

Second Story Review

Description:

The process of adding on a second story to a single-family home, remodeling an existing two-story home, or building a new two-story residence on a vacant parcel, necessitates becoming aware of the related guidelines and requirements and obtaining the required building permits.

The Process:

- **Submit Preliminary Proposal**
Determine if a second story addition can be added to the existing home, or if a new two-story home must be built, and what process will need to be followed.
- **Submit Application**
Application and building plans are reviewed to assure that construction meets minimum life-safety requirements. Most projects will take 45-60 days to process.
- **Project Review**
A Project Planner will be assigned to process the application.
- **Adjacent Property Owner Notification**
A letter of notification to the applicant and adjacent neighbors will be mailed indicating a 15-day deadline by which the application will be considered for approval. Any input regarding the second-story dwelling review should be made at that time.
- **Administrative Approval**
Once approved by the Planning Division, there is then a 15-day appeal period. If no appeal of the tentative approval has been received, then the approval decision stands and the applicant is authorized to seek a building permit.

Development Resources

Departments & Divisions:

Community & Economic Development

Planning (209) 577-5267
Building Safety (209) 577-5232
Land Development (209) 577-5462
Engineering
Infrastructure Financing (209) 577-5211
Programs Administration

Fire Department

Fire Prevention (209) 571-5553

Parks, Recreation & Neighborhoods

Parks Planning & (209) 571-5573
Development Division

Public Works

Main Number (209) 571-5569

Online Development Information:

Development Center
www.modestogov.com/development/

Community & Economic Development
www.modestogov.com/ced/

Fire Department
www.modestogov.com/mfd/

Parks, Recreation & Neighborhoods
www.modestogov.com/prnd/

Public Works
www.modestogov.com/pwd/

City of Modesto Web Site
www.modestogov.com



CITY OF MODESTO
DEVELOPMENTCENTER

Second-Story Review

www.modestogov.com/development

This brochure is provided by the:
Community & Economic Development Dept.
1010 Tenth Street, Suite 3300
Modesto, CA 95354
(209) 577-5267

What is a Second-Story Review?

New homes in established neighborhoods and remodel/additions adding or expanding a second story usually require Second-Story Review to be completed before approval of a building permit.

The Second-Story Review is a review of a new two-story home or second story addition to an existing home to consider the impact of the new home or second story addition on the privacy of neighboring homes and yards. It's purpose is to also access the impacts on accessories such as solar collectors or satellite antennas.

Second-Story Review Requirement

If you are unsure if a Second-Story Review is required for your project, ask Planning staff to check by calling at 209-577-5267 or visiting the Planning Division office (you may wish to make an appointment), 1010 Tenth Street, 3rd Floor, Suite 3300, Modesto, CA 95353.

Second-Story Approval

In the City of Modesto, the City Council has given the Planning Staff the authority to approve Second-Story Reviews. If your project meets all applicable standards, the Review can be approved by Staff.

The Process

If you are considering a second-story remodel or addition, or a two-story home in an older neighborhood, you may wish to meet with the Planning staff to discuss the request and discuss your proposed design and how it relates to the surrounding neighborhood. You can save time by making an appointment to meet with a Planner, just call 209-577-5267 to make an appointment. You are strongly encouraged to meet with a staff member to discuss your request.

Following the filing of a completed application, Planning staff will review the documents and will notify the owners of each abutting property of the application and provide them with an opportunity to see the plans and make their comments known. The review of the project may necessitate revisions to the application.

Once any required modifications are made, Staff will prepare a letter approving the proposal and provide it to the applicant. Staff's decision may be appealed within 15 days to the Board of Zoning Adjustment by either the applicant or another interested party such as a neighbor. The Board's decision is subject to appeal to the City Council within 15 days of their decision.

This process normally takes about 6 to 8 weeks if not appealed.

How to Apply

In order to apply for a Second Story Review, you will need to submit the following items. For further guidance, please see the Second Story Review Submittal Requirements, which can be found online at www.modestogov.com/development.

- Completed application form signed by the property owner(s), including the Second Story Review supplement
- Application fee (refer to fee schedule)
- 2 copies of site plan, floor plans, and elevations, folded to 8-1/2" x 11" . Site plans and elevations should clearly identify all new and existing construction particularly all new second story windows and balconies
- One 8-1/2 x 11 reduction of the site plan
- Supplemental materials, such as photographs, which help provide additional information to the decision making body, may also be required

Have questions?
We're here to help!
Contact Planning at
(209) 577-5267

