



City of Santa Paula Planning Department Information Bulletin No. 2 What is a Second Unit Permit?

What is a Second Unit Permit?

A Second Unit Permit (SUP) is a permit issued by the Planning Department for the development of a second dwelling, also known as a “granny flat”, on a property zoned R-1 (single-family residential), HR2-PD (hillside residential, planned development), R-A (rural residential), or on multi-family zoned properties smaller than 6,000 square feet in size. The application is not required to go before the Planning Commission and therefore no public hearing takes place. Planning staff reviews the application against the development regulations and design review guidelines and has authority to approve the project if it complies with all regulations.

When do I need a SUP?

Not all residential zoning districts are eligible for a SUP for a second dwelling. If the property in question is located in a multi-family zoned lot (R-2, R-3, R-4) and the lot size is 6,000 square-feet or greater in size, then Design Review approval is required and not a SUP. You can verify the zoning district by contacting the Planning Department. You must have either the site address or Assessor Parcel Number for staff to provide you with zoning information. Another resource available for zoning information is the department’s website (see below for website address).

How do I obtain a SUP?

An application accompanied by fees and the required submittal materials must be filed with the City of Santa Paula Planning Department. This will begin the review process. Within 30 days of filing the application staff will notify you to inform you if the application is “complete”, “incomplete”, or if the plans require revisions. During the review process other City departments will have the opportunity to review the proposed plans and provide comments. The application and submittal requirements can be obtained from the Planning Department office or downloaded from the department’s web site (see below for website address).

How much does it cost?

Contact the Planning Department for a list of current fees. You can also obtain planning fee information by going to the City’s website where you can download the fee schedule as well as the application form and submittal requirements.

How long does the SUP process take?

A Second Unit Permit cannot be obtained at the office counter. The applicant must go through the planning review process with the Planning Department. Depending on the size and scope of the project it can take from 1-3 months to complete this part of the process, however, within 30 days of submittal, staff will notify you if the application is “complete”, “incomplete”, or if revisions are required.

What happens after planning staff approves the project?

You can then apply for building permits at the Building & Safety Department (e.g. apply for plan check).

If staff does not approve the project can I appeal?

Yes, any applicant or interested person can appeal staff’s decision to the Planning Commission. The appeal must be submitted during the 10-day appeal period and the appeal fee must be paid.

How can I obtain more information?

For zoning information and to learn more about the Second Unit Permit process contact a planner at **805.933.4214** or stop by our office at **200 S. 10th Street in Santa Paula**. You can also visit us on the world wide web at www.ci.santa-paula.ca.us/planning to review Chapter 16.227 of the Dev. Code.