



CITY OF PINOLE

Community Development Department

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SECOND DWELLING UNIT

A **second dwelling unit** is located on the same lot as a primary dwelling unit and is either detached or attached to the main building. It is served by a separate entrance and kitchen.

There are several things to consider with a second dwelling unit.

- There is a maximum of 800 square feet for attached or detached second unit
- One parking space per bedroom, with a maximum of two parking spaces per second unit
- Conditional Use Permit is required for owner occupancy of one of the dwelling units on the property
- Design Review is required for the new second unit, whether attached or detached
- Project evaluated using the Residential Design Guidelines

Process

To construct a second dwelling unit, a property owner must apply for Design Review and a Conditional Use Permit. The Planning Commission reviews the project in a public hearing for ultimate approval. *Please Note: This review and approval is separate from the Building Permit process.*

Materials Required for a Second Unit

- Fees: Design Review: \$883; Conditional Use Permit: \$786
- Fee: \$150 for sign to be posted on site
- Fee: \$100 mailing fee
- Mailing labels for property owners and residents within 1000 ft. radius of the subject site
- Completed Planning Application form
- Project Description
- Proof of ownership of the property
- A plot plan showing the location of any and all easements, structures, parking for both the primary and secondary dwelling units, other improvements and trees over six inches in diameter
- Floor plan of the second dwelling unit showing total floor area
- Elevations showing all sides of the second dwelling unit or changes being made to the single-family home in order to add a second dwelling unit
- Colors and materials board
- Electronic version of the plans (pdf or jpeg)
- Other information that the Planning Manager or Planning Commission determines is necessary to evaluate the proposed project. (Ord. 564 §1(part), 1994)

To avoid project delays, all materials are required to deem the application complete and ready for review. If there are any questions, please contact the Planning Department at (510) 724-8912. Please refer to Chapter 17.31 of the Zoning Ordinance for further details.