



City of Calexico

Department of Development Services

Submittal Requirements For Second kitchen units (Granny Flat)

Application for second-kitchen unit (granny flat) 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 owner and resident of property, under penalty of perjury.
 - b. Narrative project description with applicant acknowledgement to comply with ordinance restrictions for establishment of second-kitchen (granny-flat) units in R-1 zones:
 1. Granny flat will be established within existing home living area. If area expansion is necessary, such expansion shall not exceed 10% of existing floor area, or exceed 640 sq. ft.
 2. Occupancy shall be for no more than two adults, related to resident property owner, one of which is elderly or disabled, as defined by the State Health and Safety Code.
 3. Property owner must reside on premise.
 4. One (1) additional on-site parking space must be provided.
 5. Establishment of second-kitchen unit within garage is prohibited; unless replacement covered parking is concurrently provided.
 6. Resident property owner agrees to yearly inspection for compliance to second-kitchen unit occupancy restrictions.
 7. Resident property owner agrees to remove second kitchen room and related equipment, and revert entire dwelling into single family occupancy, upon non-compliance with any of the regulations listed above and contained in adopted ordinance for establishment of second-kitchen units in R-1 zones (Ordinance attached).
2. Site Plan submittal, showing:
 - a. Existing dwelling unit and structures located within the property, including existing and required additional (1) parking space.
 - b. Floor plan of dwelling to show existing floor configuration and proposed alterations to accommodate second-kitchen unit (entrance, kitchen room, etc.).
 - c. Site plan shall be prepared in accordance with directions provided in application form, and shall show project compliance with applicable provisions of the zoning ordinance (setbacks, lot coverage, parking, etc.).
3. Recordation of 'Covenant Agreement' contractually binding property owner and property to conditions set by ordinance for establishing a second-kitchen units in R-1 zones. Such agreement shall be completed to the satisfaction of director of planning, and recorded prior to filing for building permit. Form is available at office of planning department and also attached hereto.

4. Approval of second-kitchen units in R-1 shall be issued via 'Notice of Determination' signed by the responsible city departments. Such Notice 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. (Municipal Code 17.01.780)