



**ADMINISTRATIVE USE PERMIT APPLICATION  
SECOND DWELLING UNIT  
(Municipal Code Section 9-2B-10 and 9-4D-12)**

Community Development  
Department  
711 W. Cinnamon Dr.  
Lemoore, CA 93245  
(559) 924-6740  
(559) 924-6708 Fax

An administrative use permit is required prior to the establishment of any use for which an administrative use permit is required as shown in Section 9-4B-2 "Allowed Uses and Required Entitlements", Table 9-4B-2. Examples include, but are not limited to child day care facility with 8-14 children, large family day care home, second dwelling unit, crop production, and assembly uses.

Second dwelling units are permitted upon issuance of an administrative use permit in the agricultural and residential zoning districts subject to the standards of Section 9-4D-12. The purpose of this section is to regulate second dwelling units in residential zoning districts and on residential property consistent with state law. Implementation of this section is intended to expand housing opportunities for low income and moderate income or elderly households by increasing the number of rental units available within existing neighborhoods while maintaining the primarily single-family residential character of the area.

*No public hearing or notice is required unless elevated to the Planning Commission as provided in subsection 9-2A-7 or appealed to City Council.*

The following material constitutes a completed application to be submitted to the Community Development Department:

- a. Application form filled out completely
- b. Three (3) sets of an 11"x17" or larger Site Plan drawn to scale (showing the location of all existing (even when demolishing) and proposed structures or uses, setbacks, easements, ingress/egress to property (driveways and concrete paved areas), property line in relation to curb/parkway/sidewalk, existing and/or proposed fencing, landscaping and trees all drawn to scale.
- c. Three (3) copies of an 11"x17" or larger color building elevation and floor plan of proposed structure(s).
- d. Pictures of the site from the street and on the property showing rough elevation of proposed structure in their context.
- e. Any other information required by the Development Services Department.
- f. Applicable filing fee payable to the City of Lemoore.

**GENERAL INFORMATION**

<b>1. APPLICANT:</b> Name: _____ Address: _____ Telephone: _____ Email: _____	<b>2. PROPERTY OWNER: (if other than applicant, signature required)</b> Name: _____ Address: _____ Telephone: _____ Email: _____
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**SITE & PROJECT SPECIFIC INFORMATION**

3. Address/Location of site: _____	4. Assessors Parcel Number: _____
5. Site Area: _____	6. Zone District: _____
7. Existing Use: _____	8. Proposed Use: _____
9. Describe the project and changes being made to the site which required Administrative Approval _____ _____ _____	
10. Size of Proposed Building: _____	11. Height of Proposed Building: _____
12. Height of main structure: _____	13. Attached or Detached unit? _____
14. Existing Parking Spaces: _____	15. Proposed Parking Spaces: _____
16. Colors, materials, roof materials, architectural style _____	
17. How much and what portions of the site is already or are proposed to be landscaped? (Show on Site Plan) (a) Square footage: _____ (b) % of open Space: _____ (c) % of Site area: _____	
18. Proposed construction of any fences or wall? (a) Height: _____ (b) Material: _____ (c) Location: _____	
19. How much and what kind of outdoor lighting is proposed? _____	

20. Type, location and size of any easements on the site?

(a) Type of easement: \_\_\_\_\_ (b) Width of easement: \_\_\_\_\_

21. Applicant's Signature: \_\_\_\_\_ 22. Date: \_\_\_\_\_

23. Print Name: \_\_\_\_\_

24. Property Owner's Signature: \_\_\_\_\_ 25. Date: \_\_\_\_\_

26. Print Name: \_\_\_\_\_

CITY STANDARDS per Section 9-4D-12

Pursuant to Government Code section 65852.2, second units shall be permitted on agricultural and residential parcels when the following conditions are met:

1. Second units shall only be located on lots with an area of five thousand (5,000) square feet or larger.
2. Second units shall be compatible with the architectural style, materials, and colors of the primary dwelling unit.
3. No more than one (1) second unit shall be allowed per parcel.
4. The property owner shall occupy either the primary unit or second unit. The property owner shall record a declaration acknowledging owner occupancy, recorded with the property as a condition of the administrative permit.
5. A second unit shall not exceed:
  - a. Thirty percent (30%) of the existing living area of the primary dwelling when attached to the primary dwelling. For purpose of this standard, "living area" shall mean the interior habitable area of a dwelling unit, including basements, attics, bedrooms, kitchens, living room, etc. It does not include a garage or any accessory structure; or
  - b. One thousand two hundred (1,200) square feet when detached from the primary dwelling.
6. Building setbacks for attached second units shall comply with all required building setbacks for the primary unit.
7. The maximum height of a detached second unit shall not exceed the height of the primary dwelling unit.
8. No second unit may be sold separately from the primary dwelling unit.
9. Second dwelling units are not permitted within planned unit development (PUD) overlay zoning districts unless specifically authorized by the overlay zoning district.

SIGNATURE

I certify that the information provided on this form is true and correct and contains all the proposed work being done on the site. I understand that should I modify or add to the work described herein, I may have to submit a new application if the tasks are not exempt from City approval. I further understand that if I have Administrative Use Permit approval for this site, I agree to rescind the approval with this signature.

Applicant's Signature: \_\_\_\_\_ 22. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ 25. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FOR OFFICE USE ONLY

File Number: \_\_\_\_\_ Zone District: \_\_\_\_\_ Assessors Parcel Number: \_\_\_\_\_

Date filed: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Fee: \_\_\_\_\_

Approved  Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

If appealed: City Council Review action on: \_\_\_\_\_