



## SECONDARY LIVING UNIT

---

Secondary Living Units are independent dwellings located on the same lot as an existing single-family residence. The unit may either be attached to the main residence or a separate structure. The purpose of allowing Secondary Living Units is to provide the opportunity for the development of small rental housing units designed to meet the special needs of families and individuals. Secondary Living Units also allow more efficient use of the city's existing housing stock while protecting the property values and character of the neighborhood by ensuring that Secondary Living Units are constructed to minimize their impact on the surrounding neighborhood.

A Secondary Living Unit may be permitted subject to the following:

- Secondary Living Units shall be prohibited on lots containing a guest house, converted garage, or more than one existing single-family residence.
- Only the owner-occupant of the primary residence shall be eligible to file an application for a Secondary Living Unit on the lot on which the owner resides.

The following development standards apply to Secondary Living Units:

- The lot shall contain an existing, single-family residence.
- Either the primary dwelling or the Secondary Living Unit shall be occupied by the owner of the residential lot. If neither of the units are occupied by the property owner, the approval of the Secondary Living Unit shall terminate immediately and the unit shall not be rented, leased, or occupied as a separate dwelling. A document shall be recorded prior to the issuance of any building permits for the Secondary Living Unit which specified this requirement.
- The residential lot on which a Secondary Living Unit has been constructed cannot be subdivided to create separate ownerships for the primary dwelling or the Secondary Living Unit.
- An existing garage may not be converted for the purposes of constructing a Secondary Living Unit.
- Secondary Living Units shall have only one bedroom, and be limited in size based on the following:
  1. For units attached to the primary dwelling unit the Secondary Living Unit shall not exceed 50% of the living area of the primary dwelling or 800 square feet, whichever is less.
  2. For units detached from the primary dwelling unit, the Secondary Living Unit shall not exceed 50% of the living area of the primary dwelling or 1,200 square feet, whichever is less.
  3. Regardless of the size of the primary dwelling unit, no Secondary Living Unit shall be constructed which is less than 150 square feet.
- The design of the Secondary Living Unit shall be architecturally integrated with the design of the primary dwelling and with the general neighborhood area by utilizing similar exterior materials and design features.

- A separate entrance, independent of the entrance for the primary dwelling, shall be provided. Entrances to the Secondary Living Unit shall not be located on the same building elevation as the entrance to the principal unit.
- The Secondary Living Unit shall conform to the development standards of the zoning district in which the lot is located including, but not limited to, minimum distances between structures.
- That one individually accessible parking space, in addition to the minimum parking standards for the primary dwelling, be provided for the Secondary Living Unit. Except for corner lots, the additional parking space shall be located adjacent to the existing driveway and curb cut area for the primary dwelling and shall be designed to minimize the amount of additional paving in the front yard area. No additional driveways shall be permitted, except for corner lots.

Applications are reviewed and acted upon by the Director after a public comment period of ten days has passed.

### APPLICATION FEES

(Fees are valid from July 1 through June 30. New application fees are updated July 1 of every year.)

#### **Filing Fee**

- \$1,991** For an original application.

#### **Environmental Assessment**

- \$469** Notice of Exemption  
 **\$3,110** Negative Declaration  
 **\$6,223** Mitigated Negative Declaration

#### **Intake/Records Maintenance Fee**

- \$70** Minor  
 **\$143** Major

### SUBMITTAL REQUIREMENTS

**Note:** The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

- Initial Study**  
 The Initial Study form shall be completed and submitted with the application. Specific applications requiring additional environmental review may require a Notice of Exemption, Negative Declaration, or Mitigated Negative Declaration. A separate \$50.00 check, made payable to Solano County, shall be included for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.
- Detailed Project Description**  
 A detailed written description shall be submitted with the application. At a minimum, the description shall include the following information: building square footage, lot size, number of employees,

hours of operation, products made or sold, services performed, special equipment used, and parking requirements.

**Plot Plan**

Three (3) copies of an accurately drawn plot plan (minimum 1" = 20') are required. Plans shall delineate the following:

1. North arrow, scale, date and zoning designation.
2. Name and phone number of person preparing the plan.
3. Parcel dimensions.
4. Name and width of adjoining streets.
5. Location of existing structures, trees (noting trunk size), landscaping, and fencing. (show those to be removed in dashed lines).
6. Location of proposed structures, parking areas, driveways, and landscape areas including dimensions and distance to property line.
7. Off-street parking.
8. Location of water and sewer service laterals.
9. Drainage courses such as swales and direction of flow.
10. Frontage Improvements (sidewalk, driveway cuts, fire hydrants, etc.)
11. Sloped areas and retaining walls, if applicable.
12. Outline of second story, if applicable.

**Exterior Elevations and Floor Plans**

Three (3) copies of accurately drawn elevations and floor plans showing dimensions and square footage (minimum scale of 1/8" = 1') are required. All sides of each structure shall be shown, noting materials, treatment, colors, and details.

**Agreement**

A Secondary Living Unit agreement must be signed and notarized by the property owner and the Director of Community Development prior to the issuance of building permits. A check in the amount of **\$7.00** payable to **Solano County** for recordation fees is required.

**Electronic Copies**

Digital (PDF/Word) copies of all submittal items shall be included with the application.

RECORDING REQUESTED BY,  
AND WHEN RECORDED, RETURN TO:

CITY OF VACAVILLE  
COMMUNITY DEVELOPMENT DEPARTMENT  
650 MERCHANT STREET  
VACAVILLE, CA 95688

**AGREEMENT**

AN AGREEMENT, by and between the CITY OF VACAVILLE, a municipal corporation, hereinafter "CITY" and \_\_\_\_\_, hereinafter "OWNER".

WHEREAS, OWNER owns a parcel of property located within the CITY which is known as Assessor's Parcel \_\_\_\_\_ and is commonly known as \_\_\_\_\_; and,

WHEREAS, in accordance with Vacaville Municipal Code Chapter 14.122 the OWNERS have applied to the CITY for a building permit allowing a secondary living unit on the parcel within the \_\_\_\_\_; and,

WHEREAS, the Planning Director has issued a permit allowing such a secondary living unit, subject to the condition that certain restrictions govern the occupancy of the two units on the parcel.

NOW THEREFORE, in consideration of the performance of the mutual promises contained herein, the parties agree as follows:

Section 1. In consideration of the Planning Director approving a secondary living unit on Assessor's Parcel \_\_\_\_\_, commonly known as \_\_\_\_\_, in the City of Vacaville, which property is already improved with one single-family residential unit, the OWNER agrees that both such units shall be occupied as separate single-family dwellings only if the legal OWNERS occupy one of these units. If the OWNERS of the parcel do not live on the premises, the two units must be rented for single occupancy. For the purposes of this agreement, "single occupancy" shall mean occupancy of the primary dwelling and secondary unit by members of the same living group pursuant to a single lease or rental agreement. Nothing in this Agreement prohibits one or both of the dwelling units from being unoccupied.

Section 2. The Agreement is binding on the heirs, successors, and assigns of the parties hereto, and shall be recorded with the Solano County Recorder and be a covenant running with the land.

OWNER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

CITY OF VACAVILLE, a municipal corporation BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Community Development Director