

City of Vallejo

Planning Division

555 Santa Clara Street, Vallejo, CA 94590
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Planning Handout No. PH-46

UNIT INVESTIGATION

What is a Unit Investigation?

A Unit Investigation is conducted to determine the number of existing legal dwelling units on a property. Property owners may apply for a unit investigation, or the investigation may be initiated by the City. The investigation results in a formal determination of the number of legal units existing on a specific site.

Unit Investigations are carried out under authority granted in Section 16.100 - Enforcement Procedure of the Vallejo Municipal Code. The unit investigations and determinations are intended to enforce and determine compliance with all requirements of the Zoning Ordinance (Title 16) including the density and use provisions of specific zoning districts and Section 16.78- Nonconforming Use Regulations.

What are the steps in the process?

- You may request a Unit Investigation for a specific property. You can save time by providing any relevant information you may have (see next section titled "What is required for plan submittal?") along with your application and fee.
- A planner will review the application for completeness and research available records. The planner's investigation may include the following:
 1. A site inspection by a planner and building inspector to determine minimum compliance with zoning and housing codes.
 2. Planning and building permit records.
 3. Historical records such as Sanborn maps and City directories (Polk).
 4. County Assessor records.
 5. Utility records.
 6. Information submitted by the property owner or other interested parties.
- A letter is sent to the property owner and other interested parties stating: the determination of the number of legal units; the reasons to support the determination; and, a summary of the data used to determine the number of legal units.

What is required for plan submittal?

- ◆ **Application:** A completed planning application signed by the property owner and applicant.
- ◆ **Fees:** An application fee of \$ _____.
A public notice fee of \$ _____.

- ◆ **Additional Information:** Any information you may have which pertains to the number and occupancy of existing dwelling units on the property, such as:
 - Number of units on the property (past and present).
 - Date the units were established and/or age of the units.
 - Occupancy history of units (were the units unoccupied for a period of time?).
 - Rental receipts, bills, or other records demonstrating that units were occupied.
 - A signed declaration stating that the information submitted is factual and exact to the best of your knowledge.

- ◆ **Site Photos:** Color photos showing the existing property and the adjacent properties.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating the reasons of the appeal and how it affects the applicant must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

When are appeals hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council holds public hearings every Tuesday at 7:00 p.m.

When does my site development permit expire?

Approval of a site development permit shall expire automatically 18 months after the date of issue unless authorized construction has commenced prior to the expiration date. The Planning Manager, at his/her discretion, may extend the approval for 12 months upon written request if the application is consistent with current plans and policies.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.