



**ACCESSORY DWELLING UNIT (ADU) AND
JUNIOR ACCESSORY DWELLING UNIT (JADU APPLICATION)**
Submittal Checklist

The following materials are required at minimum in order to submit an application for a new accessory dwelling unit and/or junior accessory dwelling unit. Additional materials may be required by the Planning and Building Director depending on the complexity of the project.

☐ **PLANNING APPLICATION FORM**

☐ **PLANNING REVIEW FEES**

☐ **SUBMITTAL PLANS REQUIRED FOR REVIEW**

- 1 digital plan set (PDF file with all sheets combined)

☐ **TITLE SHEET**

- Title block with the project name, address, assessor's parcel number and contact information
- Project description with a proposed scope of work
- Vicinity map with north arrow, project location and major cross streets
- Data table with the general plan designation, zoning district, lot size and lot width, as well as the existing and proposed total floor area, building height, percent interior yard space, and number of parking spaces

☐ **SITE PLAN (1'-0" = 1/8" min. scale)**

- Property boundaries and dimensions
- Footprints, dimensions and setbacks of existing/proposed structures, decks, stairs and patios
- Slope and direction of existing/proposed roofs
- Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
- Existing/proposed trash enclosures and storage areas
- Existing/proposed fences and fence heights
- Existing/proposed mechanical equipment
- Easements and waterways, if any

☐ **FLOOR PLAN (1'-0" = 1/8" min. scale)** - Provide a floor plan of all **existing/proposed** floors with all rooms, dimensions and floor sizes labeled.

☐ **ELEVATIONS (1'-0" = 1/4" min. scale)** - Provide elevations of all four existing/proposed exterior walls with all dimensions labeled and include:

- Exterior features and openings including roofing, roof eaves, roof brackets, siding, doors, trim, sills, windows, vents, gutters, downspouts, scuppers, skylights, chimneys, fences and railings
- Window and door types, sizes, models and colors
- Type, finish, material and color of exterior surfaces
- Exterior mechanical equipment