

## Accessory Dwelling Unit (ADU) Planning Application

### Review of Special Use Regulations (City Code Section [17.228.105](#))

The purpose of this application is to verify your project meets the Planning and Development Code requirements for an accessory dwelling unit (ADU). Planning staff will check your plans based upon the information submitted. If the proposed ADU is permitted by right, you will receive a written approval by Planning. After receipt of the approval, you may submit a building permit application to the Building Division.

If your project is located within a historic district or on a lot that includes a historic landmark or contributing resource structure, a Preservation application may be required. You still need to complete this form and submit it with the Preservation application.

Two ADUs are permitted on any one lot. The ADU cannot be intended for sale separate from the primary residence and may be rented. If your proposal does not meet the ADU criteria in this application, there may be other options available such as a discretionary review application that requires a public hearing. A staff planner will be able to discuss these options with you.

### Application Submittal Requirements

1. One full size set of plans, drawn to scale. Plan sets must include a site plan which shows the main residential unit, the proposed ADU, any accessory building(s) located on the project site; a floor plan of the proposed accessory dwelling unit which labels all rooms in the unit and shows the location of the front door; building elevations of all four sides of the proposed ADU. Plans must be folded as part of the submittal.
2. One 11" x 17" reduction of the set of plans.
3. Color photographs of the project site with labels to indicate the main dwelling unit and any accessory building(s); photos of development on either side of the project site and directly across the street from the project site.
4. Completed "Accessory Dwelling Unit" Application (this form).
5. **Fee of \$504 plus 8% technology fee (\$544.32 total).** *Additional deposit fees may be required.*

### Applicant Information

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Applicant (if different from property owner): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Letter of Agency from Property Owner

This section of the application is required to be completed **only if** this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to: \_\_\_\_\_  
Name of Applicant  
to apply for a ministerial review of the accessory dwelling unit(s) proposed on my property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

I hereby state that the information provided above, to the best of my knowledge is accurate and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please note that once this application is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

## Project Information

1. Project Address: \_\_\_\_\_
2. Project APN: \_\_\_\_\_
3. Design Review District: \_\_\_\_\_
4. Is the subject property located within a historic district?     yes<sup>1</sup>     no
5. Is there an existing structure on the property that is designated a historic landmark or contributing resource?     yes<sup>1</sup>     no
6. Is there an existing dwelling unit already on the subject property or is there a primary residence proposed to be built concurrently with the proposed ADU?     yes     no<sup>2</sup>  
*(If concurrent, list the applicable planning files and/or building permits)* \_\_\_\_\_
7. Square footage of the primary dwelling: \_\_\_\_\_ square feet
8. Square footage of the proposed ADU: \_\_\_\_\_ square feet
9. Is the ADU attached or detached?
  - Attached: An ADU with 1 bedroom may be up to 50% of the floor area of the primary dwelling or 850 square feet (whichever is greater). An ADU with 2 or more bedrooms may be up to 50% of the floor area of the primary dwelling or 1,000 square feet (whichever is greater).  
 Does the attached accessory dwelling unit(s) (excluding garage and stairs) conform to the maximum size requirements stated above?     yes     no<sup>2</sup>
  - Detached: Conversion or new construction of a building separate from the primary dwelling.  
 Is the combined total of all accessory dwelling unit(s) (excluding garage and stairs) 1,200 square feet or less?     yes     no<sup>2</sup>
10. Setbacks of Proposed ADU
 

	Required	Provided
Front:	_____	_____
Rear:	_____	_____
Left Side:	_____	_____
Right Side:	_____	_____

Distance between the primary unit and detached ADUs:  
*(Minimum distance required for a detached structure is 4-feet)* \_\_\_\_\_
11. Lot Coverage: Calculate the percentage (%) of the lot that will be covered with structures after the ADU is constructed.
  - (1) Total square footage of the lot: \_\_\_\_\_ square feet
  - (2) Total first floor square footage of all structures on the lot (include garage, sheds, covered patios, and proposed ADU): \_\_\_\_\_ square feet

Divide the total square footage in (2) by the total lot square footage in (1): \_\_\_\_\_ %  
 Maximum lot coverage permitted in the zone: \_\_\_\_\_ %<sup>3</sup>
12. Existing exterior building materials of primary residence. Please include roof materials, types of siding, window types, detailing and trim: \_\_\_\_\_
13. Proposed exterior building materials of the ADU: \_\_\_\_\_

<sup>1</sup> If you answered "yes" to this question, complete this form and consult with a planner to determine if a Preservation application is required.

