Supplemental Application Submittal Requirements – Inland Area

Accessory Dwelling Units (ADUs)/Junior ADUs (JADUs)

February 25, 2020

Building and Safety Division (B&S) staff will not accept an application for an ADU or JADU unless the application contains the following information and materials:

☐ Permit application.

☐ Authorization of Agent Form.

☐ Indemnification Agreement.

☐ Two sets of plans that meet the building plan submittal requirements for residential dwellings and additions or garage conversions, as applicable. Additional plan sets may be required for other agencies' review.

☐ One set of plans that meets the Site Plan/Topographic Map Requirements and includes the following:

  ☐ Floor plans showing building elevations and the gross[1] ground floor area and total floor area of existing structures and the proposed ADU or JADU.

☐ Issued planning and building permit(s) and associated plans for the existing or proposed principal dwelling and any accessory structure(s) that will be converted to or attached to an ADU or JADU.

  ☐ If an existing structure predates permit requirements, the applicant shall provide proof that the structure was built prior to the adoption of zoning ordinance permit requirements.

☐ Can-and-Will Serve Letter(s) from the municipal water and/or sewer provider(s), if applicable.[2]

☐ Written approval from the County Environmental Health Services Division (EHS) for the water system and/or an Evaluation of Existing Onsite Wastewater Treatment System for the onsite wastewater treatment system, if applicable.[3]

☐ If the application proposes a JADU, a notarized deed restriction that meets all of the requirements of Government Code § 65852.22(a)(3)(A) and (B).

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[1] See the California Building Code (CBC) § 202 for the definition of "floor area, gross."
[2] Required if an ADU or JADU is proposed to be served by a municipal water and/or sewer provider.
[3] Required if an ADU or JADU is proposed to be served by an existing or proposed private water or wastewater system or an existing water system for which EHS is the Local Primacy Agency.

JADU Declaration of Restrictions – Recordation

B&S staff will accept an application for a JADU without the following document, but it shall be required prior to permit issuance:

☐ A notarized JADU Declaration of Restrictions recorded with the County Clerk-Recorder that meets all of the requirements of Government Code § 65852.22(a)(3)(A) and (B).

County Flood Control Division (Flood Control) – Written Approval

☐ Written approval from Flood Control shall be required for an ADU or JADU proposed to be located within one or more of the following areas:

  ▪ A Special Flood Hazard Area;

  ▪ The Federal Emergency Management Agency (FEMA) Map area;

  ▪ Within 50 feet of the top of bank of an existing watercourse or a FEMA-mapped creek; or

  ▪ Within 200 feet of the top of bank of a river.

☐ An application for an ADU or JADU located within one or more of these areas shall require an additional set of site plans containing the following information:

  ☐ The limits of the Special Flood Hazard Area(s);

  ☐ Base flood elevations from the most current FEMA Flood Insurance Rate Map (FIRM);

  ☐ The top of bank along any watercourse included within a Special Flood Hazard Area; and

  ☐ The top of bank along those parts of a watercourse which lie between Special Flood Hazard Areas on the same watercourse.

B&S staff will notify applicants during plan check review if their application omits this information. Applicants must submit this information to B&S by resubmittal.