



August 31, 2011

## **Instructions For Participating In The 2<sup>nd</sup> Dwelling Unit Amnesty Permit Program**

Dear Undocumented 2<sup>nd</sup> Dwelling Unit Owner,

Attached are the documents necessary to begin completing the application packet for legalization of an existing 2<sup>nd</sup> dwelling unit on a property that currently has only one legal dwelling unit. These instructions will give you a good general understanding of the entire 2<sup>nd</sup> Dwelling Unit Amnesty Permit process.

Steps:

1. Complete the application packet as follows:
  - ❑ Fill in Section A of page 2
  - ❑ Have a State and City licensed general contractor AND a State and City licensed electrical contractor complete page 3.
  - ❑ Complete page 6 for your property.
  - ❑ Complete, sign and have notarized page 4. Make sure that you include copies of in-service date documents per the instructions on the bottom of this form.
  - ❑ Using pages 8-10, complete page 7.
  - ❑ Complete Section B of page 2
  - ❑ Sign and date Section C of page 2
2. Come to room 117 of Ventura City Hall between the hours of 9:00 and 4:30 to make application for your 2<sup>nd</sup> Dwelling Unit Amnesty Permit. Bring your completed 2<sup>nd</sup> Dwelling Unit Amnesty Permit Application Packet and supporting documents mentioned above. No fees are collected at time of application.
3. City staff will review your application packet and supporting documents within a week. Once the review is completed, you will be advised of the status ("approved" or "corrections required"). If corrections are required, you will need to make those corrections and re-submit in room 117.
4. Once your application is approved, you and the licensed general contractor shown on the "2<sup>nd</sup> Dwelling Unit Amnesty Permit Checklist" that was submitted, must come to room 117 of City Hall to pay for and receive your permit.
5. Once the permit is issued, your contractors can now complete the repairs called out on the "2<sup>nd</sup> Dwelling Unit Amnesty Permit Checklist" and then call the number on the permit for a final inspection.
6. The final inspection will be limited to only the items shown on the "2<sup>nd</sup> Dwelling Unit Amnesty Permit Checklist" and any other obviously hazardous, life-safety violations observed (electric shock, drowning, and other physical or health hazards). Our goal is to approve the inspection knowing that occupants will be safe from obvious, visible hazards.

You're done and can safely and legally use your 2<sup>nd</sup> dwelling unit!

If you have further questions, please visit room 117 of City Hall, visit [cityofventura.net](http://cityofventura.net) and click on the MVA button or call (805) 677-3941.

Sincerely,

Ventura City, Building & Safety Division

**SECTION A**

Main Unit Address \_\_\_\_\_  
 Submittal Date \_\_\_\_\_  
 In Service Date \_\_\_\_\_  
 Owner's Name \_\_\_\_\_  
 Owner's Phone \_\_\_\_\_  
 Square Footage \_\_\_\_\_  
  
 2<sup>nd</sup> Dwelling Unit  
 Legal Address \_\_\_\_\_

General Contractor Name \_\_\_\_\_  
 Contractor Phone \_\_\_\_\_  
 State B License # \_\_\_\_\_  
 City of Ventura Business License # \_\_\_\_\_  
 Electrical Contractor Name \_\_\_\_\_  
 Contractor Phone \_\_\_\_\_  
 State C-10 License # \_\_\_\_\_  
 City of Ventura Business License# \_\_\_\_\_

**SECTION B**

**The following MUST be provided prior to the City of Ventura accepting your application as a complete submittal:**

- Second Dwelling Unit Amnesty Permit Checklist Form
- Zoning & Development Checklist Plot Plan
- Affidavit Acknowledging In-Service Date Form      Proposed In-Service Date: \_\_\_\_\_

For In Service Date After December 2003

- Verify Planning Approval  
 Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C**

**Acknowledgement:**

I the owner of the subject parcel, agree to pay all permit, impact, school, and Contractor Life Safety Checklist repair fees and costs prior to permit issuance. I understand that by submitting this application, I am granted amnesty from fines and penalties per City Ordinance 2011-009. A copy of the Ordinance has been made available to me prior to permit application.

I understand that this permit, to legalize a 2<sup>nd</sup> dwelling unit, may not resolve all of the outstanding code enforcement violations in the Notice & Order document I received from City Code Enforcement.

