

What is reviewed?

Second Dwelling Unit (SDU) requests are processed as Administrative Design Review applications (PADR) in most cases. The review process addresses a wide range of development issues, including: site planning, grading, traffic, noise, exterior architecture, colors, parking, landscaping, and open space.

The SDU process typically involves two primary elements:

- 1) The review of the proposed structure; and
- 2) The recordation of a Deed restriction.

What is considered with a SDU?

The Municipal Code establishes a list of development factors to be considered prior to the approval of a SDU. You should keep the following considerations in mind when designing your project and formulating your PADR application submittal:

1. Does the structure meet the height limitations, setback requirements, open space, parking, and other requirements listed in Chapter 18.106?
2. Does the structure meet the use requirements listed in Chapter 18.106?
3. Does the site contain available floor area ratio (FAR) to enable the structure to be built?
4. Does the plan conform to the purpose of the PUD district, if applicable?

What is required in the Deed restriction?

The complete restriction statement is provided in Chapter 18.106.060(K). In short, it covers owner occupancy and lease requirements, limitations on the size of the second dwelling unit, and the participation in the City's monitoring program.

For assistance with the preparation of the Deed restriction, please contact the Pleasanton City Attorney's office at (925) 931-5018.

The Deed restriction must be recorded with the County Clerk Recorder's office. For questions regarding the recordation process, please contact the County Recorder's office at (510) 272-6368.

Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

Or

stop in to see a planner:

**City Hall
200 Old Bernal Avenue
Monday* - Friday, 8:00 a.m. - 5:00 p.m.**

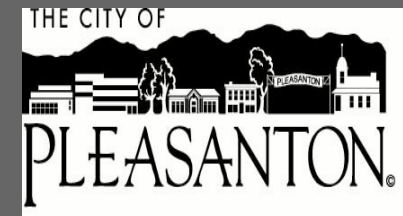
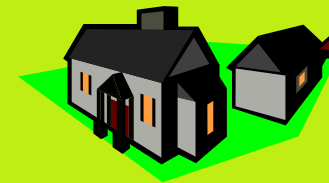
*Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.

Brochure prepared by the Planning Division

Second Dwelling Unit

What is a Second Dwelling Unit (SDU)?

A SDU is an attached or detached residential dwelling unit which provides complete independent living facilities (living, sleeping, cooking, and sanitation) for one or more persons on the same lot as a single family residence.

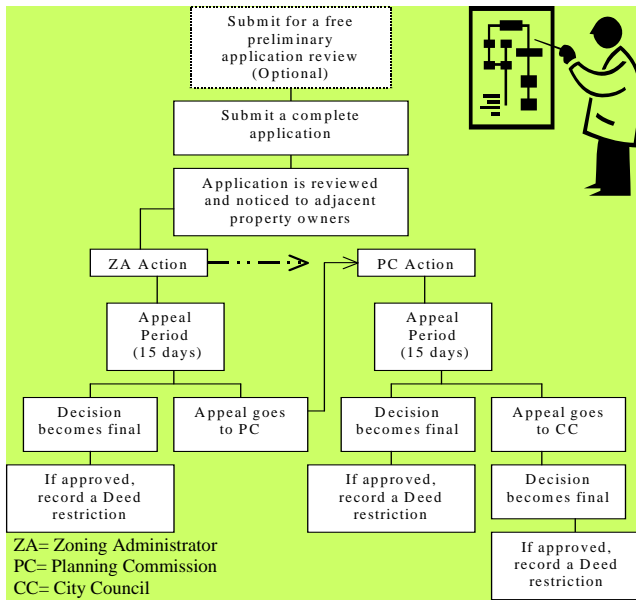


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Staff Analysis

When your application is submitted it will be reviewed for completeness. The project will likely be assigned to the staff planner that receives your submittal. The project will be noticed to the adjacent neighbors. [The surrounding neighbors will have seven (7) days to review the plans and provide comments and request a Zoning Administrator (ZA) hearing.] If no comments or hearing requests are received, the project will be approved administratively and an approval letter will be mailed to you. This approval is still subject to a fifteen (15) day appeal period.

If comments are received during the noticing period or if hearing is requested, the project planner will write a staff report which contains staff's recommendation for action by the ZA. The recommendation can be to approve, to deny or to approve with specific conditions. You will be provided with a copy of the proposed conditions of approval prior to the hearing.

Appeal Period

Any action taken on a project does not become effective until 15 days after the decision. During this time you or any concerned party may appeal the action to the next higher hearing body by submitting a written request and an appeal fee. See the handout on appeals for additional information.

Public Hearing

In the event that a Zoning Administrator hearing is requested, all concerned property owners will be notified of the hearing date. If an appeal of the ZA action is filed, all property owners within a 1,000 foot radius of the project site will be notified of the project, the appeal, and the time and location of the PC public hearing.

At the public hearing, a decision concerning your application will be made. The respective hearing bodies will consider the information in the staff report and testimony given at the hearing. It is strongly recommended that you attend the hearing to present your case and to answer any questions the hearing bodies may have. You will be informed in writing of any actions taken on the project and of any conditions that were attached to an approval.

Are there parking requirements?

One additional off street parking space on the lot is required. The space needs to be continuously available to the occupants of the SDU and not located in the required front yard setback.

How do I get a building permit?

After receiving approval for your application and the appeal period has expired, you can submit your plans to the Building and Safety Division for a building permit. Information regarding the number of plans, other documents, and building permit fees should be obtained by contacting the Building and Safety Division at (925) 931-5300.

A Deed restriction must be accepted by the City attorney and recorded against the property before the building permit is issued.

Your conditions of approval are required to be printed in the building plan set.

The Planning Division does not supply plan copies for the building permit phase.

How long does the process take?



Normally, from the time the application is deemed complete, the process is about **three to four weeks** for administrative level approval*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

*These timelines are goals and a variety of factors can result in longer timelines.

When Don't I need Planning Approval?

No Planning Division approval is needed if it is being established inside an existing structure (without exterior changes). However, all the deed restrictions still need to be met and interior improvements may need building permits.



What documents do I submit?

Application and fee: Applications can be obtained on-line or from the Planning Division counter.

<http://www.ci.pleasanton.ca.us/pdf/devapp.pdf>

Property owner signature: The property owner must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

Association approval: Applications in areas with a Home Owner's Association need to provide an approval letter from the Association stating their review and approval of the proposed project.

1 (one) (full size)* complete set of the following:

- **Site plan:** an exhibit which clearly shows the dimensions of the lot, the existing structure(s), any proposed new construction, existing and proposed parking, setbacks, location and size of required open space, and any other aspects of your site.
- **Floor plans**
- **Elevation drawings** (if applicable)
- **Project Data:** The project plans need to contain a table detailing the lot size, existing home size (with and without the garage), the size of the proposed SDU in square feet, and FAR information.
- **Photographs/Color Boards:** Provide photographs or a color board to illustrate the materials that will be used. Photographs work well if the SDU will be matching the existing materials. A color board is only required if the materials to be used are different than what is existing.

All plans need to be drawn to scale and no smaller than 8 1/2"x11" nor larger than 24"x36".

* Additional plans and materials may be required if the project is appealed.

