

- DRAFT - 7/16/12

What are Accessory Dwelling Units (ADUs)?

An Accessory Dwelling Unit (ADU), also known as a "mother-in-law" or "granny" unit, is an additional living unit that has separate kitchen, sleeping, and bathroom facilities, attached or detached from the primary residential unit on a lot.

A Detached Accessory Dwelling Unit is a new accessory dwelling unit which occupies a new or existing structure (i.e., a stand-alone structure in the backyard or the conversion of an existing detached shed)

An Attached Accessory Dwelling Unit is a new accessory dwelling unit that occupies part of the floor area of the existing primary residence or is attached to the primary residence by one or more common walls

An interior Conversion Accessory Dwelling Unit is a new or existing accessory dwelling unit which has been created by converting existing primary unit living space into an accessory dwelling unit. This type of conversion involves no exterior modifications other than the creation of new windows and/or doors.

The ADU Process— In General

The construction of a new ADU may be reviewed at the ministerial— or staff level— without a requirement for a public hearing if certain criteria are met (see the inside of this brochure for more information).

Step 1: Meet with a Planner. A planner is available Monday-Thursday from 7:30am-5pm and on Fridays from 7:30am-noon. The planner will review the ADU requirements.

Step 2: Talk with your neighbors. Discuss your plans for your new ADU— talk about issues such as views, privacy, parking and design.

Step 3: Prepare plans and application materials. The plans do not need to be drawn by an architect, but must be neat and to scale.

Step 4: Install story poles. Story poles must be certified that they were installed in their correct locations by a licensed land surveyor.

Step 5: Submit your application and plans. Staff will review your application for completeness and let you know if you are missing any materials. Staff will also send out notices to neighboring properties notifying them of your plans and inviting comments related to view obstructions.

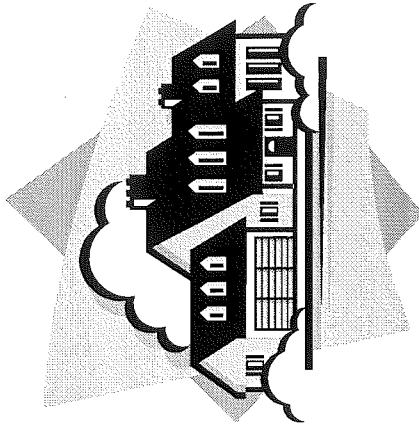
Step 6: Permit issuance. If the ADU meets all of the ministerial requirements Staff may issue an ADU permit. You may then apply for a building permit to construct the

How much does it cost?

Contact the Planning Division for a list of current fees. You can also obtain planning fee information by going to the City's website (www.ci.sausalito.ca.us) where you can download the fee schedule, application form, and submittal requirements.

A Guide To Procedures for

NEW ACCESSORY DWELLING UNITS



City of Sausalito
Community Development Department
Planning Division



420 Litho Street
Sausalito, CA 94965

Overview of Accessory Dwelling Unit Regulations— New Units

Quick Submittal Checklist

Topic	Administrative Regulations (Staff-level review)	Conditional Use Permit (CUP) (Planning Commission— level review)
Number	One ADU per parcel	
Access and Facilities	Must have a separate entrance and must contain a separate kitchen and bathroom facility	
Building Permits	Must meet the California Building Code, including local amendments adopted by the City	
Size	Interior Conversions: No less than 300 square feet and no greater than 40 percent of the primary unit up to a 1,000 square foot maximum. Two bedroom maximum. Attached and Detached: No less than 300 square feet and no greater than 30 percent of the primary unit up to a 700 square foot maximum. One bedroom maximum.	Attached/Detached: Two bedrooms max and/or not to exceed up to 40 percent of the primary unit up to a maximum of 1,000 square feet with a CUP; see regulations
Floor Area	Up to 500 square feet of a new attached or detached Accessory Dwelling Unit may be exempted from the floor area ratio calculation. Any additional Accessory Dwelling Unit floor area above 500 square feet must be counted as floor area.	
Parking	Units 700 square feet or less: One off-street space Units greater than 700 square feet: two off-street spaces Exceptions may be granted if the property or neighborhood meets certain conditions; see regulations	
Building Coverage and Impervious Surfaces	Required to conform with the building coverage and impervious surfaces regulations applicable to the parcel upon which the unit is located	Building Coverage and Impervious Surfaces may be exceeded by 5% with a CUP
Setbacks	Required to conform with the setback requirements applicable to the parcel upon which the unit is located	Side yard setback allowed to be decreased with a CUP provided three feet is maintained
Height	Attached: Must comply with the height limitations applicable to the main building. Detached, on a slope of less than 10 degrees below the unit: 15 feet maximum, as measured from average natural grade Detached, on a slope 10 degrees or greater below the unit: 18 feet maximum, as measured from average natural grade	
Public Services	All sewer connection fees to the Sausalito-Marin City Sanitary District and water connection fees to the Marin Municipal Water District must be paid	
Design	Must have a roof slope, window arrangement, siding materials, colors and architectural style compatible with the primary residence	Exceptions may be granted with a CUP
Views	Must be designed to not impair views from neighboring properties	Exceptions may be granted with a CUP
Privacy	Must be designed so that its exterior windows, decks and doors do not overlook directly the exterior living areas or interior living areas of adjoining properties	
Owner Restrictions	The owner of the property must occupy either the primary unit or accessory dwelling unit as their primary residence	

Completed/Signed Application

Fees

Three (3) sets of plans including the following:

- Site plan showing property lines, location of main residence and accessory dwelling unit, and locations of parking spaces
- Accurately scaled floor plans for accessory dwelling unit, depicting size of main residence and accessory dwelling unit in square feet

- Accurately scaled elevations for accessory dwelling unit, depicting exterior elements, colors and materials, and height

- Identification of the relationship between the accessory dwelling unit's exterior windows, decks and doors and the exterior living areas and interior living areas of adjoining properties

- Evidence that the roof slope, window arrangement, siding materials, colors and architectural style are compatible with the primary residence

Proof that owner resides on property in either the main residence or the Accessory Dwelling Unit

Contact local water district and sewer district to acknowledge service requirements and applicable fees (recommended)

Additional information will be required if exceptions or a Conditional Use Permit is requested

Disclaimer:

This handout is intended to provide general information on the ADU process. It is not intended to be exhaustive or used as a substitute for the Ordinance related to Accessory Dwelling Units

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