



# Checklist for Residential Zoning Compliance

## What is the Checklist?

- ❖ Attached is a copy of a checklist to be used to expedite the approval of plot plans for residential building permits. A model plot plan example is also included.

## What is the purpose of the Checklist?

- ❖ The purpose of this checklist is to verify that an application for a residential building permit complies with all applicable zoning requirements. Zoning compliance must be checked for new residential construction, additions, secondary unit, garage conversion, and improvements, which are regulated by special zoning conditions (such as a restriction on 2-story construction). Zoning Compliance is not checked for a simple interior remodel which does not involve the creation of a secondary unit, exterior expansion, or garage conversion.

## Who completes the Checklist?

- ❖ Anyone submitting plans for new residential construction, additions, guest houses or secondary units, and accessory structures with a solid roof of 50% or more. Applicants must complete the sections describing the proposed project and sign the form. A planner will complete the two “staff” columns.

## Where and when is the Checklist submitted?

- ❖ **The applicant submits the Checklist and plot plan** to the Planning Division **prior to submittal** for a building permit.

## Additional Information

- ❖ Please call the Community Development Department at (530) 757-5610 if you have any questions.

**The applicant must provide a plot plan and verify with their signature that the required information listed on this page and their plot plan is accurate.** A plot plan example is attached. The applicant is encouraged to be as accurate and complete as possible to ensure prompt processing and approval.

**Required Information (to be completed by applicant):**

ADDRESS of Project: \_\_\_\_\_

LOT SIZE(square feet): \_\_\_\_\_ ZONING: \_\_\_\_\_

Type of Project (i.e. New House, Addition etc...): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

	(Applicant) Applicant's Proposal	(STAFF) Required Standard	(STAFF) Provided on Plot Plan
❖ Minimum Setbacks for One Story (First Floor)			
➤ Front	_____	_____	_____
➤ Street Side	_____	_____	_____
➤ Interior Side (Right)	_____	_____	_____
➤ Interior Side (Left)	_____	_____	_____
➤ Rear	_____	_____	_____
➤ Other Side	_____	_____	_____
❖ Minimum Setbacks for 2 <sup>nd</sup> Story (Second Floor)			
➤ Front	_____	_____	_____
➤ Street Side	_____	_____	_____
➤ Interior Side (Right)	_____	_____	_____
➤ Interior Side (Left)	_____	_____	_____
➤ Rear	_____	_____	_____
➤ Other	_____	_____	_____
❖ Maximum Building Height (see Definitions sheet)	_____	_____	_____
❖ Maximum Lot Coverage % (see Definitions sheet)	_____	_____	_____
❖ Maximum Floor Area Ratio % (see Definitions sheet)	_____	_____	_____
❖ Minimum Usable Open Space (see Definitions sheet)	_____	_____	_____
❖ Numbers of Bedrooms (see Definitions sheet)	_____	_____	_____
❖ Minimum Off-street Parking Spaces (covered/uncovered)	_____	_____	_____
❖ (Refer to Parking Handout or zoning requirements)	_____	_____	_____
❖ Other Requirements (including special garage setbacks etc..)	_____	_____	_____
❖ _____	_____	_____	_____

**STAFF/Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Definitions:

**Building Height** is the vertical distance from the average contact ground level at the front wall of the building to the highest point of the structure, excluding vents and fireplaces.

**Lot Coverage** is the percentage of the total lot area that is covered by the structure as herein defined. Structures are anything constructed, the use of which requires permanent location on the ground, or attachment to something having a permanent location on the ground. For the purpose of lot coverage, structures include: buildings; accessory buildings; storage sheds; patio covers and gazebos with solid roofs; and decks which are 30" or more above grade (as defined in the building code). For the purpose of lot coverage, structures shall not include: architectural features (including cornices, canopies, eaves) supported from the structure; trellis and arbors that do not have solid roofs and/or solid sides ("solid" is defined as 50% or more enclosed and "not solid" is defined as less than 50% open or unenclosed); and decks that are less than 30" above grade.

**Floor Area Ratio is the size of a building divided by the size of its parcel, expressed as a decimal number. For example, a 50,000 square foot building on a 50,000 square foot lot has a floor area ratio of 1.00 (or 100%) while the same building on a 100,000 square foot parcel would have a floor area ratio of .50 (or 50%). The FAR is used in calculating the building intensity of a development project.**

1. For clarification, the following areas are included in gross floor area:

- Exterior walls (that is, the thickness is included).
- Laundry rooms, mechanical rooms, closets, storage rooms, built-in cabinets and media niches.
- Mezzanines and lofts.
- Floor areas used by interior and exterior stairways, elevators, escalators and similar features. The floor area of each run of stairs shall be counted once (not twice by counting on two floor levels). Usable spaces (generally defined as having a 5' minimum height) such as rooms, closets and cabinets under a run of stairs shall also be counted.
- First-story porches, patios, and breezeways with a "solid" cover and enclosed by "solid" walls on more than two sides.
- In single family and duplex residential uses, attached or detached garages and carports (**that portion in excess of 500 sq. ft.**)
- Accessory buildings that are deemed habitable space, including guest houses and second units.
- All balconies, decks, and verandas above the first story. (Resolution #1-2006, adopted 8/9/2006 by Planning Commission)

2. For clarification, the following areas are excluded from gross floor area:

- Basement, underground parking, and attic spaces.
- First-story porches, balconies, patios, breezeways, and decks (as well as overhangs, eaves, cantilevers, awnings and similar features) with a "solid" cover but not enclosed by "solid" walls on more than two sides.
- First-story porches, balconies, patios, breezeways, decks and gardens which do not have a "solid" cover.
- Air spaces within buildings such as vaulted ceilings (the floor area shall be counted at the actual floor area only and not in the air spaces above).
- Garages (that portion up to 500 square feet).

**Usable Open Space** is outdoor area on the ground which is designated and used for outdoor living, recreation including swimming, utility space, pedestrian access or landscaping. Such areas shall be readily accessible to building occupants and shall be effectively separated from automobile circulation and parking. Such areas **shall not include the required front yard, off street parking space or driveways, nor shall any such area have a dimension of less than twelve feet.** Balconies may be credited as open space providing they have a minimum dimension of five feet.

**Bedroom.** Any room in a dwelling unit used or intended or designed to be used for sleeping purposes with no less than seventy square feet of floor area and no dimension less than seven feet other than bathroom(s), kitchen, living, dining, family or any other room that meets the definition of a den.

**Den (or family room, sewing room, study, loft studio or similar rooms).** A room which is open (has no door and has one wall that is at least fifty percent open to the interior portion of the dwelling) on at least one side, does not contain a wardrobe, closet or similar facility, and which is not designed or used for sleeping purposes.