\_\_\_\_\_  
 Signature of Applicant/Owner

\_\_\_\_\_  
 Date

**SECTION D**  
**(City Staff Only)**

**BACK OFFICE TECH CONFIRMS:**

- Code enforcement history on parcel. If so, route to Code Enf Supervisor
- Second Dwelling Unit Amnesty Permit Checklist
- In-Service Date and Affidavit

**PLAN CHECK TO CONFIRM ZONING & DEVELOPMENT STANDARD CHECKLIST REQUIREMENTS:**

- A sketched site plan of the property
- Address and Assessor's Parcel Number
- Current zoning designation
- Lot coverage and setbacks
- Building heights
- Lot dimensions
- Floor area and use of each structure
- On or off-street parking
- Fire resistant exterior walls where required by the California Residential Code Section R302
- Fence heights (which may not exceed 8'0")
- Location of existing water and sewer services
- Location of building drains

This checklist applies to the undocumented dwelling unit that is applying for a 2011 2nd Dwelling Unit Amnesty Permit at \_\_\_\_\_, Ventura, CA.

**Total estimated cost to correct checked items below: \$ \_\_\_\_\_ .00**

The licensed General and Electrical contractors that sign the bottom of this form have inspected the subject unit, checked all applicable boxes below and estimated the corrective costs for any of the following conditions witnessed:

**Electrical hazards**

- Lack of adequate permanent wiring or electrical service amperage
- Exposed electrical conductors or equipment
- Improper polarity when tested at 2 or more locations
- Lack of continuity of electrical and plumbing system bonding
- Unlabeled, grounded receptacle(s) on an ungrounded system

**Plumbing hazards**

- Cross contamination of potable water
- No hot water (must be between 120 - 135 degrees)
- Lack of bathroom or kitchen facilities in dwelling unit
- Lack of connection to approved sewage system
- Gas piping installed without inspection and pressure test

**Mechanical hazards**

- Lack of permanent heating system capable of 70 degrees at 36" above floor
- Vented gas appliances located within a sleeping room
- Gas vent clearance too close to combustible materials
- Inadequate ventilation (mechanical or natural) of bathrooms

**Structural integrity of building**

- New or enlarged structural wall openings
- New or increased loads on foundation, horizontal members, floors, ceilings, or roofs

**Exits**

- Missing at least one clear and operable 36" wide exit door
- Sleeping room missing:
  - Access to the exit door (item above)
  - Direct access to the exterior of the building via a egress window or door (see City handout)
- Stairs do not have:
  - 36" of width
  - Risers greater than 8"
  - Treads smaller than 9"
  - Handrails at 34"-38" above the tread nose
  - Balusters with openings larger than 4"

**Light and ventilation**

- Each room (excluding bathrooms and laundry rooms) has an exterior glass area less than 8% of the floor area of the room
- Each room (excluding bathrooms and laundry rooms) has an openable window and door area less than 4% of the floor area of the room

**Utilities**

- Lack of potable water
- Lack of electricity
- Lack of natural gas (if needed to serve heaters)

