



ACCESSORY DWELLING UNIT (ADU) INFORMATION AND CHECKLIST

General Specifications and Information

Location:

1. Any zone that allows residential development by-right, provided all other requirements are met.
2. On a lot with a proposed or existing single-family dwelling or existing legally developed multi-family dwelling (including two-family dwelling).

Number of ADUs and JADUs permitted:

1. Lot with proposed or existing single-family dwelling:
 - a. Maximum of one ADU and one JADU.
 - b. The JADU shall be located entirely within the walls of the existing or proposed single-family dwelling.
 - c. The ADU may be attached, detached, or converted from an existing accessory structure or a portion of the existing dwelling.
 - d. SB 9 Limitations: ADUs and JADUs are not permitted on lots that have undergone a lot split pursuant to Government Code Section 66411.7 and have been developed with two primary dwelling units pursuant to Government Code Section 65852.21.
2. Lot with existing multi-family dwelling:
 - a. No more than two (2) detached ADUs; OR,
 - b. Up to 25% of the number of existing multi-family dwelling units. The ADUs must be converted from portions of the existing multi-family dwelling structure that are not used as livable space (i.e. storage rooms, boiler rooms, passageways, attics, and garages) and must comply with state building standards for dwellings. For the purposes of calculating the number of allowable ADUs, the following shall apply:
 - i. Previously approved ADUs shall not count towards the existing multiple-family dwellings.
 - ii. Fractions shall be rounded down to the next lower whole number of dwelling units, except that a least one ADU shall be allowed.
 - c. JADUs are not permitted on multi-family lots.

Development Standard Checklist

Except as required per State law, ADUs and/or JADUs shall conform to all requirements of the underlying zoning district, any applicable Specific Plan, and all other applicable provisions of Municipal Code.

1. Property Information		
Property Address:	Housing Element Reporting Information	
Property Owner:	Expected Monthly Rent:	
Mailing Address:	Affordable Rental Income Category (very low, low, moderate):	
Phone:		
Email:		
2. Zone, Property Type, and ADU Type		
Zone Lot must be located in a zone that permits residential development.		
Property Type (circle one) Must have a proposed or existing SFR or existing MFR (2+ units)	SFR	MFR
SB 9 Compliance Has the lot obtained a permit for an urban lot split? Has the lot obtained a permit for two primary units? *If answer for BOTH questions is yes, no ADUs/JADUs are permitted.	YES YES	NO NO
ADU Type(s) (check applicable)	<input type="checkbox"/> ADU (detached new construction) <input type="checkbox"/> ADU (attached new construction) <input type="checkbox"/> ADU (converted within space of existing dwelling) <input type="checkbox"/> ADU (converted accessory structure) <input type="checkbox"/> JADU	

3. Development Standards		
Standard	Proposed	Compliance (Yes, No, NA)
Number Permitted <ul style="list-style-type: none"> • SF Lots: one ADU and/or one JADU • MF Lots: <ul style="list-style-type: none"> ○ Two detached ADUs, or ○ 25% of the number of existing multi-family dwelling units 		
Minimum Lot Area None required.		
Unit Size Maximum¹ <ul style="list-style-type: none"> • ADUs <ul style="list-style-type: none"> ○ Detached: 1,200 SF ○ Attached: 1,200 SF or 50% of floor area of primary dwelling, whichever is less ○ Converted: Limited to existing size of existing structure; expansion of 150 SF permitted to accommodate ingress/egress only • JADUs: 500 SF Minimum: 150 SF (efficiency unit as defined in State law)		
Minimum Setbacks <ul style="list-style-type: none"> • New Construction <ul style="list-style-type: none"> ○ Front: Same requirement as applies to the primary dwelling ○ Side/Rear: 4 ft. • Conversion or replacement of same size/location <ul style="list-style-type: none"> ○ No additional setback required beyond existing, provided it is sufficient for fire/safety 		

