



CITY OF SANTA MARIA EMPLOYEE HOUSING REGULATIONS

Frequently Asked Questions (July 2019)

PLANNING DIVISION • 110 SOUTH PINE STREET ROOM 101 • SANTA MARIA, CA 93458 • (805.925.0951 X 2244)

This information applies to housing of seven or more employees in a unit. Employee housing for six or fewer in a unit is not regulated by the City.

How do I apply to establish New Employee Housing?

Owners and/or operators of **new or proposed** employee housing unit(s) within the Single Family Residential zones (R-1 and RSL-1) must apply for a Conditional Use Permit through the Community Development Department. The proposed employee housing may not be used until Conditional Use Permit approval is received, and all conditions of approval have been met.

Owners and/or operators of **new or proposed** employee housing unit(s) within a Multi-Family Residential zone (R-2 or R-3) must file a statement of acknowledgment form with the Community Development Department within thirty (30) days of acquiring new properties proposed for Employee Housing use.

How do I apply if I operate an Existing Employee Housing Unit?

Owners and/or operators of **existing** employee housing unit(s) shall apply for a ministerial employee housing certificate prior to December 13, 2019, using the statement of acknowledgment form. Existing employee housing units without applications by this date will be subject to all provisions of City Municipal Code, including conditional use permit requirements.

Where do I obtain and submit applications and forms?

The Community Development Department will be your point of contact for the applications, forms, and submittals. The Planning Application for a conditional use permit, and the statement of acknowledgment form may be found on the 'Applications and Forms' page:

<https://www.cityofsantamaria.org/planningpermits>

Submit completed applications and forms at the Community Development Department, 110 South Pine Street, Room 101.

Who will inspect the unit?

The Code Compliance Division will inspect the existing Employee Housing Units. The Owner/Operator must request and make the unit(s) available for inspection within 30 days from the date the ministerial employee housing certificate application is submitted to the City.

Building Permits for modifications to existing or proposed Employee Housing Units will be inspected by the Building Division.

Where do I find more information?

Please refer to the City of Santa Maria Zoning Code, Chapter 12-54 for detailed information regarding the operation of Employee Housing within the City limits. Contact the Planning Division at (805) 925-0951 extension 2244 for questions regarding Employee Housing regulations, and to confirm the zoning of property.