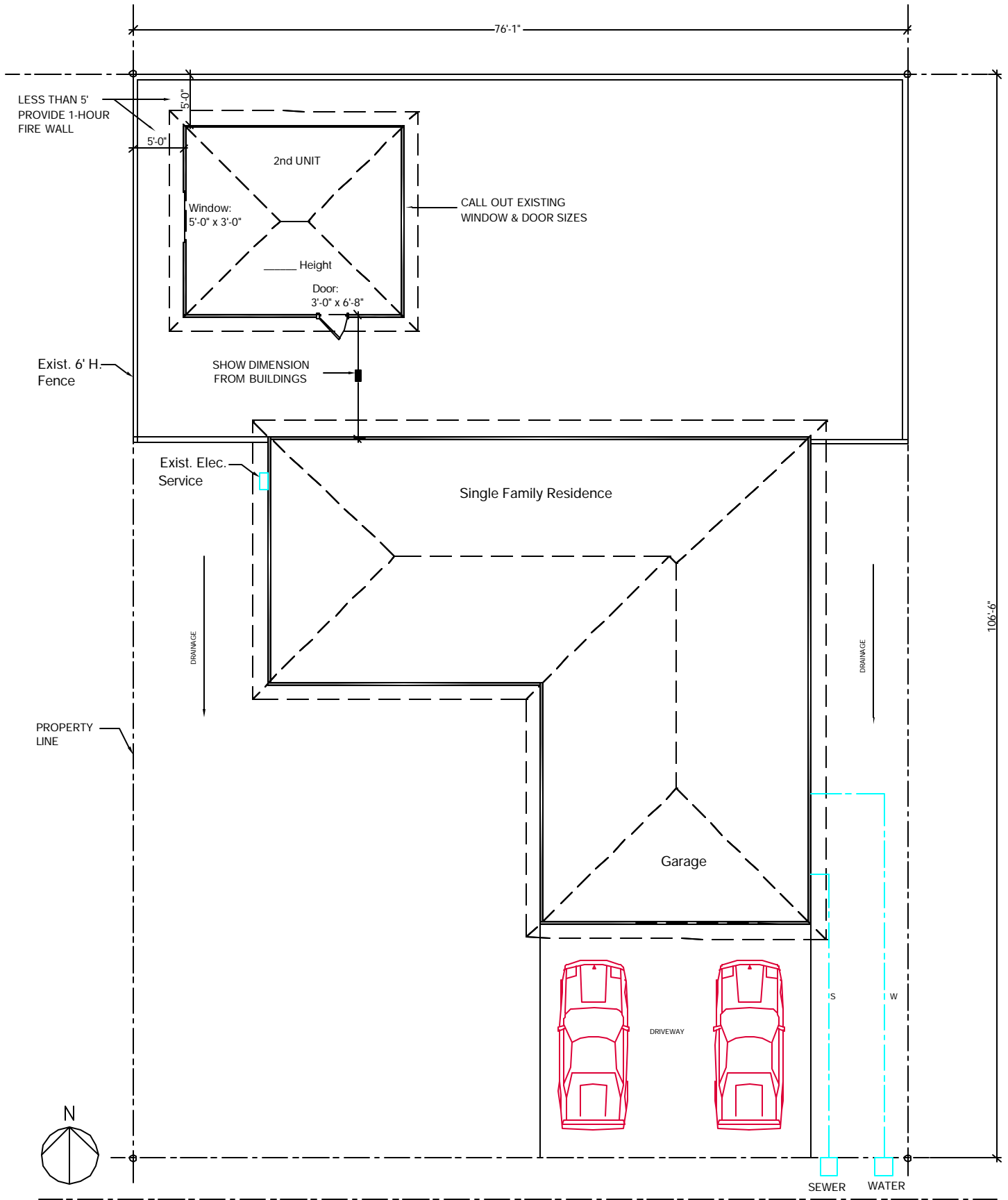
**Fire safety**

- No operable smoke detector(s) and carbon monoxide detector(s) in:
  - Hallways serving sleeping rooms must have smoke and carbon monoxide detectors
  - Each sleeping room must have a smoke detector

General Contractor Business: _____	
City Bus. Lic. #: _____	State CSLB #: _____
Signature: _____	Date: _____
Electrical Contractor Name: _____	
City Bus. Lic. #: _____	State CSLB #: _____
Signature: _____	Date: _____



PLOT PLAN SAMPLE. FOR ILLUSTRATION ONLY.



PLOT PLAN SCALE: 1/16" = 1'-0"

