



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

Date Received:

Project No.

## ACCESSORY DWELLING UNIT PERMIT APPLICATION

An "accessory dwelling unit" is a second dwelling unit located on the same lot as the primary single-family dwelling unit, which is either attached to, or detached from, the primary single-family dwelling unit, and provides complete, independent living facilities for one or more persons. An accessory dwelling unit shall include permanent living facilities including permanent but separate provisions for living, sleeping, eating, cooking, and sanitation and shall contain a full bath, a kitchen and not more than one bedroom.

A "junior accessory dwelling unit" is a second dwelling unit located within or attached to a single-family residence which provides living facilities for one or more persons. A junior accessory dwelling unit shall include permanent living facilities including permanent but separate provisions for sleeping, eating, cooking, and sanitation and shall contain an efficiency kitchen and not more than one bedroom.

Project Address: \_\_\_\_\_

APN # \_\_\_\_\_ General Plan & Zoning \_\_\_\_\_

**Project site is within the following potential hazards zone(s) (to be completed by staff):**

- Landslide Zone   
  Liquefaction Zone   
  Fault Zone   
  High Fire Hazard Severity Zone   
  None

**Applicant Requests:**

- New Attached Structure                       Conversion of Existing Attached or Detached Structure  
 New Detached Structure                       Junior Accessory Dwelling Unit

The City will work with one individual, or firm, who is the "applicant." It is expected that the applicant will convey all project related information to the individuals involved in the project.

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If required:**

COVENANTS, CONDITIONS, AND/OR RESTRICTIONS

SIERRA MADRE MUNICIPAL CODE (Sections) (For Office Use Only)

**Refund:** Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

<u>Office Use Only</u>		
<u>Second Unit Permit:</u>	<u>Public Facilities Fee</u>	<b>Total:</b>
\$	\$	\$

**ACCESSORY DWELLING UNIT PERMIT APPLICATION**

**Owner Information**

Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect Information**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer Information**

Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Pursuant to Sierra Madre Municipal Code Section 17.22.150, the decision of the director shall be final and conclusive. For further information regarding this process, please contact the Department of Planning and Community Preservation.

***Appeal***

If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information, please contact the Department of Planning & Community Preservation for the procedure and time constraints.

**Certification**

I certify that I am the duly authorized applicant for this project. Further, I certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of 2<sup>nd</sup> Applicant

\_\_\_\_\_  
Signature

Please note: the above signature(s) must be notarized.

**Required Submittal Materials:**

***Due at the time of application submittal:***

- Completed Accessory Dwelling Unit Permit Application Form
- PROJECT NARRATIVE: On page 5, describe the proposal including current use of the structure, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis form.
- SET OF PLANS

TO BE INCLUDED IN ONE (1) BLUEPRINT SIZE (36" X 24") AND ONE (1) LEDGER (17" X 11") SET OF PLANS:	<ul style="list-style-type: none"> <li><input type="checkbox"/> COLORED RENDERING OF FRONT ELEVATION: For new construction projects only.</li> <li><input type="checkbox"/> SITE PLAN: Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of the structures. Indicate the location of any structures within five (5) feet of the abutting site(s). Indicate the on-site parking location, as required by Section 17.22.070 (Parking) to be measured at a minimum of 20 feet deep and 10 feet long. The site plan must indicate a north direction, the architect's name, the owner's name, existing trees and plant materials, internal and external rights-of-way, setback dimensions, and a scale.</li> <li><input type="checkbox"/> DIMENSIONED FLOOR PLANS: Must include existing and proposed floor plans for all structures on the property as well as indicate the north direction, architect's name, owner's name, and a scale.</li> <li><input type="checkbox"/> PROJECT DATA: A tabulation summarizing existing, proposed, and required data points including, but not limited to lot size, gross floor area, floor area ratio. If necessary, a tabulation of square footage by structure may be used.</li> <li><input type="checkbox"/> ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural and finished grade, and massing of structures on adjacent properties. Existing and proposed elevations must be included for proposed additions attached to or converted from existing structures.</li> <li><input type="checkbox"/> SECTIONS: Dimensioned sections demonstrating the interior of the proposed addition and the relationship to the attached structures if applicable. Sections must also identify natural and finished grade.</li> </ul>
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- COLORED PHOTOGRAPHS: One (1) set of photos to include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out.
- MATERIAL SAMPLE BOARD: One (1) material board size 8.5" x 11" to include all proposed materials. For new construction projects only.
- TREE PLAN AND ARBORIST REPORT: If required by the Department of Public Works.
- SITE PLAN SHOWING UTILITIES: If required by the Department of Public Works, include on the Site Plan the existing and proposed utility lines and connections.
- CONCEPTUAL GRADING, DRAINAGE, AND LANDSCAPE PLAN: If required by the Department of Public Works.
- CONCEPTUAL LOW IMPACT DEVELOPMENT PLAN: For new construction proposing 500 square feet or more of impervious area.
- ENTRY ONTO PRIVATE LAND (Page 7). By submitting said form, a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
- OWNER'S AFFIDAVIT (Page 8). Signed form must be notarized.
- HISTORIC RESOURCE EVALUATION REPORT: If required by the Planning Department for modifications to existing structures which are 75 years of age or older.

