

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 a portion of the 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. A planner will go over the ADU requirements with you.

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

Step 3: Prepare plans and application materials. The plans do not need to be drawn by an architect, but must be accurate, 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 a letter to neighboring properties notifying them of your plans and inviting comments related to view obstructions.

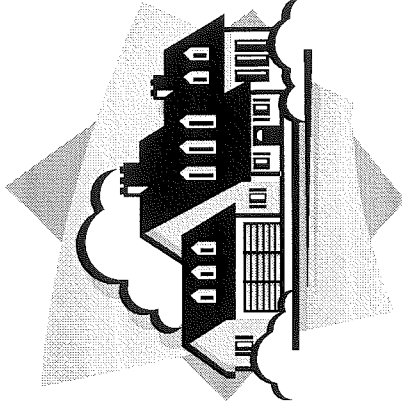
Step 6: Permit issuance. If the ADU meets all of the ministerial requirements Staff may issue an ADU permit. You may then apply for a building permit to construct the unit. If you are requesting an exception to the ADU standards you may need to submit for a Conditional Use Permit, which is reviewed by the Planning Commission.

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. | No exceptions |
| Location | Only allowed in Single Family (R-1-20, R-1-8, R-1-6), Two-Family (R-2-5, R-2-2.5) and Multi-Family (R-3) Zoning Districts | No exceptions |
| Access and Facilities | Must have a separate entrance and must contain a separate kitchen and bathroom facility. A separate entrance from a foyer is permitted. | No exceptions |
| Building Permits | Must meet the California Building Code, including local amendments adopted by the City | No exceptions |
| 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. An affordability covenant will be required to be recorded against the property. |
| Parking | Units 700 square feet or less: One off-street space Units greater than 700 square feet: Two off-street spaces Exceptions to parking for tandem parking and parking in setbacks may be granted if the property or neighborhood meets certain conditions; see regulations | The parking requirement may be waived with a CUP if a parking study is submitted that demonstrates that there is adequate on-street parking |
| 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. | No exceptions |
| Building Coverage & 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: 15 feet maximum from average natural grade | Height may be exceeded with a CUP |
| Design | Must have a roof slope, window arrangement, siding materials, colors and architectural style compatible with the primary residence | Exceptions for Detached units may be granted with a CUP |
| Views | Must be designed to not impair views from neighboring properties; story poles are required to be installed to demonstrate this | Exceptions may be granted with a CUP |
| Privacy | Must be designed so that its exterior windows, decks and doors are not directly opposite the exterior living areas or interior living areas of adjoining properties; waived for Interior Conversions with no exterior modifications | No Exceptions |
| Light | Must be designed so that there are no adverse light impacts on adjacent properties; a shadow study may be required to demonstrate this. The ADU may not impact more than 25% of the light on an adjacent parcel more than 30 days per year. | Light impacts on adjacent properties may be allowed with a CUP as long as the impacts have been minimized |
| Owner Restrictions | The owner of the property must occupy either the primary unit or accessory dwelling unit as their primary residence; may be absent for up to 1 year during any 3 year period | No Exceptions |
| Effect of Conversion | Elimination of any of the required access and facilities elements (i.e., the separate entrance, kitchen, bathroom facilities) shall require the property owner to (1) demonstrate compliance of the main residence with all applicable development standards in the Zoning Ordinance and (2) re-credit any Floor Area waiver previously received on floor area for the Accessory Dwelling Unit back to the parcel. If this causes the parcel to exceed the maximum Floor Area Ratio allowed on the parcel the property owner shall obtain the approvals necessary to come into compliance with the Floor Area Ratio allowances. | No Exceptions |

Completed/Signed Application

Fees

Three (3) sets of plans including the following:

- **Site plan** showing all property lines, location of main residence(s) and accessory dwelling unit, and locations and dimensions of parking spaces.

- Accurately scaled and dimensioned **floor plans** for accessory dwelling unit. Floor plans must indicate the size of the unit. Floor plans must indicate location of kitchen, bathroom and entrance including any connection to the main unit.

- Accurately scaled **elevations** for accessory dwelling unit, depicting exterior elements, windows, doors and decks, colors and materials, and height from average natural grade.

- **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 (recommended on the site plan).

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

- **Evidence** that views will not be impacted from neighboring properties.

- **Evidence** that there will be no light impacts on adjacent properties (a shadow study may be required).

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)

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