

## SECOND UNITS

### WHAT IS A SECOND UNIT?

A second unit is a second permanent dwelling that is accessory to a primary dwelling on the same site. A second unit or carriage house provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, sanitation, and parking, and if attached to the primary dwelling, is provided exterior access separate from the primary dwelling. A carriage house is a second unit located over a detached garage. Guest houses, which are detached structures accessory to a single-family dwelling that accommodate living/sleeping quarters, but without kitchen or cooking facilities, are also considered second units.

### CAN I PUT A SECOND UNIT ON MY PROPERTY?

Second units are allowed in residential zones when they meet the criteria established in the Coastal Land Use & Development Code (CLUDC). Second units must be designed to meet all criteria in CLUDC 17.42.170 - Second Units. See "Second Unit Requirements" on reverse of this brochure for more information.

### WHAT PERMITS DO I NEED TO BUILD A SECOND UNIT IN THE COASTAL ZONE?

The construction of a secondary dwelling unit or duplex in the Coastal Zone requires the following permits:

- Coastal Development Permit (CDP) to ensure that the project is in compliance with CLUDC 17.71.045;
- Design Review (DR) to ensure compliance with CLUDC 17.71.050 and CLUDC 17.42.170 (Second Units); and

- Building permit to ensure consistency with City and State construction standards.

In addition, a second unit above a garage may be allowed with a maximum height of 25' requires a Use Permit to ensure compliance with CLUDC 17.90.030.

### NOTICE TO APPLICANTS

*Coastal Development Permits are subject to regulations set forth in City of Fort Bragg Coastal Land Use & Development Code (implementation plan) and the Coastal General Plan (land use plan) which together comprise the certified Local Coastal Program. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application by all City, County, and State departments/agencies as necessary.*

City of Fort Bragg  
Community Development Department  
416 North Franklin Street  
Fort Bragg, California 95437  
Telephone (707) 961-2827, ext.110  
Fax (707) 961-2802  
[Email: CDD@fortbragg.com](mailto:CDD@fortbragg.com)  
<http://city.fortbragg.com>

March 2014

# Second Units

*For properties in the Coastal Zone*



## City of Fort Bragg

## Community Development Department

Consult the City of Fort Bragg Coastal Land Use & Development Code (CLUDC), Section 17.42.170, and the Citywide Design Guidelines, or a City Planner for further information about second units in the Coastal Zone.

# DEVELOPMENT STANDARDS

## I. SECOND UNIT REQUIREMENTS

Second units in the Coastal Zone must comply with the Coastal Land Use & Development Code (CLUDC). CLUDC 17.42.170 has specific requirements for second units. Many of the requirements of that section are listed below. Please refer to CLUDC 17.42.170 for the complete list or talk to a City Planner.

- 1) A second unit is not allowed on a parcel where access to parking required for the second unit is from the same street as the access to the parking for the primary dwelling, and the curb-to curb width of the street is less than 36'. Access from an alley may be approved only if the alley has adequate drainage facilities, and in the case of a dead-end alley, adequate turnaround area for emergency vehicles.
- 2) No more than one second unit shall be approved on a single parcel.
- 3) A parcel for a proposed second unit shall be a minimum of 6,000 square feet.
- 4) Relationship to the primary use
  - A second unit shall be incidental and subordinate to the primary single-family residential use of the site in terms of size, location, and appearance, and shall not alter the character of the primary structure. The architectural style, exterior materials, and colors of the second unit shall be compatible with the primary dwelling unit.
  - A second unit may be constructed simultaneously with, or after the primary dwelling. A second unit shall be limited to 18' in height and one story. A second unit above a garage may be allowed with a maximum height of 25' with a Use Permit.
- 5) A second unit shall comply with the setback requirements for the applicable zoning district, unless a second unit is located in a nonconforming structure as defined in CLUDC 17.90.020. No second unit may be permitted above a garage unless the unit complies with the setback standards of the applicable zoning district and if a Use Permit is approved.

- 6) The maximum floor area of a second unit shall not exceed 960 sq. ft.
- 7) An attached second unit shall have a separate entrance from the entrance to the primary dwelling. A second unit that is placed 20' or less from a residential unit on the same or adjacent parcel shall not have windows that directly face windows in the other unit. A second unit that is two stories or located above a garage shall not have windows or balconies that directly face a neighboring yard. This limitation applies only to side yards, not windows facing alleys.
- 8) The maximum site coverage by structures and impervious surface shall not exceed 50% of the net site area or the maximum coverage allowed by the applicable zoning, whichever is less.
- 9) At least one off-street paved parking space shall be provided for a second unit in addition to the parking required for the primary dwelling. The parking space shall comply with the location and design requirements of CLUDC 17.36. If the primary dwelling was legally constructed at a time when off-street parking was not required, off-street parking shall only be required for the second unit.

## II. PROCESS

Coastal Development Permit and Design Review planning permits are processed concurrently prior to the building permit. Once the planning permits are issued the building permit process can begin. The building permit application and plans are reviewed by City staff for completeness and to determine whether the proposal is in compliance with planning permit conditions and City standards. Upon approval, the City forwards the building permit application to the County of Mendocino Building Department. The County reviews the plans for compliance with the California Building Code and informs the City of the valuation of the project. The City then contacts the applicant to advise them of fees due the City. The building permit is issued upon payment of City, County, and school impact fees.

## III. PLANNING PERMIT SUBMITTAL REQUIREMENTS

Talk to a City Planner, or refer to the City's Coastal Development Permit and Design Review brochures for information about planning permits.

## IV. BUILDING PERMIT SUBMITTAL REQUIREMENTS

A building permit application and four (4) sets of plans must be submitted as follows:

- 1) Plot Plan (to scale): Draw and dimension the perimeter of entire parcel on which the second unit will be located. Show all existing and proposed buildings on site and within 50' of the project site and include dimensions to property lines. All easements, building envelopes, and special requirements of the subdivision as shown on the final map and improvement plans must be included.
- 2) Floor Plan (to scale): Each room must be dimensioned, and the resulting floor area calculation must be included. Identify the use of each room. Show the location and size of windows and doors.
- 3) Foundation Plan: Provide building cross sections including average slope calculations, structural wall elements, roof, foundation, fireplace and other sections necessary to illustrate earth-to-wood clearance and floor to ceiling heights.
- 4) Elevations: Submit north, south, east and west exterior elevations and show all openings, exterior finishes, original and finish grade, stepped footings outline and roof pitch.
- 5) Water/sewer location map: Submit a City Water and Sewer Location Map showing the location of existing and proposed water and sewer hookups. Second units are required to have water service separate from the primary unit. You can save money by doing a meter split instead of installing separate water meter box. The City strongly recommends that separate sewer service be established as well to prevent one unit's backflow from potentially interfering with the other unit.

**Please contact the Community Development Department at (707) 961-2827, ext. 110, for applicable City fees.**