plans including:
 - Sketched site plan showing property lines; location of main residence and existing second unit including distance from property lines; height of second unit; location of parking spaces
 - Floor plan showing the size of the second unit, location of the kitchen, bathroom and entrance including any connection to the main unit.
 - Site photos of all exterior sides of second unit, and relationship to adjacent properties.
 - Proof that the owner resides on the property either in the main residence or in the second unit.
 - At least two forms of evidence that the second unit: a) did not have an individual mailing address as of the 2000 census; b) does not have a building permit of record; and c) was constructed prior to January 1, 2006. Acceptable documentation includes, but is not limited to the following:
 - County Assessor records
 - o Rental contracts and/or receipts
 - Income tax records
 - Utility bills
 - Contractor's bills and/or
 - Written affidavits from former owners, tenants, or neighbors, signed and notarized under penalty of perjury
- **3. Health and Safety Inspection.** Once the application is deemed complete, an appointment is scheduled with the Building Official and Fire Department to inspect the

unit. An inspection report is prepared on the age and condition of the second unit with regards to the items listed in the attached Pre-Application Self-Assessment Checklist under "Inspection Checklist" to ensure that the second unit meets the applicable standards of the California Health and Safety Code. Given the report's findings of any necessary upgrades to bring the unit up to code, the property owner decides whether they want to pursue the Amnesty Permit. However, please note that, once the inspection is conducted, any items on the list that need to be upgraded to meet applicable standards must be addressed regardless of whether the applicant wishes to proceed with legalizing the second unit.

- **4. Public Noticing.** If the applicant chooses to pursue the Amnesty Permit, neighbors within 100' of the property will be noticed by the City of the request to legalize the existing second unit. Additional notification shall be required if a property owner is also applying for a minor variance for reduced setback(s). If written opposition is received within 7 (seven) days of the date of the notice letter, the request for the amnesty permit will go before the Planning Commission for review at a public hearing.
- 5. Approval and Recordation of Amnesty Permit. Final inspection of the second unit by the Building Inspector must be completed within one year from the date the application is deemed complete, or else the application will be considered abandoned. Once the second unit has passed a final inspection by the Building Inspector, the second unit amnesty permit will be granted and notice will be sent to the Los Angeles County Recorder's Office to legalize the second unit.