

# ACCESSORY DWELLING UNIT (ADU) CHECKLIST

Community Development – Planning Division  
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Purpose	
<p>This checklist is a required component of accessory dwelling unit (ADU) building permit submittals. Please review the requirements below and fill in your project data and/or initial to indicate compliance/understanding, as requested. For the items that do not apply, please write "n/a" or "not applicable." Some items require additional submittals, as noted.</p>	
Zoning Ordinance section <a href="#">16.79.040</a> (development and use regulations)	
<p>1. Sale of an ADU. The ADU may not be sold separately from the primary residence unless associated with an affordable housing nonprofit per <a href="#">AB587</a>. Please note that most ADUs are not subject to these conditions. Please consult a planner for information.</p>	<p>Initial: _____</p>
<p>2. Subdivision. A lot having an ADU may not be subdivided in a manner that would allow for the main dwelling and ADU to be located on separate lots that do not meet the minimum lot area, width and/or depth required by the single-family zoning district in which the lot is located.</p>	<p>Initial: _____</p>
<p>3. Minimum yards.</p> <p>A. New attached ADUs shall comply with the front setback applicable to the main dwelling established by the zoning district in which the lot is located. The side and rear setbacks shall be the minimum sufficient for compliance with the Fire Code and life safety provisions of the Building Code.</p> <p>B. Detached ADUs up to 800 square feet:</p> <p style="margin-left: 20px;">i. A detached ADU shall comply with all minimum yard requirements for the main dwelling established by the zoning district in which the lot is located, with the exception that the minimum rear and side yards are four (4) feet.</p> <p>C. Detached ADUs greater than 800 square feet:</p> <p style="margin-left: 20px;">i. A detached ADU shall comply with all minimum yard requirements for the main dwelling established by the zoning district in which the lot is located, with the exception that the minimum rear is ten (10) feet.</p>	<p>Front setback: _____ ft.</p> <p>Right-side setback: _____ ft.</p> <p>Left-side setback: _____ ft.</p> <p>Rear setback: _____ ft.</p>
<p>4. Unit size.</p> <p>A. Detached ADU shall not exceed one thousand (1,000) square feet.</p> <p>B. Attached ADUs shall not exceed fifty percent (50%) of the existing living area or one thousand (1,000) square feet, whichever is greater.</p> <p>Any project that proposes additions is required to provide floor area and building coverage diagrams. See the floor area and building coverage diagram handout for instructions and examples.</p> <p>For new ADUs constructed concurrently with or after construction of a main dwelling unit, the total floor area may exceed the maximum floor area limit on a lot by no more than eight hundred (800) square feet.</p>	<p>Unit size: _____ s.f.</p> <p>Total floor area: _____ s.f.</p> <p>Floor area and building coverage diagram sheet #: _____</p> <p>Initial: _____</p>
<p>5. Height.</p> <p>A. Attached ADUs</p> <p style="margin-left: 20px;">i. The maximum permitted height of an ADU is the same as the</p>	<p>Height: _____ ft.</p>

<p>maximum permitted height for the zoning district in which the lot is located.</p> <p>B. Detached ADUs up to 800 square feet.</p> <p>i. The maximum permitted height of an ADU of 800 square feet or less is sixteen (16) feet.</p> <p>C. Detached ADUs greater than 800 square feet.</p> <p>i. The maximum permitted height of an ADU greater than 800 square feet is seventeen (17) feet.</p>	
<p>6. Daylight plane.</p> <p>A. There is no daylight plane requirement for ADUs of eight hundred (800) square feet or less in size.</p> <p>B. For ADUs greater than eight hundred (800) square feet in size, a daylight plane shall begin at a horizontal line nine (9) feet, six (6) inches above the average natural grade at a line three (3) feet from the side property lines and shall slope inwards at a forty-five (45) degree angle. There are no permitted intrusions into the daylight plane. "Average natural grade" means the average of the highest and lowest points of the natural grade of the portion of the lot directly below a line three (3) feet from the side property lines.</p>	<p>Daylight plane diagram on elevation sheet #: _____</p> <p>Initial: _____</p>
<p>7. Parking. One off-street parking space is required for new ADUs. If any of the criteria listed in (A) is met then no off-street parking is required:</p> <p>A. Conditions where no off-street parking is required:</p> <p>i. The ADU is a Junior Accessory Dwelling Unit (JADU) as defined by Section 16.79.020 of the Zoning Ordinance.</p> <p>ii. If off-street parking is removed to allow for an ADU.</p> <p>iii. If the ADU is located within ½ mile walking distance of public transit.</p> <p>iv. If the ADU is located within an architecturally and historically significant historic district.</p> <p>v. If the ADU is an interior ADU.</p> <p>vi. If the ADU is not eligible for on-street parking permits, but on-street permits are available.</p> <p>vii. If the ADU is within one block of a car share vehicle.</p> <p>B. The required off-street parking space may be provided in the following configurations:</p> <p>i. In tandem, meaning one (1) car located directly behind another car, including a single-car driveway leading to two (2) required parking spaces for the main dwelling;</p> <p>ii. Within required interior side yards;</p> <p>iii. Within required front yards if no more than five hundred (500) square feet of the required front yard are paved for motor vehicle use (inclusive of the main residence driveway and parking areas) and a minimum setback of eighteen (18) inches from the side property lines is maintained.</p> <p>C. The off-street parking can be provided in either a covered or uncovered space, but all covered parking shall comply with the setback requirements of the main dwelling, if the parking is attached, or the accessory building regulations, if the parking is detached.</p>	<p>Parking shown and labeled on site plan sheet #: _____</p> <p>Initial: _____</p>
<p>8. Consistency. All ADUs shall comply with all applicable development</p>	<p>Initial: _____</p>

<p>regulations for the zoning district in which the lot is located and building code requirements set forth in Title 12, Buildings and Construction, unless otherwise specifically provided for in this section.</p>	
<p>9. Tenancy. [The following provision will not apply until January 1, 2025, except in the case of new JADUs.] Either the main dwelling or the accessory dwelling unit shall be occupied by the property owner when both units are occupied as dwelling units. If a property owner does not occupy one of the dwelling units, the property owner may apply for a non-tenancy status for a term of one (1) year through a registration process established by the community development director. To be eligible for the registration process, a property owner must have lived at the subject property for a minimum of two (2) years of the previous five (5) years from the date of application. The property owner may renew the registration annually, not to exceed four (4) years in total, subject to the review and approval of the community development director, pursuant to the following criteria and process established by the community development director.</p> <p>A. The application for the registration and renewal(s) shall be accompanied by a fee, set by the city council.</p> <p>B. The application for registration and renewal shall state the reason for the request and provide supporting documentation. The registration shall be approved for any of the following reasons: (i) temporary job relocation, with the intent to return, (ii) relocation for school (e.g., mid-year career change), and (iii) physically unable to live in the house.</p> <p>C. The application shall provide a property management plan that includes the name and contact information to address issues or concerns about the use of the property should they arise. The plan should also include information about parking, including (i) a site plan with the parking layout for the property, (ii) how parking will be assigned between tenants, and (iii) an action plan that demonstrates how parking issues will be resolved effectively and efficiently between tenants if tandem parking is provided.</p> <p>A use permit is required for non-tenancy status longer than four (4) years or for waiver of the requirement that the owner reside in the unit for not less than two (2) of the previous five (5) years prior to the date of application or for a reason other than those stated in subsection (11)(B) of this section.</p>	<p>Initial: _____ (and complete/attach <a href="#">ADU Tenancy form</a>)</p>