

CASE NO. 20 _____ - PS - _____

Potential PC Date: _____

PERMITTED WITH STANDARDS
ACCESSORY DWELLING UNIT (ADU)
APPLICATION & CHECKLIST
Application Fee: **\$100.00**

I. PROPERTY OWNER(S) / APPLICANT INFORMATION

APPLICANT: _____
(If different than owner)
MAILING ADDRESS: _____

WORK PHONE: _____ E-MAIL ADDRESS: _____

CONTACT PERSON / REPRESENTATIVE: _____
(If different than owner)

MAILING ADDRESS: _____

WORK PHONE: _____ E-MAIL ADDRESS: _____

II. PROPERTY INFORMATION

PROJECT NAME: _____

LOCATION OF SUBJECT PROPERTY: _____

TAX I.D. NUMBER (PARCEL SERIAL NUMBER): _____

GENERAL PLAN: _____ ZONING: _____

PROPOSED USE: _____

III. APPLICATION REQUIREMENTS

PHYSICAL SUBMISSION

- Permitted with Standards Application
- Payment of \$100.00 filing fee

DIGITAL SUBMISSION

Submit the items below to: cdapps@sgcity.org
The subject line of your email **must** read as PS Application (Project Name)

- Narrative including at minimum:
 - Description of the proposed use
 - The size and location of the site
 - Traffic generation, timing and nature of traffic impacts and the existing condition and capacity of the streets in the area

- Utility demand and available capacity, including storm water retention
- Emergency vehicle access and anticipated average and peak day demand
- Hours of operation, delivery and use
- Odor and noise plan if applicable
- Description of mitigating design elements, where applicable, per section IV below
- Design Schematic
- Site Plan and supporting materials including but not limited to:
 - Location and amount of off-street parking
 - Internal vehicular and pedestrian circulation system, including delivery vehicles, loading and unloading
 - Fencing, screening, and landscaping to separate the permitted with standards use from adjoining property and uses
 - Generation and screening of trash, and automated garbage collection (dumpsters)
- Elevation(s) illustrating heights, design, mass, bulk, orientation, etc.
- Color and materials board (20"x30" maximum size, each color and material must be labeled with the manufacture's number(s), colors and materials must also be numbered and called out on an elevation picture)

IV. GENERAL STANDARDS (section 10-17A-2)

All uses identified as permitted with standards are allowed if they meet the following general standards, and where applicable, the specific standards as outlined in the ordinance.

Check whether the general standard below will be mitigated (YES) or is not applicable (N/A). If the standard will be mitigated, include a description of how the mitigation will occur in the application requirements narrative.

YES	N/A	Category	Description
		Noise Control Plan	<p>The building or site shall be equipped with an effective noise control system or plan, which must at all times prevent unreasonable interference of neighbors' use and enjoyment of their property and include the following:</p> <ol style="list-style-type: none"> 1. A detailed description of any noise control systems that will be utilized, including operational schedules and materials used to mitigate noise; 2. Contingency measures if any aspect of the control plan fails or is not followed, or if it is otherwise shown that the standard is not met; and 3. Identification of the responsible parties tasked with implementing each aspect of the noise control plan
		Odor Control Plan	<p>The building or site shall be equipped with an effective odor control system or plan, which must at all times prevent unreasonable interference of neighbors' use and enjoyment of their property and include the following:</p> <ol style="list-style-type: none"> 1. A detailed description of any odor control systems that will be utilized, including operational schedules and maintenance intervals; 2. Contingency measures if any aspect of the odor control plan fails or is not followed, or if it is otherwise shown that the standard is not met; and 3. Identification of the responsible parties tasked with implementing each aspect of the odor control plan; 4. If applicable, the premises shall be kept clean by the regular removal of waste and by the use of spray and disinfectants to prevent the accumulation of flies, the spread of disease or offensive odor.

V. SPECIFIC STANDARDS (SECTION 10-17A-3)

Initial each box to acknowledge that you have read and understand the excerpts from City Ordinance below. For items that may need mitigation, check whether the specific standard will be mitigated (YES) or is not applicable (N/A). A narrative describing mitigation efforts as well as a site plan and any supporting documentation required to satisfy the requirements of the code must be submitted for review with the permitted with standards application prior to approval. Boxes that have been greyed do not need to be checked.

Initials	YES	N/A	Category	Description
			Ownership	An accessory dwelling unit shall not be sold separately or subdivided from the principal dwelling unit or lot unless compliant with subdivision regulations.
			Occupancy	The City shall only permit an accessory dwelling unit when an owner occupant lives on the property within either the principal or accessory dwelling unit. Short term rental of an accessory dwelling unit is not permitted.
			Family	The total number of residents that reside in an accessory dwelling unit may not exceed the number allowed for a "family" as defined in this title.
			Number of Accessory Units Per Parcel	An accessory dwelling unit (ADU) shall be allowed only on parcels containing a single-family dwelling. Only one (1) accessory dwelling unit or guesthouse shall be allowed on a lot or parcel.
			Parking	An additional off street parking space is required. Tandem parking is not allowed for accessory dwelling units.
			Size and Location Requirements	<p>1. If located within a single-family dwelling:</p> <p>a. No accessory dwelling unit shall occupy more than forty percent (40%) of the gross square footage of the single-family dwelling. The square footage of an attached garage shall not be included in the gross square footage unless the accessory dwelling unit is located in a basement that includes habitable space below the garage.</p> <p>b. Entrance Locations: Entrances to accessory dwelling units that are located within a single-family dwelling are permitted in the following locations:</p> <p>i. An existing entrance to the single-family dwelling.</p> <p>ii. On the side or rear of the building. Stairs leading to an ADU in the basement are permitted to encroach into the side yard.</p> <p>iii. Exterior stairs leading to an entrance above the first level of the principal structure must not be visible from the street.</p>

		Size and Location Requirements	<p>2. If located in a detached accessory building:</p> <ul style="list-style-type: none"> a. The accessory dwelling unit must meet the setbacks for the main structure for the zone. b. The accessory dwelling unit and all accessory structures combined on the parcel must not cover more than twenty-five percent (25%) of the rear lot area. (The rear lot area is the area lying between the rear lot line and rear wall of the single-family dwelling extended to the side lot lines.) c. A detached accessory dwelling unit shall not exceed a gross floor area of eight hundred square feet (800 sf). d. Height: The maximum height of a detached accessory building containing an accessory dwelling unit shall not exceed the height of the single-family dwelling on the property or exceed twenty-five feet (25') in height, whichever is more.
		Size and Location Requirements	<p>3. Design:</p> <ul style="list-style-type: none"> a. Architectural design, materials, and construction shall match the primary residential structure. b. Utilities shall not be metered separately for an accessory dwelling unit.
		Size and Location Requirements	<p>4. Application Requirement: Any homeowner who resides in a single-family dwelling and whose property is in a residential zone and desires an accessory dwelling unit is required to obtain an accessory dwelling permit. The accessory dwelling permit shall be in addition to any building permits that may be necessary to create the accessory dwelling unit. The applicant shall submit the following as part of the application for an accessory dwelling permit:</p> <ul style="list-style-type: none"> a. A site plan drawn accurately to scale that shows property lines and dimensions, the location of existing buildings and building entrances, any proposed building and its dimensions from buildings and property lines, and the location of parking stalls. b. Detailed floor plans drawn to scale with labels on rooms indicating uses or proposed uses.