<sup>2</sup> If you answered "no" to this question, your project does not qualify for this ADU permit.

<sup>3</sup> ADUs that are equal to or less than 800sqft. and comply with 4-foot side and rear yard setback requirements are exempt from lot coverage calculations.

**FOR PLANNING STAFF USE**

Application Submittal Date: \_\_\_\_\_ I&R#: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_

**Review Criteria A or B (Choose One)**

**A. Application Review Criteria for Accessory Dwelling Unit(s) where construction results in the addition of new square footage.**

Application Meets Following Criteria (Y, N, or N/A)

- \_\_\_\_\_ Existing Dwelling on property or ADU being built concurrently?
- \_\_\_\_\_ ADU, if detached, is 1,200 square feet or less?
- \_\_\_\_\_ ADU, if attached, is less than 50% of the primary structure or 850 square feet whichever is greater?  
*(Exception: Attached ADUs with 2+ bedrooms are allowed a total floor area of 1,000sqft.)*
- \_\_\_\_\_ ADU meets setback requirements required in City Code Section 17.228.105?
- \_\_\_\_\_ ADU ≥801 square feet comply with the maximum allowed lot coverage?
- \_\_\_\_\_ ADU, if detached, is a minimum of 4 feet from the primary unit and/or another ADU.
- \_\_\_\_\_ ADU design conforms to the zoning district and any and all applicable design guidelines for any Design Review District, Overlay zone, PUD, SPD in which the property is located.
- \_\_\_\_\_ Planning staff has found, based on substantial evidence, the following applicable finding(s) to be true:
  - 1. The accessory unit is not located within a flood hazard zone as defined by section 17.108.070 of the City Code.
  - 2. The local flood management agency has made adequate progress (as defined in California Government Code section 65007) on the construction of a flood protection system that will result in flood protection equal to or greater than the urban level of flood protection in urban or urbanizing areas or the national Federal Emergency Management Agency standard of flood protection in nonurbanized areas for property located within a flood hazard zone, intended to be protected by the system.
  - 3. The accessory unit is located in an area of potential flooding of 3 feet or less from sources other than local drainage or potential flooding from local drainage that meets the criteria of the national FEMA standard of flood protection.
  - 4. The city has imposed conditions on the permit or discretionary entitlement that will protect the project to the urban level of flood protection in urban and urbanizing areas or the national Federal Emergency Management Agency standard of flood protection in nonurbanized areas.

**B. Application Review Criteria for Accessory Dwelling Unit(s) contained entirely within an existing dwelling or an existing legally constructed accessory structure and involves no new square footage.**

Application Meets the Following Criteria (Y, N, or N/A)

- \_\_\_\_\_ ADU is not located within a historic district or, if located within a historic district, does not involve modifications to the exterior of the structure. (If answer is no, consult with Preservation Director)
- \_\_\_\_\_ ADU does not involve a landmark or, if involving a landmark, does not involve modifications to the exterior of the landmark. (If answer is no, consult with Preservation Director)
- \_\_\_\_\_ ADU has exterior access independent from the existing primary unit.
- \_\_\_\_\_ ADU and rear setbacks are sufficient for fire safety.

Application Meets Accessory Dwelling Unit Review Criteria:  yes  no

If no, describe reasons why: \_\_\_\_\_

Email  Other Date informed on: \_\_\_\_\_ Informed by: \_\_\_\_\_

If approved:

1. Create an Investigation and Report (I&R) attached to the approved application/checklist and plans.
2. Send the applicant the approved I&R and attachments.

Form Completed on: \_\_\_\_\_ by: \_\_\_\_\_