## ACCESSORY DWELLING UNIT PERMIT APPLICATION

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### **Required Submittal Materials:**

*To be completed after the application has been deemed complete:*

- NOTIFICATION: A signboard must be posted on the property in a conspicuous place for a minimum of 14 days prior to the decisions of the Director. Posted signage shall be placed on the property describing the proposed project in accordance with Sierra Madre Municipal Code Section 17.60.100.B.
- DEED RESTRICTION AND COVENANT: To be completed and notarized with attached Legal Description of the property and Accessory Dwelling Unit Ordinance. Once the complete document has been notarized, proof of recordation from the Los Angeles County Registrar Recorder to be filed with City.

*After application has been approved:*

- CONSTRUCTION PLANS: Submit Construction Plans to the Building Department to begin the plan check process.

**Application Completeness:** Only applications that include all of the required documents described above will be deemed “complete.” The Department of Planning and Community Preservation retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision-making body. Applicants will be notified if the application is not complete within 30 days of filling the application and paying all required fees.

PROJECT NARRATIVE: Please print a narrative summary of the proposed project within the box.

Fill in the following information:

**Square Footage of Structures**

(see Assessor's Record)

Existing Dwelling \_\_\_\_\_

Existing Garage \_\_\_\_\_

Other Structure(s) \_\_\_\_\_

Proposed Structure \_\_\_\_\_

**Floor Area**

(see SMMC Section 17.22.050)

Lot Area (see Assessor's Record) \_\_\_\_\_

Maximum Allowable Floor Area \_\_\_\_\_

Existing Floor Area \_\_\_\_\_

Proposed Floor Area \_\_\_\_\_

**Permissible Lot Coverage**

(see SMMC Section 17.22.085)

Permitted Lot Coverage \_\_\_\_\_

Existing Lot Coverage \_\_\_\_\_

Proposed Lot Coverage \_\_\_\_\_

**Height**

(see SMMC Section 17.22.060)

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Front Yard Setback**

(see SMMC Section 17.22.085)

Required \_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Side Yard Setback**

(see SMMC Section 17.22.085)

Required \_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Rear Yard Setback**

(see SMMC Section 17.22.085)

Required \_\_\_\_\_

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**Parking**

(see SMMC Section 17.22.070)

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**ACCESSORY DWELLING UNIT PERMIT APPLICATION**

Any trees, shrubs, or vegetation to be removed?	<b>NO</b>	<b>YES</b>	If YES, please describe type and total numbers

Proposed Landscaping includes:

Any existing structure(s) to be demolished?	<b>NO</b>	<b>YES</b>	If YES, please describe structure.

Is the site on the Register of Historic Cultural Landmarks? **NO** **YES**

Will the site be graded? **NO** **YES**

If YES:

Cubic Yards: \_\_\_\_\_ Cut \_\_\_\_\_ Fill \_\_\_\_\_ Import \_\_\_\_\_ Export

Will a retaining wall/property line wall be constructed? **NO** **YES**

If YES:

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Material

**ENTRY ONTO PRIVATE LAND**

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra Madre may enter upon my land located at

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and make examinations provided that the entries and examinations do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

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Signature of Landowner

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Date

**OWNER'S AFFIDAVIT**

I am the owner of the property located at

\_\_\_\_\_

I have read the foregoing application for the Accessory Dwelling Unit permit and know the contents thereof and give the City of Sierra Madre permission to process such permit.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please Print:

Name

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Telephone

\_\_\_\_\_

Please note: the above signature must be notarized.