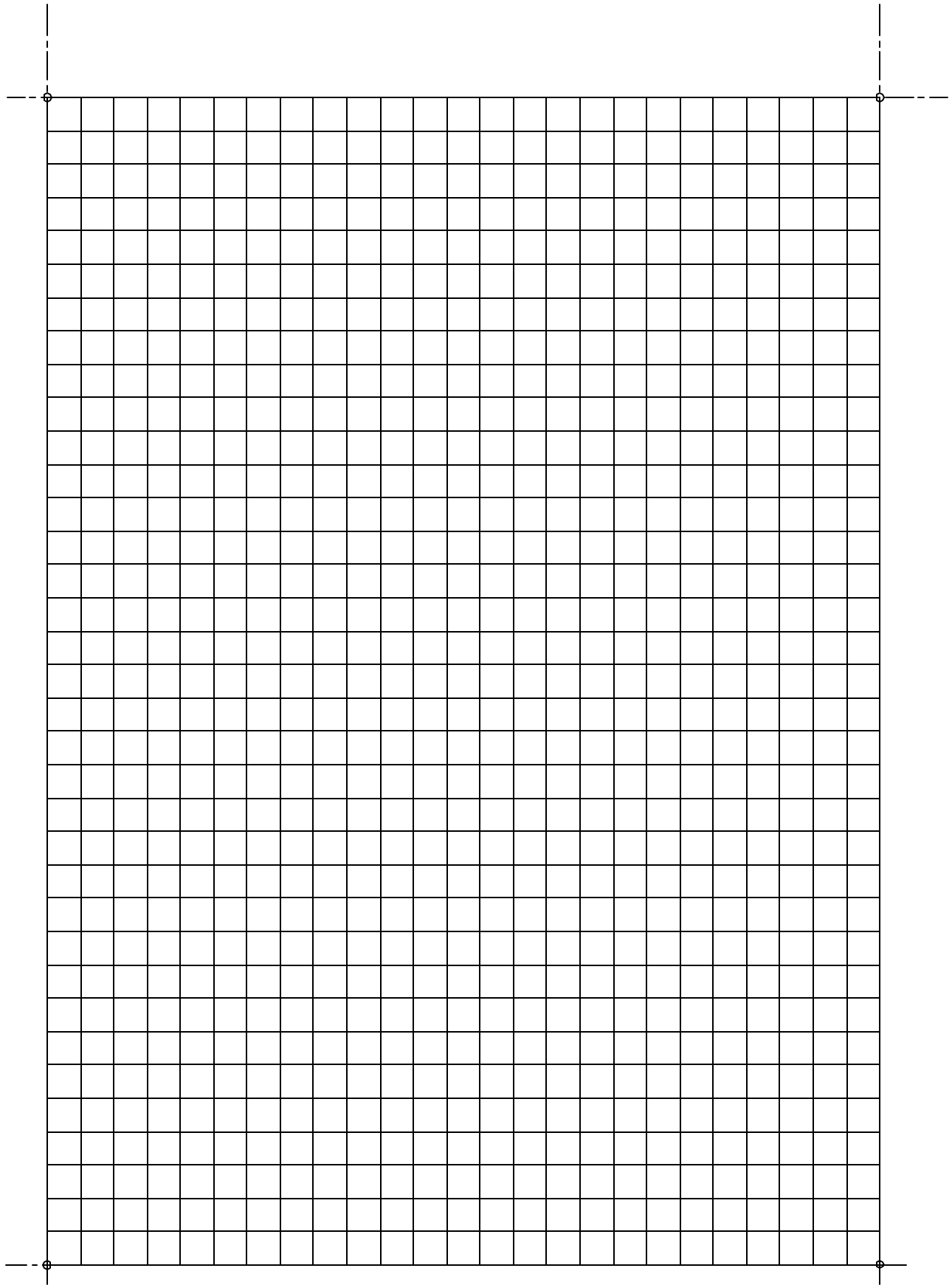
APPLICANT	
OWNER:	<u>John Doe</u>
ADDRESS:	<u>1234 Smith Lane, Ventura, CA, 93003</u>
SECOND DWELLING UNIT AREA:	<u>500 sf</u>
FIRST DWELLING UNIT AREA:	<u>1500 sf</u>
TOTAL BUILDING AREAS:	<u>2000 sf</u>
IN-SERVICE DATE*:	<u>Jan. 1, 1980</u>
_____	_____
(Signature)	(Date)

CITY OFFICE USE
LOT AREA: _____
LOT COVERAGE: _____
APN: _____
CURRENT ZONING: _____

SHOW ANY AND ALL EASEMENTS ON SITE.

\* DATE SECOND UNIT WAS ORIGINALLY PLACED INTO SERVICE.

# ZONING CHECKLIST PLOT PLAN



## APPLICANT

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SECOND DWELLING UNIT AREA: \_\_\_\_\_

FIRST DWELLING UNIT AREA: \_\_\_\_\_

TOTAL BUILDING AREAS: \_\_\_\_\_

IN-SERVICE DATE\*: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## CITY OFFICE USE

LOT AREA: \_\_\_\_\_

LOT COVERAGE: \_\_\_\_\_

APN: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_

SHOW ANY AND ALL EASEMENTS ON SITE.

