



Application Checklist for
**ADMINISTRATIVE PERMIT (AP) -
Second Unit**

A request for an Administrative Permit - Second Unit requires approval by the Director of Community Development.

Applications shall be reviewed for compliance with these submittal requirements. *Applications submitted without the required information may not be accepted for processing or may result in the application being deemed incomplete and processing suspended.*

Application Submittal Requirements

- A. ___ **One (1) copy of the completed application packet, including:**
- Application Form
 - Notarized Property Owner(s) Statement
- B. ___ **The required processing fee (see fee schedule)**
- C. ___ **Two (2) copies of a Preliminary Title Report or title policy (no more than 60 days old)**
- D. ___ **Two (2) copies of a recorded legal description of the subject property**
- E. ___ **Two (2) copies of a “will serve” letter from the providers of both water and sewer service.** If a septic system is to serve the unit, two (2) copies of a feasibility study, prepared pursuant to L.A. County Department of Health Services, shall be provided.
- F. ___ **If any portion of the second unit is located over 150 feet from the front property line, approval from the County Fire Department is required and shall be submitted with the application.**
- G. ___ **Site Plan - Five (5) copies of a fully dimensional site plan drawn to scale indicating:**
- Project name and description, north arrow, and scale (must be engineer’s scale - no smaller than 1” = 40’)
 - Name and address of owner and person(s) preparing the plan
 - Vicinity map and the address and assessor parcel number(s) (APN) of the project site
 - Date of preparation. Date of revisions (if applicable)
 - Topography – contour lines at a maximum interval of five (5) feet
 - Property lines and lot dimensions
 - All existing easements and the owners of each
 - Location of proposed second residential unit, dimensions, gross square footage and number of stories.
 - Distance of the second residential unit to property lines and all other structures (including pools)
 - All existing buildings and structures and the dimensions, square footage, and number of stories
 - Distance of buildings to property line
 - Entrances and exits of buildings

- Location and dimensions of the parking spaces(s) for the primary dwelling unit and the second residential unit
- Any and all oak trees
- Location of septic tank, leach fields and expansion area (if applicable)

Note: Pursuant to Unified Development Code Section 17.15.020.N. regarding Second Units, the following minimum lot sizes are required for all lots on which a second unit is proposed:

RE	RVL	RL	RS	RM	RMH	RH
20,000 sq. ft.	20,000 sq. ft.	20,000 sq. ft.	10,000 sq. ft.	10,000 sq. ft.	10,000 sq. ft.	10,000 sq. ft.

H. ___ **Floor Plan** – Three (3) copies of a fully dimensional floor plan of the second residential unit drawn to scale.

I. ___ **Elevations** – Three (3) copies of a fully dimensional elevation plan of the second residential unit drawn to scale indicating:

- Project name and scale (no smaller than 1/8" = 1')
- Building elevations from all sides (indicating direction)
- Building heights
- All building materials and colors – labeled on plans

J. ___ **Either three (3) copies of a fully dimensional elevation plan of the primary dwelling unit, indicating height, color, and exterior construction materials; or, color photographs of the front, side, and rear of the primary dwelling which indicate color, exterior construction materials, and architecture.**

NOTE: All exhibits larger than 8 1/2" x 11" must be INDIVIDUALLY FOLDED prior to submittal.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at www.santa-clarita.com. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Community Development at www.santa-clarita.com/cityhall/cd/, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.