## 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 ADU that occupies a new or existing structure (e.g., a stand-alone structure in the backyard or conversion of an existing detached shed)

An Attached Accessory Dwelling Unit is a new ADU 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 ADU that 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.

#### How much does it cost?

Until March 31, 2014 the permit fee will be \$600. After March 31, 2014 the permit fee will be \$1,200. Noticing fees will also apply. You can also obtain planning fee information you can download the fee schedule, application form, and submittal requirement at <a href="http://www.ci.sausalito.ca.us/Index.aspx?page=368">http://www.ci.sausalito.ca.us/Index.aspx?page=368</a>.

#### The ADU Permit Process

#### Overview

The construction of a new ADU may be reviewed at the ministerial 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 from 7:30am-4:30pm, Tuesday-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 may 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. See the checklist inside. Staff will review your application and let you know if you are missing any materials. For attached and detached ADUs, Staff will also send out a notice to neighboring properties notifying residents and owners of your plans and inviting comments related to view obstructions. You should plan for approximately 30-60 days for the processing of the staff-level application.

**Step 6: Permit issuance.** If the ADU meets all of the staff-level 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.

### A Guide To

# NEW ACCESSORY DWELLING UNIT PERMITS



City of Sausalito
Community Development Department

Planning Division



420 Litho Street Sausalito, CA 94965

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#### Overview of Accessory Dwelling Unit Regulations: New Units **Quick Submittal Checklist Accessory Dwelling Unit (ADU) Permit** Conditional Use Permit (CUP) Topic Completed ADU Permit Application Form Fees, Until March 31, 2014, reduced ADU Permit One ADU per parcel. Number No exceptions fees are in effect, as noted in the fee schedule. Allowed in Single Family (R-1-20, R-1-8, R-1-6), Two-Family (R-2-5, R-2-2.5) Location No exceptions Three (3) sets of 24"x36" plans and one (1) set of and Multi-Family (R-3) Zoning Districts reduced 8 1/2"x11" plans which include all of the Must have a separate entrance and must contain a separate kitchen and Access and No exceptions bathroom facility. A separate entrance from a foyer is permitted; see §10.44.080.D.3 following: **Facilities** • Site plan at 1/8" scale showing all property lines, location of main residence(s) and ADU, and Building Must meet the California Building Code No exceptions locations and dimensions of parking spaces. Site **Permits** plan must indicate the size of each of the existing **Interior Conversions:** No less than 275 square feet and no greater than 40 percent of the primary unit up to a 1,000 square foot maximum. Two bedroom Size Attached/Detached: Two bedrooms max and new units. and/or not to exceed up to 40 percent of the primary unit up to a maximum of 1,000 Accurately scaled and dimensioned floor plans square feet with a CUP. An affordability covenant will be required to be recorded against the property; see §10.44.080.F.1.k Attached and Detached: No less than 275 square feet and no greater than 30 percent of the primary unit up to a 700 square foot maximum. One bedroom maximum. See $\S 10.44.080.D.8$ at 1/4" scale for ADU. Floor plans must indicate the size of the unit. Floor plans must indicate location of all bedrooms, living areas, kitchen, Units 700 square feet or less: One off-street 9'x19' space (minimum) Where it is feasible to accommodate a **Parking** bathroom and entrance including any connection parking space and the property owner elects not to, the parking requirement may be waived with CUP if the main unit meets to the main unit. Accurately scaled architectural elevations at 1/4" all parking requirements and an affordability covenant is recorded against Units areater than 700 square feet: Two off-street 9'x 19' spaces (minimum) scale for ADU, depicting exterior elements, windows, doors and decks, all colors and the property; see regulations. Exceptions to parking for tandem parking and parking in setbacks may be granted if the property or neighborhood meets certain conditions materials, and height from average natural grade Where it is not feasible to accommodate parking on-site the parking requirement may be waived with CUP if the main unit meets all parking requirements and a • Story pole plan indicating the placement of story See §10.44.080.D.14 poles/tape for all attached and detached ADUs parking study demonstrates that there is on-street parking for the required spaces(s); see §10.44.080.F.1.; • Identification of the relationship between the accessory dwelling unit's exterior windows, decks and doors and the exterior living areas and Floor Area may be exceeded by up to 10% of the parcel up to a max of 500 square feet with CUP; see §10.44.080.F.1.a Floor Area Must conform with the floor area regulations applicable to the parcel upon which the unit is located. interior living areas of adjoining properties. The ADU's exterior windows, decks and doors must not be directly opposite the exterior living areas and Building Must conform with the building coverage and impervious surfaces regulations Building Coverage and Impervious Surfaces Coverage & applicable to the parcel upon which the unit is located may be exceeded by 5% of the applicable regulations with CUP; see §10.44.080.F.1.b must not overlap windows or doors to interior Impervious living areas of adjoining properties and see §10.44.080.F.1.c Surfaces Evidence that the roof slope, window arrangement, Side yard setback may be decreased with a CUP provided three feet is maintained Setbacks Must conform with the setback requirements applicable to the parcel upon which siding materials, colors and architectural style are the unit is located compatible with the primary residence (e.g., Height Attached: Must comply with height limitations applicable to the main building. Height may be exceeded with CUP photographs) Detached: 15 feet max from average natural grade Letter from certified land surveyor certifying that the story poles have been installed pursuant to the story Design exceptions for detached units may Design Must have a roof slope, window arrangement, siding materials, colors and architectural style compatible with the primary residence be granted with CUP; see §10.44.080.F.1.f pole plan Evidence that there will be no light impacts on Views Must be designed to not impair views from neighboring properties; certified View impacts may be allowed with a CUP as long as the project has been located and story poles must be installed to demonstrate this adjacent properties (a shadow study may be designed to minimize obstruction of views required) from surrounding properties Contact Marin Municipal Water District, Sausalito Must be designed so that its exterior windows, decks and doors are not directly Privacy Privacy impacts may be allowed with a CUP Marin City Sanitary District and Marin County opposite the exterior living areas and do not overlap windows or doors to interior living areas of adjoining properties; waived for Interior Conversions with as long as the project provides a reasonable level of privacy to the site and Assessor's office to acknowledge service no exterior modifications adjacent properties requirements and applicable fees (recommended) 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; see $\S~10.44.080.D.13$ Light Light impacts on adjacent properties may be allowed with a CUP as long as the Additional information will be required if exceptions necessitating a CUP or MUP are requested impacts have been minimized This handout is intended to provide general For single-family districts (R-1-6, R-1-8, R-1-20), the owner of the property must Owner Zoning Administrator may approve occupy either the primary unit or accessory dwelling unit as their primary residence; owner may be absent for up to 1 year during any 3 year period Restrictions exceptions to the absence time restriction information on the ADU Permit process. It is not with a Minor Use Permit (MUP); see § 10.44.080.D.15 intended to be exhaustive or used as a substitute for Effect of Elimination of any of the required access and facilities elements (e.g., separate No Exceptions the regulations related to Accessory Dwelling Units entrance, kitchen, bathroom facilities) will require the property owner to Conversion/ demonstrate compliance of the main residence with all applicable development Reversion See Municipal Code Section 10.44.080 standards in the Zoning Ordinance