The information provided in this handout is to aid in the preparation of Single Room Occupancy Housing application. The City encourages you to provide all of the required information in order to not delay the review and processing of your application. All plans and reports submitted must be prepared by qualified, licensed professionals in their respective fields. All required stamps and signatures must be provided on all documents as appropriate.

Single-Room Occupancy (SRO) Housing must be located, developed, and operated in compliance with the below standards, where allowed by Part II, Base Zoning District Standards and Allowed Uses of the Zoning Code provisions contained in Chapter 17 of the Municipal Code. The following items shall be provided/shown in accordance with Municipal Code Section 17.41.250.

A. Design Requirements

1. **Residential Density.** If SRO Housing contains a common kitchen that serves all residents, the Review Authority may increase the maximum allowable number of individual units available for rent by 20 percent above the number otherwise allowed by the base density applicable to residential development in the zoning district where the project is located.

2. **Project Design**
   a. **Maximum Occupancy.** Each living unit must be designated to accommodate a maximum of two persons.
   b. **Minimum Width.** A Unit comprised of one room, not including a bathroom, must not be less than 12 feet in width, and must comply with applicable State Health and Safety Code minimum size requirements
   c. **Entrances.** All units must be independently accessible from a single main entry, excluding emergency and other service support exits.
   d. **Cooking Facilities.** Cooking facilities must be provided either in individual units or in a community kitchen. Where cooking is in individual units, each unit must have 1) a sink with hot and cold water; 2) a counter with dedicated electrical outlets and a microwave oven or a properly engineered cook top
unit pursuant to Building Code requirements; 3) at minimum a small refrigerator; and 4) cabinets for storage.

e. **Bathroom.** A unit is not required but may contain partial or full bathroom facilities. A partial bathroom facility must have at least a toilet and sink. If a full bathroom facility is not provided, common bathroom facilities must be provided that meet the standards of the California Building Code for congregate residences with at least one full bathroom per floor.

f. **Closet.** Each unit must have a separate closet.

g. **Common Area.** At least 200 square feet in area of interior common space must be on the ground floor near the entry to serve as a central focus for tenant social interaction and meetings.

**B. Operational Requirements**

1. **Tenancy.** Tenancy of SRO Housing is limited to 30 or more days.

2. **Management Plan.** A management plan must be submitted with the permit application for SRO Housing for review and approval by the Review Authority. At a minimum, the management plan must include the following topics as specified in Section 17. 41.250 (D): 1) security/safety; 2) management policies; 3) rental procedures; 4) staffing and services; and 5) maintenance.