

**CALAVERAS COUNTY  
PLANNING DEPARTMENT**

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**ACCESSORY DWELLING PERMIT**  
INSTRUCTIONS FOR FILING APPLICATION

A COMPLETE COPY OF THE CODE IS SHOWN IN SECTION 17.66. The following is a summary:

**Minimum requirements.** In order to be considered for an accessory dwelling permit, the following circumstances shall be satisfied:

- A. The subject property shall be no less than one acre in size. A parcel of .99 acres does not qualify for an accessory dwelling.
- B. There shall be an existing single family residence on the subject property which is occupied by the property owner as the permanent primary residence of the property owner as evidenced by a homeowners' exemption carried on the latest equalized assessor rolls, **except in** the case of simultaneous construction as authorized in Section 17.66.050. Failure to maintain the primary, permanent residence shall be grounds for revocation of the accessory dwelling permit resulting in a prohibition of further occupancy of the accessory dwelling.
- C. No more than one accessory dwelling shall be permitted on any legally existing parcel of land.

This list is intended to meet the requirements of Government Code Section 65940.

- 1. **Application Form** shall be properly filled out and signed by owner (s) of property and applicant (s). All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a Resolution from the corporation authorizing this application shall be submitted.
- 2. **Existing Land Use Information** shall be properly filled out.
- 3. **Application Fees:** ..... **\$1,538.00**  
***NOTE:*** Multiple applications submitted at the **same time** for the **same property** save the County time and money and that savings is passed on to applicants. For concurrent applications, the total fee is 100% of the highest fee and 50% of all other **Planning Department** application fees (**Public Works and Environmental Health application fee portions are still calculated at 100%**).
- 4. One copy of the current **County Assessor's Map** with the property of the proposed land use delineated shall be submitted with the application.
- 5. One copy of the **Current Deed** from the Official Records of the County shall be submitted with the application. If the deed shows a corporation as the owner, a copy of a Resolution from the Corporation authorizing this application, shall be submitted.

6. The proposed **Site Development Plan** shall be clearly and legibly drawn on sheets of at least 18" x 24" or larger paper. Use a standard engineering or architect's scale. **One folded copy**, and **one reduced copy** (8½" x 11" or 11" x 17") of the development plan shall be submitted with the application. The applicant will be notified if additional copies of the plan are needed.
7. **Site Development Plan Requirements:**

The Site Development Plan shall contain the following information in order that a complete evaluation may be made by the decision-making bodies. The Plan shall be drawn to a scale with full dimensions giving all the following required information:

  - a) Vicinity map showing relationship of subject property to Section and from nearest State Highway or County arterial road (no scale required)
  - b) North arrow and scale.
  - c) Property dimensions, building setbacks, and acreage.
  - d) Locations of all road, utility, and other easements.
  - e) Existing development. All onsite structures, known wells or septic tanks, utility lines (both above and underground), and other manmade features.
  - f) Proposed development. Clearly, with bold lines, show the location and dimensions of all proposed new structures, access ways, and other features. Indicate the square footage of the new development.
  - g) Parking areas. Show the location of parking lots, the configuration of the parking stalls, and all dimensions of stalls, driveways and vehicle access ways. Include a note of the number of parking spaces.
8. According to Section 65943 of the California Government Code, your application shall be reviewed within thirty days and you or your agent shall receive written notice regarding the completeness of your application. According to Section 65944 (C), additional information may be requested in order to comply with division 13 of the California Public Resource Code. The aforementioned application requirements Items 1 through 7, are necessary for a complete application. Any application which is submitted in person or by mail, lacking the required information will not be accepted.