



City of Calexico

Department of Development Services

Submittal Requirements For 'Guest Homes' or 'Accessory Living Quarters'

Application for 'Guest homes' and/or 'Accessory living quarters' in R-1 zones shall comply with the following permit requirements. Approval of Development Review Permit for these uses shall not be granted until permit application has been accepted and deemed 'complete' in accordance with these submittal requirements:

1. Completion of Uniform Application Form, to contain:
 - a. Applicant signature certifying status as property Owner. Signature shall be dated certifying that information provided is true and correct, under penalty of perjury.
 - b. Narrative project description with acknowledgement that applicant understands and agrees to comply with ordinance restrictions for establishment of 'Guest Houses' and/ or 'Accessory Living Quarters'. Ordinance definition for such uses is attached hereto as Exhibit A (guest houses) and Exhibit B (accessory living quarters).
2. Site Plan submittal, showing:
 - a. Existing and proposed structures and uses within the property.
 - b. Floor plan of existing dwelling and proposed accessory structures. Room use shall be noted on floor plan for both existing dwelling unit and proposed accessory structures.
 - c. Site plan shall be prepared in accordance with directions provided in application form, and shall show project comply with applicable provisions of the zoning ordinance pertaining.
3. Completion of 'Covenant Agreement' pertaining to establishment of 'Guest House' or 'Accessory living quarters' in R-1 zones. Such agreement shall be recorded prior to filing or issuance of building permit. Recorded 'Covenant Agreement' shall run with the property contractually binding property owner and property with pertinent to establishment of a 'guest home' or accessory living quarters' in R-1 zones.
4. Approval for establishment of 'Guest Home' or 'Accessory Living Quarters' shall be granted upon satisfactory submittal of 'complete' Application information found to be in compliance with applicable provisions of the adapted zoning ordinance (setbacks, on-site parking, lot coverage, etc.) Approval shall be issued via 'Notice of Determination' signed by responsible city department heads. Such Notice shall impose the following standard conditions of approval:
 - a. 'Accessory Living Quarters' or 'Guest House' is to be used exclusively for housing guests or servants, having no cooking facilities or kitchen and not rented otherwise used as a separate dwelling. (Municipal Code Section 17.01.900 (4) (49).

- b. 'Accessory Living Quarters' or 'Guest House' shall not contain nor be altered to provide any room used or intended to be used or designed to be used for cooking or the preparation of food, including any room having a sink and either a gas opening or provision for an electric stove. (Municipal Code Section 17.08.460).
 - c. Separate electric meter for 'Accessory Living Quarters' or 'Guest House' is not permitted.
 - d. Applicant shall record 'Covenant Agreement' restricting use of accessory structure to house nonpaying guests or servants, not rented or otherwise used as a separate dwelling.
 - e. Violation of these conditions constitutes a violation of the zoning ordinance and is subject to abatement as prescribed by law.
5. Issuance of 'Notice of Determination' for establishment of 'Guest Home' or 'Accessory Living Quarters' shall be accompanied with appropriate security to ensure performance of conditions imposed. Such security shall be in the form of money or surety bond in the amount fixed by the approving/monitoring authority.