



**Department of Conservation and Development**  
**Community Development Division**  
**Application and Permit Center**

**ACCESSORY DWELLING UNIT APPLICATION CHECKLIST**

**This Application Checklist must be completed and submitted with the ADU application.**

- (1) \_\_\_ Completed Application Form with name(s) and address(es) of applicant(s) and property owner(s). See ***Additional Information Required for Qualified Nonprofit*** if applicant and/or owner is a qualified nonprofit corporation per Govt. Code Section 65852.26.
- (2) \_\_\_ Submittal of signed "Important Notice to Applicants and Property Owners" form.
- (3) \_\_\_ Payment of application fees.
- (4) \_\_\_ Site address and assessor's parcel number for the lot.
- (5) \_\_\_ Size, indicating dimensions and square footage of the primary residence and the proposed accessory dwelling unit.
- (6) \_\_\_ One multi-page PDF file for legible plans that are ¼" = 1'-0' scaled, 18" x 24" minimum sheet size. The plan set shall include the following:
  - (A) A north arrow to indicate parcel orientation.
  - (B) Lot dimensions with labels for all property lines.
  - (C) Lot size (in square feet).
  - (D) Siting and location of the primary residence and the proposed accessory dwelling unit.
  - (E) Floor plan configuration of the primary residence and the proposed accessory dwelling unit.
  - (F) All other existing improvements, including driveways and parking areas. Unless exempt under Section 82-24.012K(2) one additional off-street parking space is required. Evidence of exemption may be required.
  - (G) If a new entrance/driveway is proposed for the accessory dwelling unit other than the existing entrance/driveway for the primary residence, an encroachment permit may be required for review and consideration of the Public Works Department.
  - (H) Location of all trees (species, size, and dripline) which are 6.5 inches in diameter or greater measured 4½ feet above the ground within 50 feet of the proposed project.
  - (I) Exterior design of the accessory dwelling unit. "Exterior design" includes exterior features, such as entrances, windows, and roof.
- (7) \_\_\_ Location and description of water and sanitary services for both the primary residence and the proposed accessory dwelling unit.
- (8) \_\_\_ Statement that the application includes all-electric buildings only.
- (9) \_\_\_ Property owner's consent to physical inspection of the premises.
- (10) \_\_\_ Written legal description of the property.