



**Community & Economic Development Department  
Planning Division**

14177 Frederick Street  
P. O. Box 88005  
Moreno Valley, CA 92552-0805

**(951) 413-3206**

**FAX: (951) 413-3210**

**GRANNY UNIT**

***SUBMITTAL  
REQUIREMENTS***

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- \_\_\_\_\_ 1 Completed and signed application form.
- \_\_\_\_\_ 1 Copy of the fee receipt.
- \_\_\_\_\_ 1 If easements exist on property – Copy of Preliminary Title Report
- \_\_\_\_\_ 5 Sets of the site plan
- \_\_\_\_\_ 2 Sets of the architectural plans
- \_\_\_\_\_ 1 Color photo(s) of existing building(s) on the site
- \_\_\_\_\_ 1 Certified set of gummed mailing labels and one paper copy which contain the names, addresses and parcel numbers of the applicant and property owners within 300 feet of the boundaries of the parcel on which the granny unit is proposed.

***EXHIBIT REQUIREMENTS***

**SITE PLAN (Minimum scale shall be 1 inch = 20 feet)**

Title block indicating drawing scale, name and address of applicant, name of person responsible for preparing plans, date of plan preparation, north arrow (top of plan to be oriented to the north).

Legal description, parcel number, and size of parcel.

Indicate location of all existing mature trees or large boulders.

Indicate building distance from all property lines and accessory structures.

Indicate location and type of proposed and existing buildings, fencing, gates, walls, fire hydrants, utility poles, street lights, driveways and street improvements.

Indicate location and names of all streets and alleys and rights-of-way providing legal access to the property.

Indicate existing and proposed grading contours and pad elevations.

**ARCHITECTURAL PLAN (Minimum scale shall be 1/8 inch = 1 foot)**

Elevations shall show all dimensions and all sides of the structure.

Provide a roof plan and a preliminary floor plan with dimensions.

## Section 9.09.120 of the Municipal Code - Granny housing

- A. Purpose and Intent. The purpose of this section is to establish standards and procedures for the creation of "granny" units and to ensure the orderly development of these units in appropriate areas of the city.
- B. Applicability. All "granny" housing shall comply with the development standards for the district in which it is located, the provisions of this section and shall be subject to approval of an administrative plot plan.
- C. Development and Performance Standards. The following standards shall apply to all granny housing:
1. No more than one granny unit or other type of accessory dwelling unit shall be permitted per lot; and
  2. The lot must contain one, but not more than one, existing single-family dwelling; and
  3. The unit can be attached or detached to the existing dwelling; and
  4. The granny unit shall be subject to the same minimum development standards as the primary dwelling unit; and
  5. The granny unit shall be architecturally compatible with the main dwelling unit and the surrounding neighborhood or screened from view to preclude it from being visible from the surrounding neighborhood; and
  6. The gross floor area of a granny unit shall not exceed one thousand two hundred fifty (1,250) square feet on parcels less than forty thousand (40,000) square feet in area; one thousand three hundred seventy-five (1,375) square feet on parcels of at least forty thousand (40,000) square feet, but less than two acres; and one thousand five hundred (1,500) square feet on parcels of two acres or larger; and
  7. The unit shall have kitchen and bath facilities; and
  8. The unit is not intended for sale, but may be rented and is for the sole occupancy of one or two adult persons age sixty-two (62) or above; and
  9. One additional on-site, paved parking space shall be provided; and
  10. The applicant shall be owner-occupant of the property and the owner of the parcel shall reside in either the primary dwelling or the granny unit; and
  11. The property owner(s) shall enter into a written agreement with the city, in which the owner(s) agree to use the premises for a period of thirty (30) years in compliance with the requirements of this section, any applicable enactments of the city council, and in a form acceptable to the city attorney and the community and economic development director. Recordation of such agreement in the files of the county recorder shall be completed prior to issuance of a building permit for the granny unit; and
  12. The unit shall have adequate water supply and sewage disposal capability.
- D. Notice. Notice of an application for a granny unit shall be mailed or delivered to the owners of real property within three hundred (300) feet of the parcel containing the proposed granny unit. The notice shall describe the nature of the request and the location of the project. The notice shall also state that written comments are requested and that a decision will be made on a date not less than ten (10) days from the date of mailing of the notice. Notice of the decision shall be mailed or delivered to the applicant and to the property owners within three hundred (300) feet of the parcel containing the proposed granny unit. (Ord. 475 § 1.4 (part), 1995; Ord. 428 § 1.1, 1994; Ord. 359 (part), 1992)