\* DATE SECOND UNIT WAS ORIGINALLY  
PLACED INTO SERVICE.

**\$580 Amnesty Permit Fee Breakdown**

	Unit	Fee	Applicant's Fee
Document Management		\$7	\$7
Technology		\$35	\$35
GIS Building Footprint Update		\$36	\$36
Building Permit		\$502	\$502

**State Mandated Services & Fees**

AB 717 – State Certification & Training	\$4	\$4	\$4
SB 1473 Building Standards Fund Fee	\$1/\$25,000	< \$5	<\$5
State Strong-Motion Fee – Small R Occupancy	\$10/\$100,000	< \$5	<\$5

**Development Impact Fees (Refer to Fee Tables in Packet)**

	In-Service Date	Applicant's Fee
Fire Facility & Equipment Mitigation Fee		
General Capital Tax		
Park & Recreation Tax		
Traffic Mitigation Fee		
Service Area Park Mitigation Fee		

**Other Agencies with Applicable Fees**

		Applicant's Fee
School Fees Ventura Unified School District 255 West Stanley Ave #100 Ventura, CA 93001 805-641-5000	Call or visit VUSD office with the square footage of the 2 <sup>nd</sup> dwelling unit in order to estimate this fee	
Ventura Water Dept (Water and Sewer) 336 San Jon Road Ventura, CA 93001 805-652-4500	Call Ventura Water to estimate any monthly water rate increase that may result from adding this dwelling to the water and sewer service	

**Total of Owner Estimated Fees \$ \_\_\_\_\_**

## 2011 2nd Unit Amnesty Permit Impact Fee Schedule

### PARK & RECREATION TAX

#### Fee Start Date

Dwelling Unit Size	7/1/2010	7/1/2009	7/1/2008	7/1/2007	7/1/2006	7/1/2005	7/1/2004	7/1/2003	7/1/2002	7/1/2001	7/17/2000
1 Bedroom	\$536	\$522	\$498	\$483	\$468	\$451	\$432	\$407	\$397	\$384	\$379
2 Bedrooms	\$732	\$713	\$680	\$660	\$640	\$617	\$592	\$557	\$543	\$525	\$518
3 Bedrooms	\$1,158	\$1,129	\$1,077	\$1,045	\$1,014	\$977	\$937	\$882	\$860	\$832	\$821
4 or more Bedrooms	\$1,658	\$1,616	\$1,542	\$1,496	\$1,451	\$1,398	\$1,340	\$1,262	\$1,231	\$1,191	\$1,176
Mobile Home Pad	\$306	\$298	\$284	\$275	\$267	\$257	\$246	\$232	\$226	\$219	\$216

Dwelling Unit Size	7/1/1999	7/1/1998	7/1/1997	7/1/1996	7/1/1995	7/1/1994	7/1/1993	7/1/1992	7/1/1991	7/1/1990	7/1/1989
1 Bedroom	\$370	\$361	\$359	\$343	\$333	\$332	\$323	\$305	\$296	\$291	\$282
2 Bedrooms	\$505	\$493	\$490	\$468	\$454	\$452	\$440	\$416	\$403	\$396	\$384
3 Bedrooms	\$801	\$782	\$777	\$742	\$720	\$717	\$697	\$659	\$639	\$628	\$609
4 or more Bedrooms	\$1,147	\$1,120	\$1,113	\$1,063	\$1,031	\$1,027	\$999	\$944	\$915	\$899	\$872
Mobile Home Pad	\$211	\$206	\$205	\$196	\$190	\$189	\$184	\$174	\$169	\$166	\$161

Dwelling Unit Size	7/1/1988	7/1/1987	7/1/1986	7/1/1985	7/1/1984	7/1/1983	7/1/1982	7/1/1981	7/1/1980	7/1/1979	7/1/1978
1 Bedroom	\$278	\$269	\$264	\$259	\$256	\$250	\$236	\$220	\$200	\$185	\$170
2 Bedrooms	\$378	\$366	\$359	\$352	\$349	\$341	\$322	\$300	\$270	\$250	\$230
3 Bedrooms	\$600	\$581	\$570	\$558	\$552	\$540	\$510	\$475	\$430	\$400	\$370
4 or more Bedrooms	\$859	\$832	\$816	\$799	\$791	\$774	\$730	\$680	\$615	\$575	\$530
Mobile Home Pad	\$159	\$154	\$151	\$148	\$147	\$144	\$136	\$127	\$115	\$108	\$100

