



CITY OF WILDOMAR
23873 Clinton Keith Road #201
Wildomar, CA 92595
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

Project Account Number

SECOND UNIT PERMIT APPLICATION

PROJECT INFORMATION

Project Address/Location	
Assessor Parcel Number	Size of the parcel (in square feet if less than one acre)
General Plan Land Use Designation	Zoning
Size of the Existing Primary Unit in square feet (excluding the garage)	
Size of the Proposed Second Unit in square feet (excluding the garage)	Will the proposed second unit be: <input type="checkbox"/> Attached to the primary unit <input type="checkbox"/> Detached from the primary unit
Additional Project Purpose and Description	

APPLICATION CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application.		
Signature of Applicant		Date

REPRESENTATIVE CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email

All communications concerning this request should be directed to the: Applicant
 Representative

**CITY OF WILDOMAR
SECOND UNIT PERMIT APPLICATION**

PROPERTY OWNER INFORMATION AND PERMISSION (IF SAME AS APPLICANT INDICATE "same as above")

Name		
Mailing Address		
Telephone	Fax	Email
I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (If more properties or owners are involved please provide additional sheets.)		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

Check here if additional Property Owner Certifications are attached to this application.

SUPPLEMENTAL QUESTIONS

1. Does the subject property currently already have a primary dwelling unit? Yes No.
2. Will the new residential unit be the primary dwelling unit on the property? Yes No.
3. Will additional parking spaces be provided? Yes No.
4. Will the second/new unit be located further than 150 feet from the road? Yes No
5. Are you proposing a new driveway onto the property? Yes No
6. Is more than 50 cubic yards of earth being moved to construct the second unit, driveway, parking area, and access road? Yes No
7. If yes, how much grading is proposed for the project site?
 Estimated amount of cut material: _____ cubic yards.
 Estimated amount of fill material: _____ cubic yards
8. What will be the square footage of usable pad area? (excluding all slopes) _____ square feet.
9. Will the proposal result in slopes steeper than 2:1 or higher than 10 feet? Yes No



Project No.:

ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY BY APPLICANT

(Project representative signatures will not be accepted.)

I acknowledge and certify that with this application I am financially obligated to the City of Wildomar for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that once an application processing deposit has been depleted, additional deposits will be required prior to continuing work on this/these applications.

Printed Name

Signature

Date Signed

Billing Address:

Address

City

State

ZIP

E-mail Contact Information: _____

Telephone Number: _____

SECOND UNIT PERMIT APPLICATION REQUIREMENTS

A. MINIMUM SUBMITTAL REQUIREMENTS

The following items are the minimum initial submittal requirement for processing these site development applications.

- Signed Application Form
- Initial Application Processing Deposit.
- Five (5) scaled copies of the Site Plan (showing the entire property and adjacent streets).
- Five (5) scaled copies Conceptual of the Grading Plan, if site grading is proposed or required by the City Engineer.
- Three (3) scaled copies of the Floor Plan.
- Three (3) copies of the proposed building elevations.
- One (1) copy of the proposed colors and materials. Color photographs of siding, roofing or any other exterior materials to be used on the proposed project (manufacturer's material or literature is also acceptable).
- Set of Color Photos of Existing Residence.
- One (1) copy Preliminary Soils and Geotechnical Report (Consult with the Public Works Department to determine if this item is required.)
- One (1) copy of a complete Preliminary Title Report with all referenced supporting documents.
- One (1) Water Quality Management Plan Checklist

B. REQUIRED INFORMATION

The minimum application information must contain the following information.

1. Name, Address, and telephone number of applicant.
2. Name, address, and telephone number of landowner.
3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Numbers and, if available, address of the property.
5. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans.
6. North arrow.
7. Date Exhibit Prepared.

8. Complete legal description of property.
9. Overall dimensions and total net and gross acreage of property.
10. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
11. Exhibit Amendment block
12. Location of adjoining property and lot lines.
13. Existing and proposed zoning and land use of property.
14. Existing use and zoning of property immediately surrounding subject property.
15. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
16. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, utility boxes, and underground utilities on or abutting the property.
17. Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs.
18. List and accurately show all easements of record (by map or instrument number).
19. Streets, alleys, and rights-of-way providing legal access to the property.
20. Existing topography of the property, with the source(s) of the contour lines identified. Maximum contour interval should be two feet. Additional topography may be required, if deemed necessary.
21. Spot elevations. (See below for more details)
22. When subsurface septic sewage disposal is intended, include the information described below under "Site Grading, Subsurface Disposal."
23. Note whether or not land is subject to liquefaction or other geologic hazard, or is within a Special Studies Zone.
24. Show the existing drainage pattern and indicate whether or not any part of the site is subject to overflow, inundation, or flood hazard.
25. FEMA mapped floodplains and floodways including zone designation.
26. Location, dimensions, setbacks, and nature of proposed and existing, sidewalks, horse paths, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures, including septic subsurface sewage disposal systems.
27. Location, dimension and arrangement of all driveways on or adjacent to within 300 feet of the property.

28. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying handicapped and compact parking spaces.
29. Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
30. Setback dimensions of existing structures and paved areas.
31. Setback dimensions of proposed structures and paved areas.
31. Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current County adopted Uniform Building Code and floor plans for each building.

C. SPOT ELEVATIONS

Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

D. SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS

When a subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed grading (cuts and/or fills) in the areas of the sewage disposal systems, the elevation of the individual building pad such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.

END