

SECONDARY DWELLING UNIT (SDU) CHECKLIST

Community Development – Planning Division
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6702
 planning@menlopark.org



Purpose	
This checklist is a required component of Secondary Dwelling Unit (SDU) building permit submittals. Please review the requirements below and fill in your project data and/or initial to indicate compliance/understanding, as requested. For the items that do not apply, please write "not applicable." Some items require additional submittals, as noted.	
Zoning Ordinance Section 16.79.040 (Development and use regulations)	
(1) Minimum lot area: six thousand (6,000) square feet.	Lot Size: _____ s.f.
(2) Primary Residence. (A) A single-family residence must be located on the lot. (B) The secondary dwelling unit may not be sold separately from the primary residence.	Initial: _____
(3) Density. No more than one (1) secondary dwelling unit may be allowed on any one lot.	Initial: _____
(4) Subdivision. A lot having a secondary dwelling unit may not be subdivided in a manner that would allow for the main dwelling and secondary dwelling unit to be located on separate lots that do not meet the minimum lot area, width and/or depth required by the single-family zoning district in which the lot is located.	Initial: _____
(5) Minimum Yards. (A) Attached Secondary Dwelling Units shall comply with all minimum yard requirements for the main dwelling established by the single-family zoning district in which the lot is located; (B) Detached Secondary Dwelling Units shall comply with all minimum yard requirements for the main dwelling established by the single-family zoning district in which the lot is located, with the exception that the minimum rear yard is ten (10) feet. Furthermore, the interior side and rear yards may be reduced to five (5) feet, subject to written approval of the owner(s) of the contiguous property abutting the portion of the encroaching structure. If the contiguous interior side or rear property line is an alley, the minimum setback is five (5) feet. If a secondary dwelling unit is constructed above an existing detached garage, the side and rear yard setback is five (5) feet. The provisions of Section 16.62.020 (1) shall not apply to a Detached Secondary Dwelling Unit.	Front Setback: _____ ft. Right-Side Setback: _____ ft. Left-Side Setback: _____ ft. Rear Setback: _____ ft.
(6) Unit Size. (A) Detached Secondary Dwelling Units shall not exceed six hundred forty (640) square feet, except buildings complying with all aspects of the disabled access requirements for kitchens, bathrooms, and accessible routes established in the California Building Code for adaptable residential dwelling units shall have a maximum square footage of seven hundred (700) square feet. (B) Attached Secondary Dwelling Units shall not exceed fifty percent (50%) of the existing living area, with a maximum increase in floor area of six hundred forty (640) square feet,	Unit Size: _____ s.f.

<p>except buildings complying with all aspects of the disabled access requirements for kitchens, bathrooms, and accessible routes established in the California Building Code for adaptable residential dwelling units shall have a maximum square footage of seven hundred (700) square feet.</p> <p>(C) All secondary dwelling units shall be limited to studio or one (1) bedroom units and one (1) bathroom.</p> <p>(D) No passage way shall be required in conjunction with the construction of a secondary dwelling unit.</p> <p>(E) Secondary dwelling units shall count towards the total floor area for the lot, and the entire floor area of all buildings may not exceed the permitted Floor Area Limit (FAL) established by the single-family zoning district in which the lot is located.</p>	<p>Initial: _____</p> <p>Total Floor Area: _____ s.f.</p>
<p>(7) Building Coverage. Secondary dwelling units shall count towards the total building coverage for the lot, and the entire building coverage of all buildings may not exceed the permitted building coverage established by the single-family zoning district in which the lot is located.</p>	<p>Total Building Cov.: _____ s.f.</p>
<p>(8) Height. The maximum permitted height of a secondary dwelling unit is the same as the maximum permitted height for the single-family zoning district in which the lot is located, except that in no instance shall the maximum total height for any detached secondary dwelling unit exceed seventeen (17) feet.</p>	<p>Height: _____ ft.</p>
<p>(9) Daylight Plane. A daylight plane shall begin at a horizontal line nine (9) feet, six (6) inches above the average natural grade at a line three (3) feet from the side property lines and shall slope inwards at a forty-five (45) degree angle. There are no permitted intrusions into the daylight plane. "Average natural grade" means the average of the highest and lowest points of the natural grade of the portion of the lot directly below a line three (3) feet from the side property lines.</p>	<p>Initial: _____ (and show on elevations)</p>
<p>(10) Parking. One (1) off-street parking space is required, except as provided in Section 11 (Parking Exceptions) below, in addition to the required parking for the main dwelling unit, that may be provided in the following configurations and areas in addition to the areas allowed for the main dwelling:</p> <p>(A) In tandem, meaning one (1) car located directly behind another car, including a single-car driveway leading to two (2) required parking spaces for the main dwelling;</p> <p>(B) Within required interior side yards;</p> <p>(C) Within required front yards if no more than five hundred (500) square feet of the required front yard are paved for motor vehicle use (inclusive of the main residence driveway and parking areas) and a minimum setback of eighteen (18) inches from the side property lines is maintained.</p> <p>The required off-street parking can be provided in either a covered or uncovered space, but all covered parking shall comply with the setback requirements of the main dwelling, if the parking is attached, or the accessory building regulations, if the parking is detached.</p>	<p>Initial: _____ (and show on site plan)</p>

