

CASE NO. 20 _____ - PS - _____

Potential PC Date: _____

PERMITTED WITH STANDARDS
GUESTHOUSE
APPLICATION & CHECKLIST
Application Fee: **\$100.00**

I. PROPERTY OWNER(S) / APPLICANT INFORMATION

APPLICANT: _____
(If different than owner)
MAILING ADDRESS: _____

WORK PHONE: _____ E-MAIL ADDRESS: _____

CONTACT PERSON / REPRESENTATIVE: _____
(If different than owner)

MAILING ADDRESS: _____

WORK PHONE: _____ E-MAIL ADDRESS: _____

II. PROPERTY INFORMATION

PROJECT NAME: _____

LOCATION OF SUBJECT PROPERTY: _____

TAX I.D. NUMBER (PARCEL SERIAL NUMBER): _____

GENERAL PLAN: _____ ZONING: _____

PROPOSED USE: _____

III. APPLICATION REQUIREMENTS

PHYSICAL SUBMISSION

- Permitted with Standards Application
- Payment of \$100.00 filing fee

DIGITAL SUBMISSION

Submit the items below to: cdapps@sgcity.org
The subject line of your email **must** read as PS Application (Project Name)

- Narrative including at minimum:
 - Description of the proposed use
 - The size and location of the site
 - Traffic generation, timing and nature of traffic impacts and the existing condition and capacity of the streets in the area

- Utility demand and available capacity, including storm water retention
- Emergency vehicle access and anticipated average and peak day demand
- Hours of operation, delivery and use
- Odor and noise plan if applicable
- Description of mitigating design elements, where applicable, per section IV below
- Design Schematic
- Site Plan and supporting materials including but not limited to:
 - Location and amount of off-street parking
 - Internal vehicular and pedestrian circulation system, including delivery vehicles, loading and unloading
 - Fencing, screening, and landscaping to separate the permitted with standards use from adjoining property and uses
 - Generation and screening of trash, and automated garbage collection (dumpsters)
- Elevation(s) illustrating heights, design, mass, bulk, orientation, etc.
- Color and materials board (20"x30" maximum size, each color and material must be labeled with the manufacture's number(s), colors and materials must also be numbered and called out on an elevation picture)

IV. GENERAL STANDARDS (section 10-17A-2)

All uses identified as permitted with standards are allowed if they meet the following general standards, and where applicable, the specific standards as outlined in the ordinance.

Check whether the general standard below will be mitigated (YES) or is not applicable (N/A). If the standard will be mitigated, include a description of how the mitigation will occur in the application requirements narrative.

YES	N/A	Category	Description
		Noise Control Plan	<p>The building or site shall be equipped with an effective noise control system or plan, which must at all times prevent unreasonable interference of neighbors' use and enjoyment of their property and include the following:</p> <ol style="list-style-type: none"> 1. A detailed description of any noise control systems that will be utilized, including operational schedules and materials used to mitigate noise; 2. Contingency measures if any aspect of the control plan fails or is not followed, or if it is otherwise shown that the standard is not met; and 3. Identification of the responsible parties tasked with implementing each aspect of the noise control plan
		Odor Control Plan	<p>The building or site shall be equipped with an effective odor control system or plan, which must at all times prevent unreasonable interference of neighbors' use and enjoyment of their property and include the following:</p> <ol style="list-style-type: none"> 1. A detailed description of any odor control systems that will be utilized, including operational schedules and maintenance intervals; 2. Contingency measures if any aspect of the odor control plan fails or is not followed, or if it is otherwise shown that the standard is not met; and 3. Identification of the responsible parties tasked with implementing each aspect of the odor control plan; 4. If applicable, the premises shall be kept clean by the regular removal of waste and by the use of spray and disinfectants to prevent the accumulation of flies, the spread of disease or offensive odor.

V. SPECIFIC STANDARDS (SECTION 10-17A-7)

Initial each box to acknowledge that you have read and understand the excerpts from City Ordinance below. For items that may need mitigation, check whether the specific standard will be mitigated (YES) or is not applicable (N/A). A narrative describing mitigation efforts as well as a site plan and any supporting documentation required to satisfy the requirements of the code must be submitted for review with the permitted with standards application prior to approval. Boxes that have been greyed do not need to be checked.

Initials	YES	N/A	Category	Description
			Occupants	A guesthouse shall be used only by the occupants of the principal dwelling or their nonpaying guests. Short term rental of a guesthouse is not permitted.
			Deed Restriction	The guesthouse shall not be leased or rented independent of the main dwelling. A deed restriction in a form approved by the city prohibiting the lease or rental shall be recorded against the property, with proof to the community development director or designee, prior to issuance of a building permit for the guesthouse.
			Lot Size	A guesthouse shall only be permitted on a lot containing an area of eight thousand (8,000) square feet or larger which has an existing owner occupied single-family dwelling unit, or where a building permit has been issued and construction is in process for the single-family dwelling unit. A guesthouse may be constructed on lots of less than eight thousand (8,000) square feet in an approved planned development (PD) zone, provided a guesthouse is an allowed use within the project's PD text, and other standards in section 10-17A-1 are met.
			Number	Only one guesthouse or accessory dwelling unit shall be permitted per lot of record.
			Setbacks	The guesthouse shall be located outside of all setback areas. The guesthouse shall meet the setback requirements for the main dwelling.
			Size	The guesthouse shall not have less than one hundred fifty (150) square feet of floor area or more than four hundred (400) square feet of floor area.
			Design	There shall be no kitchen or cooking facilities within a guesthouse. A microwave, compact refrigerator (less than 7.75 cubic feet and 36 inches or less in height), and wet bar sink (12 inches wide or less) is permitted.
			Design	Architectural design, materials, and construction shall match the primary residential structure.
			Utilities	Utilities shall not be metered separately for a guesthouse.
			Size	Building lot coverage including the guesthouse and other accessory structures shall not exceed twenty five percent (25%) of the rear lot area if the guesthouse is located in the rear yard. (The rear lot area is the area lying between the rear lot line and rear wall of the single-family dwelling extended to the side lot lines.)

