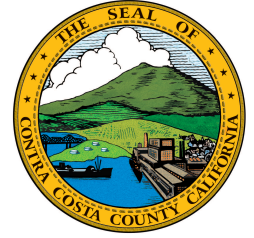


**Contra Costa County  
Department of Conservation and Development**

Application and Permit Center (APC)  
30 Muir Road, Martinez, CA 94553  
APC Main Line: (925) 655-2700



**ACCESSORY DWELLING UNIT APPLICATION CHECKLIST**

**\*\*\*\*\*IMPORTANT NOTICE\*\*\*\*\***

**FAILURE TO PROVIDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION WILL RESULT IN DELAYED PROCESSING TIME AND ADDITIONAL STAFF COSTS.**

**Property Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**I. FORMS AND DOCUMENTS**

A.	Property Owner Authorization Form ( <a href="#">link</a> )	<input type="checkbox"/>
B.	Important Notice to Applicants and Property Owners Form ( <a href="#">link</a> )	<input type="checkbox"/>
C.	Grant Deed with Legal Description	<input type="checkbox"/>

**II. PLANS**

D.	All Plans Must be Provided in PDF Format.		<input type="checkbox"/>
E.	11" x 17" minimum sheet size and landscape orientation for all projects.		<input type="checkbox"/>
F.	Site Plan which Includes the Following Information:		<input type="checkbox"/>
	1.	Property lines with dimensions, lot size, roadways and easements;	<input type="checkbox"/>
	2.	Location of all existing and proposed buildings and structures including the primary residence and proposed ADU;	<input type="checkbox"/>
	3.	ADU setback distances from property lines;	<input type="checkbox"/>
	4.	Location of water and sewer lines (for detached ADUs);	<input type="checkbox"/>
	5.	Location, species and size of all trees over 20-inches in circumference within 50-feet of construction area;	<input type="checkbox"/>
	6.	Existing and/or proposed driveway(s) and parking spaces (a standard parking space is 9' x 19');	<input type="checkbox"/>
	7.	North arrow.	<input type="checkbox"/>
G.	ADU Building Plan which Includes the Following:		<input type="checkbox"/>
	1.	ADU floor plans with floor area calculations ( <b>NOTE:</b> ADU floor area is the total horizontal area, in square feet, inclusive of the exterior walls and includes porches, decks and other spaces covered with a roof);	<input type="checkbox"/>
	2.	ADU dimensions including height, widths, setbacks;	<input type="checkbox"/>
	3.	ADU elevation drawings including location of entry (front door);	<input type="checkbox"/>
	4.	ADU kitchen and cooking facilities (ADU must provide independent cooking facilities).	<input type="checkbox"/>