Dwelling Unit Size	11/18/1977	9/29/1972
1 Bedroom	\$170	\$70
2 Bedrooms	\$230	\$105
3 Bedrooms	\$370	\$140
4 or more Bedrooms	\$530	\$175
Mobile Home Pad	\$100	\$100

## 2011 2nd Unit Amnesty Permit Impact Fee Schedule

### GENERAL CAPITAL TAX

	Fee Start Date										
<b>Dwelling Unit Size</b>	<b>7/1/2010</b>	<b>7/1/2009</b>	<b>7/1/2008</b>	<b>7/1/2007</b>	<b>7/1/2006</b>	<b>7/1/2005</b>	<b>7/1/2004</b>	<b>7/1/2003</b>	<b>7/1/2002</b>	<b>7/1/2001</b>	<b>7/17/2000</b>
Single Family	\$941	\$917	\$875	\$849	\$823	\$793	\$760	\$716	\$699	\$676	\$667
More than 2 bedrooms	\$91	\$89	\$85	\$82	\$80	\$77	\$74	\$70	\$68	\$66	\$65
Mobile Home Pad	\$306	\$298	\$284	\$275	\$267	\$257	\$246	\$232	\$226	\$219	\$216
<b>Dwelling Unit Size</b>	<b>7/1/1999</b>	<b>7/1/1998</b>	<b>7/1/1997</b>	<b>7/1/1996</b>	<b>7/1/1995</b>	<b>7/1/1994</b>	<b>7/1/1993</b>	<b>7/1/1992</b>	<b>7/1/1991</b>	<b>7/1/1990</b>	<b>7/1/1989</b>
Single Family	\$651	\$636	\$632	\$604	\$586	\$584	\$568	\$537	\$520	\$511	\$496
More than 2 bedrooms	\$63	\$62	\$62	\$59	\$57	\$57	\$55	\$52	\$50	\$49	\$48
Mobile Home Pad	\$211	\$206	\$205	\$196	\$190	\$189	\$184	\$174	\$169	\$166	\$161
<b>Dwelling Unit Size</b>	<b>7/1/1988</b>	<b>7/1/1987</b>	<b>7/1/1986</b>	<b>7/1/1985</b>	<b>7/1/1984</b>	<b>7/1/1983</b>	<b>7/1/1982</b>	<b>7/1/1981</b>	<b>7/1/1980</b>	<b>7/1/1979</b>	<b>7/1/1978</b>
Single Family	\$489	\$474	\$465	\$455	\$450	\$440	\$416	\$388	\$350	\$325	\$300
More than 2 bedrooms	\$47	\$46	\$45	\$44	\$44	\$43	\$42	\$39	\$35	\$33	\$30
Mobile Home Pad	\$159	\$154	\$151	\$148	\$147	\$144	\$136	\$127	\$115	\$108	\$100
<b>Dwelling Unit Size</b>	<b>2/10/1978</b>										
Single Family	\$100										
More than 2 bedrooms	\$10										
Mobile Home Pad	\$50										

### FIRE FACILITY & EQUIPMENT MITIGATION FEE

	Fee Start Date				
	<b>7/1/2010</b>	<b>7/1/2009</b>	<b>7/1/2008</b>	<b>7/1/2007</b>	<b>4/16/2006</b>
Residential					
Single-Family	\$729	\$711	\$692	\$667	\$647
Mobile Home	\$530	\$517	\$503	\$485	\$470

## 2011 2nd Unit Amnesty Permit Impact Fee Schedule

### SERVICE AREA PARK MITIGATION FEE

Fee Start Date

12/11/1986

Residential

Apartment/Mobile Home    \$371

**NOTE: The service area park mitigation fee for new granny flats or second units is the fee established for apartments.**

### TRAFFIC MITIGATION FEE

Fee Start Date

7/9/1988    4/3/1986

Residential

Apartment    \$3,145    \$720

**NOTE: As a policy the traffic mitigation fee for new granny flats or second units is the fee established for apartments.**