

Application No: _____

Fee: _____

Date Submitted: _____

Code: New-01-301-302-3792 - \$614.00

**CITY OF DALY CITY
PLANNING DIVISION
ECONOMIC & COMMUNITY DEVELOPMENT
APPLICATION FOR SECONDARY UNIT**

TO BE COMPLETED BY THE APPLICANT:
(Please Print)

Name (Property Owner): _____ Telephone No. – Home: _____

Address: _____ Work: _____

Assessor's Parcel No: _____ - _____ - _____

Number of Existing Off-Street Parking Spaces: _____

Application Must Be Accompanied by the Following:

- 1) Photocopy of the deed for the property.
- 2) Plot Plan, drawn to scale, showing all buildings, setbacks and off-street parking spaces (3 sets).
- 3) Floor plans, drawn to scale, for existing dwelling and proposed remodeling or expansion for all floors (3 sets)
- 4) Proof of Owner Occupancy (copies of bills, driver's license, etc. showing property address and owner's name).
- 5) Photograph of driveway and garage door.

I, the undersigned applicant, certify that the above information and that submitted in all attachments to this application, is, to the best of my knowledge, true and correct. I further understand that the creation and use of a secondary unit is subject to certain restrictions as specified in the Daly City Zoning Ordinance and that the use is not valid until such time as a Certificate of Registration is issued.

Signature: _____

(Do Not Write Below This Line)

PLANNING OFFICE USE:

Parking required at time of construction: _____ spaces. Driveway parking per 17.40.100 B.6. _____

Owner Occupied: ____ Yes ____ No Percentage of living space occupied by secondary unit: _____%

Density Factor (determined by street block segments): _____ = (_____ x 16) - _____
SU = (NA x DF) – DU, Where:

SU = maximum number of dwelling units
NA = net area of all single-family parcels
DF = density factor of 16 dwelling units per acre
DU = existing number of single-family residences,
secondary units and developable lots

Curb Cut Required: ____ Yes ____ No

Curb Cut Permit: ____ Granted ____ Denied

Authorization: _____
Signature/Planning Division Date

Authorization: _____
Signature/Streets Division Date

Note: Approvals are required by the Planning Division and/or the Streets Division prior to applying for a building permit.

Appeal Rights (DCMC 17.40.130) – “Any building permit application or Certificate of Registration denied by the City Planner or any determination made by the City Planner may be appealed by the applicant to the City Council. All appeals must be made in writing to the City Clerk within thirty (30) days after the date of the City Planner’s decision. The City Council shall elect a time and place for hearing the appeal and give due notice thereof to the affected person(s) and shall render a written decision. The decision of the Council shall be final.”