

ACCESSORY DWELLING UNIT SUBMITTAL CHECKLIST – 2023

BUILDING PERMIT -- REQUIRED SUPPLEMENTAL ADU INFORMATION	
The information outlined below is required in addition to Building Permit application materials	
REQUIRED ITEM/INFORMATION FOR SUBMITTAL	SUPPLEMENTAL DELIVERABLE
Plan set must include a site plan, elevations, and landscape plan (if applicable). See end of this checklist for required information on each plan sheet.	On Plans
Completed ADU Housing Development Tracking Form	Supplemental Form
Copy of Grant Deed	Supplemental Document
Copy of a current Preliminary Title Report, including a complete legal description (dated within the last six months).	Supplemental Document
Photographs of the site, all adjacent properties, & materials and colors to be used	Supplement Document OR on Plans
SDG&E Notification Form	Supplemental Form
Hazardous Wastes Disclosure Statement	Supplemental Form

A. Site Plan

1. North arrow and graphic scale;
2. Exterior boundaries of subject property and property dimensions, including total site area;
3. Existing topography and proposed grading, if other than flat;
4. Location and widths of streets and alleys adjacent to the property;
5. Existing easements;
6. Location and dimensions of existing and proposed structures, and structures to be removed (if applicable) including any structures on adjacent properties within 50 feet of property line;
7. Location, design and dimensions of existing and proposed parking facilities, driveways, landscaping and open spaces;
8. Location and height of all walls and fences, existing and proposed;
9. Location of water and sewer utility connection to ADU/JADU;
10. Project Information table with the following:
 - o Proposed Lot Coverage;
 - o Proposed size of ADU/JADU;
 - o Proposed no. of Bedrooms;
 - o Proposed Height of ADU/JADU;
 - o Is the existing primary residence fire sprinklered? If yes, the ADU/JADU will require fire sprinklers. *(Note: A minimum 1-inch water meter, water service, and backflow are required if fire sprinklers are required. Additionally, a minimum 4-inch sewer lateral is required for single-family dwelling units)*

B. Floor Plans

1. Square footage of each room and each floor and the total square footage of the existing and proposed units.
2. Square footage of existing and/or proposed garage areas

C. Elevations

1. Elevations for all sides of the existing and proposed structures, labeled north, south, east and west, including locations of all doors and windows. Photographs may be substituted for drawings of existing structures for the sides unchanged by the proposed accessory dwelling unit;
2. Height of all structures, in feet and stories;
3. Types and colors of materials, existing and proposed.

D. Landscape Information** *(Landscape info. is only required if the proposed ADU entails new or rehabilitated landscape changes)*

1. Size and types of all plant material, hardscape materials and fencing, existing and proposed, on the site;
2. Specification of all existing trees designating removal, retention, or relocation on the site.

****When is a Landscape Plan Check required for an ADU? A Landscape Plan Check and its associated fees may be required when:**

- new construction project with an aggregate landscape area of 500 square feet, OR
- a rehabilitated/modified landscape project with an aggregate landscape area of 2,500 square feet or more.