<p>(11) Parking Exceptions. The off-street parking requirement of Section (10) Parking, does not apply to the following secondary dwelling units:</p> <ul style="list-style-type: none"> (A) Secondary dwelling units located within one-half mile of public transit as determined by the community development director. (B) Secondary dwelling units located within an architecturally and historically significant historic district. (C) Existing secondary dwelling units that were permitted without additional parking. (D) When on-street parking permits are required but not offered to the occupant of the secondary dwelling unit. (E) When a car share vehicle is located within one block of the secondary dwelling unit as determined by the community development director. 	<p>If your project follows under one of the exceptions, please circle the appropriate exception and provide any necessary supplemental documentation (e.g., map showing transit stop proximity); Initial to confirm compliance (or non-applicability): _____</p>
<p>(12) Consistency. All secondary dwelling units shall comply with all applicable development regulations for the single-family zoning district in which the lot is located and building code requirements set forth in Title 12, Buildings and Construction, unless otherwise specifically provided for in this section.</p>	<p>Initial: _____</p>
<p>(13) Aesthetics. The secondary dwelling unit shall have colors, materials, textures and architecture similar to the main dwelling.</p>	<p>Initial: _____ (and attach additional diagrams/notes as needed)</p>
<p>(14) Tenancy. Either the main dwelling or the secondary dwelling unit shall be occupied by the property owner when both units are occupied as dwelling units. If a property owner does not occupy one of the dwelling units, the property owner may apply for a non-tenancy status for a term of one (1) year through a registration process established by the community development director. To be eligible for the registration process, a property owner must have lived at the subject property for a minimum of two (2) years of the previous five (5) years from the date of application. The property owner may renew the registration annually, not to exceed four (4) years in total, subject to the review and approval of the community development director, pursuant to the following criteria and process established by the community development director.</p> <ul style="list-style-type: none"> (A) The application for the registration and renewal(s) shall be accompanied by a fee, set by the city council. (B) The application for registration and renewal shall state the reason for the request and provide supporting documentation. The registration shall be approved for any of the following reasons: (i) temporary job relocation, with the intent to return, (ii) relocation for school (e.g., mid-year career change), and (iii) physically unable to live in the house. (C) The application shall provide a property management plan that includes the name and contact information to address issues or concerns about the use of the property should they arise. The plan should also include information about parking, including (i) a site plan with the parking layout for the property, (ii) how parking will be assigned between tenants, and (iii) an action plan that demonstrates how parking issues will be resolved effectively and efficiently between tenants if tandem parking is provided. (D) A use permit is required for non-tenancy status longer than four (4) years or for waiver of the requirement that the owner reside in the unit for not less than two (2) of the previous five (5) years 	<p>Initial: _____ (and complete/attach SDU Tenancy form)</p>

<p>prior to the date of application or for a reason other than those stated in subsection (11)(B) of this section.</p>	
<p>(15) Mitigation Monitoring. All second unit development shall comply, at a minimum, with the mitigation monitoring and reporting program (MMRP) established through Resolution No. 6149 associated with the Housing Element Update, General Plan Consistency Update, and Zoning Ordinance Amendments and Environmental Assessment prepared for the Housing Element adopted on May 21, 2013.</p>	<p>Initial: _____ (and complete/attach SDU MMRP Compliance form)</p>