<p>Height</p> <ul style="list-style-type: none"> • Detached: <ul style="list-style-type: none"> ○ 16 ft./1 story, unless one of the following exceptions applies: <ul style="list-style-type: none"> • If located within a ½ mile of a transit stop or high quality transit corridor, the detached ADU may be 18 ft. and up to 20 ft. if necessary to match the roof pitch of the ADU to the primary dwelling • If on a lot with an existing or proposed multistory multifamily dwelling, the detached ADU may be up to 18 ft. in height • Attached: <ul style="list-style-type: none"> ○ 25 ft. / 2 stories 		
<p>Parking</p> <ul style="list-style-type: none"> • ADUs <ul style="list-style-type: none"> ○ Studio: none required ○ 1+ Bedroom: 1 parking space unless an exemption applies² • JADUs: none required • Replacement Parking <ul style="list-style-type: none"> ○ Replacement Parking is not required when a garage, carport, or covered parking structure is converted or demolished in conjunction with the construction of an ADU or JADU 		
<p>4. Other Design Requirements</p>		
<p>Standard</p>	<p>Compliance (Yes, No, NA)</p>	
<p>Facilities (kitchen and bathroom)</p> <ul style="list-style-type: none"> • ADU <ul style="list-style-type: none"> ○ Kitchen, as required by the Building Code, which includes a kitchen sink, cooking device, refrigeration, food preparation counter, and storage cabinets ○ Bathroom: Must have complete, independent sanitation facilities • JADU <ul style="list-style-type: none"> ○ Efficiency kitchen, including a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU³ ○ Bathroom: May have independent facilities or may share sanitation facilities with the primary unit 		
<p>Design Exterior finished materials on the ADU or JADU shall match the exterior finished materials for the primary dwelling unit.</p>		
<p>Exterior access An attached or converted ADU or JADU on a single-family lot must have independent exterior access that is separate from the access to the primary dwelling.</p>		

Passageway

No passageway shall be required in conjunction with the construction of an ADU and/or JADU. For the purposes of this chapter, "passageway" shall mean a pathway that is unobstructed, clear to the sky, and extends from the right-of-way to one (1) entrance of the ADU and/or JADU.

- (1) The application of requirements related to lot coverage, front yard setback, floor area ratio, or open space may further limit the size of an ADU; however, in no case shall the application of such requirements limit the size of an ADU to less than 800 square feet.
- (2) No parking is required if the ADU is located within ½ mile walking distance of public transit as that term is defined in Government Code Section 65852.2 or if parking is not required pursuant to Government Code Section 65852.2 (d).
- (3) An efficiency kitchen, as required by the Building Code, shall include all of the following: (a) A sink with a maximum waste line diameter of one and one-half (1.5) inches; (b) A cooking facility with appliances that do not require electrical service greater than one hundred twenty (120) volts, or natural or propane gas; and, (c) Food preparation counter(s) and storage cabinet(s).

Additional Requirements

1. Utilities

- a. ADU: May be served by the same or separate utility connections
- b. JADU: Shall be served by the same utility connections serving the primary dwelling

2. Owner Occupancy

- a. ADU
 - i. Created January 1, 2020 through December 31, 2024: not required.
 - ii. Created on/after January 1, 2025: owner must occupy primary dwelling or ADU as principal residence
- b. JADU: Owner must occupy either the primary dwelling or the JADU as principal residence

3. Short term rentals. Rental terms of 30 days or less are prohibited.

4. Deed Restriction. Prior to issuance of a building permit for an ADU or JADU, a deed restriction shall be recorded against the title of the property in the county recorder's office and a copy filed with the Community Development Department. The deed restriction shall run with the land and bind all future owners. The deed restriction shall include the following:

- a. The ADU or JADU may not be sold separately from the primary dwelling(s).
- b. The ADU or JADU is restricted to the approved size and to other attributes allowed by this subsection
- c. The owner occupancy and short term rental restrictions.

5. Impact Fees

- a. No impact fee is required for JADUs or ADUs less than 750 square feet.
- b. For ADUs greater than 750 square feet, any impact fee that is required shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling).
- c. "Impact fee" does not include any connection fee or capacity charge for water or sewer service.