

GUESTHOUSE / CASITA
PERMIT APPLICATION



I. PROPERTY OWNER(S) / APPLICANT INFORMATION

APPLICANT: _____

(If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

E-MAIL ADDRESS: _____

LOCATION OF SUBJECT PROPERTY: _____

CONTACT PERSON / REPRESENTATIVE (if applicable): _____

(If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

E-MAIL ADDRESS: _____

II. PROPERTY INFORMATION

ZONING: _____ SUBDIVISION: _____

TAX I.D. NUMBER (PARCEL SERIAL NUMBER): _____

EXISTING USE: _____

Use of property and/or Buildings

PROPOSED USE: _____ GUESTHOUSE

OFFICE STAFF USE ONLY

CASE NO. 20 ___-GH-___ FILING DATE: _____ RECEIVED BY: _____ RECEIPT: _____

FEE: \$100.00 – PAYABLE BY CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED

III. SUBMITTAL "CHECK LIST"

REQUIRED DOCUMENTS**

- 1. - Completed and Signed **General Information Form** (*This application*);
- 2. - Two (2) **sets of plans** that include a fully dimensioned Site Plan, Floor Plan, and Grading Plan. The scale should be no smaller than 1" = 20' for all plans;

AND

- Two (2) **sets of Elevation drawing(s)** showing all four sides of proposed building.
(*Photo simulations are encouraged but not mandatory*);
- 3. - Two (2) **sets of plans, in 8½" x 11" format (letter size)**, as stated in #2 above;
- 4. - **Color and materials board, or approved equivalent.** This requirement will apply **ONLY IF** the Guesthouse/Casita requires approval from the Planning Commission;
- 5. - **PDF, JPEG, BMP or TIFF files** of the above documents on CD;
- 6. - Item #6 proof must be provided prior to the Planning Commission hearing or Administrative approval. Staff will provide the applicant with a completed **DEED RESTRICTION** form (*See attached sample*) to be signed and recorded with Washington County. Applicant must provide proof (a receipt from Washington County Recorder's office), to be attached to the building permit application, that the Deed Restriction has been recorded. **The building permit will not be issued until the proof is provided to Planning Staff.**

***Your application **will not be accepted** until all the required documents are provided.*

IV. SITE PLAN INFORMATION

Please include the following information on your site plan

REQUIRED INFORMATION

- 1. Current address of project, plat name, assessor parcel number(s), and the applicant's and plan preparer's name, address, phone and fax #'s.
- 2. North arrow and scale.
- 3. Property lines, with dimensions, and the location, width, and description of any easements.
- 4. Existing and proposed streets, including names, widths, and existing or future rights of way and improvements.
- 5. Show and dimension all existing and proposed buildings and structures, existing features to be removed. Show distances between buildings and distances from buildings to property lines. Show required and proposed building setback lines. Indicate proposed walls and fences.
- 6. Show proposed and existing parking, driveways and access points, both on-site and off-site within the vicinity. Indicate width of driveways and drive aisles.
- 7. Show all existing and proposed public improvements, including water, sewer, curbs, gutters, sidewalks, power lines, and utility poles.
- 8. Show existing contour lines and proposed contour lines indicating finished grade on the site; a **grading plan** may be substituted instead of showing contours on the plan, if desired.
- 9. Provide a **legend** on the site plan that includes:

| | | | |
|---|-------------------------|---|-------------------------|
| A | Zoning | B | Setbacks |
| C | Lot Square Footage | D | Building Square Footage |
| E | Building Height Setback | | |

Guest House or “Casita” must meet the following criteria:

- A. A guest house shall be used only by the occupants of the principal dwelling or their non-paying guests.
- B. The guest house shall not be leased or rented independent of the main dwelling. A deed restriction in a form approved by the City prohibiting the lease or rental shall be recorded [at the Washington County Recorder’s Office] against the deed, by the property owner prior to occupancy of the structure. **Proof** that such deed restriction **has been recorded** shall be provided to the Community Development Director **prior to issuance of a building permit** for the guest house.
- C. A guest house shall only be permitted on a lot containing an area of ten-thousand square feet (10,000) or larger which has an existing owner-occupied single family dwelling unit, or where a building permit has been issued and construction is in process for the single-family dwelling unit on a lot ten thousand (10,000) square feet or larger. A guest house may be constructed on lots of less than ten-thousand (10,000) square feet within an approved Planned Development (PD) Zone, provided a guest house is an allowed use within the project’s PD’s text.
- D. Only one guest house shall be permitted per lot of record.
- E. The guest house shall be located outside of all setback areas. Guest House setbacks shall be no less than ten (10) feet from the side and rear property lines. The Guest House shall meet the setback requirements for the main dwelling.
- F. The main floor area of the guest house shall not have less than one hundred and fifty (150) square feet or more than four hundred (400) square feet. **Requests exceeding four hundred (400) square feet shall be submitted to the Planning Commission for review and consideration at a regularly scheduled meeting.**
- G. **There shall be no kitchen or cooking facilities within a guest house.** A microwave, compact refrigerator (less than 7.75 cubic feet and 36 inches or less in height), and wet bar sink (12 inches wide or less), is permitted.
- H. **Architectural design, materials, and construction shall match the primary residential structure.**
- I. **Utilities shall not be metered separately for a guest house.**
- J. Building lot coverage including the guest house and other accessory structures shall not exceed twenty-five percent (25%) of the rear lot area if the guest house is located in the rear yard. (The rear lot area is the area lying between the rear lot line and the rear wall of the single family dwelling extended to the side lot lines.)
- K. The guest house shall not exceed a height of fifteen (15) feet for gable roofs, and twelve (12) feet for shed roofs (flat roof), as measured from the adjacent grade to the highest part of the roof, unless the City Council approves a *Conditional Use Permit* for a greater height.
- L. Separation distance from the main dwelling and other accessory buildings or structures shall conform to the requirements of the adopted Building and Fire Codes.
- M. A site plan shall be submitted to the Community Development Department to determine compliance with the requirements herein prior to issuance of a building permit. A fee as established by the City Council shall be paid for the site plan review. The site plan shall be drawn to scale, clearly showing the location of all existing and proposed structures, walls, parking, driveways and walkways.
- N. **Guest homes shall be of new construction only;** existing accessory structures (shed, garage, workshop, gazebo, etc.) may not be converted to a guest house.
- O. The consideration of a basement beneath a guest house shall be reviewed on a case by case basis at a regularly scheduled Planning Commission meeting.
- P. A guest house may not be used as or converted into a garage.
- Q. A guest house may be used as a pool house.
- R. A guest house may not be placed in front yard setback or side yard setback area.

V. APPLICANT AGREEMENT

I (we) have read and understood the requirements of this application and all information is true and accurate to the best of my (our) abilities.

Signature _____ Date _____

Signature _____ Date _____

