

Accessory Dwelling Unit (ADU) Submittal Process and Basic Plan Requirements

Additional information may be required depending on the location of the property and the scope of work. Please refer to SBMC [17.20.040\(D\)\(4\)](#) for all ADU/JADU regulations.

New Building Permit (Ministerial) Application Process:

- To apply for a new building permit, email a completed [Building Permit Application](#), PDF copy of the project plans, and a copy of the approval letter from the California Coastal Commission to counter@cosb.org. If the file size is too large, the Building Permit Technician can provide a link to upload the documents.
- The Building Permit Technician will intake the application and plans and will respond with an invoice for plan check and address assignment fees. The plan check fee amount is based on the scope and size of the work and the project valuation. Once the plan check fee is paid, the plans will be routed for electronic plan check review by all departments (Planning, Building, Engineering, and Fire). If a landscape package is required, the plans will also be reviewed by the City's third-party landscape reviewer.

Basic Plan Requirements

1. Title Sheet & Site Plan

Submit a site plan that depicts the property boundaries of the project site, the location of primary and accessory structures on the property (existing and proposed), the building setbacks from the property lines, as well as parking, drainage, landscaping, adjacent public right-of-way, and other site features.

The site plan submitted with your application must be legible, to scale and include:

- ☐ Applicant's name and telephone number
- ☐ Assessor's Parcel Number and street address
- ☐ The ADU will need to have a separate address. During the first review, the Planning Department will assign the ADU a new address. The address will need to be shown on the plans.
- ☐ Zone and applicable Overlay Zones
- ☐ Lot lines, dimensions, setbacks per zone, and 4-foot ADU setbacks
- ☐ North arrow and scale
- ☐ Vicinity map
- ☐ Adjacent streets with names and widths of the right-of-way and all easements
- ☐ All existing and proposed structures, including but not limited to buildings, fences, retaining walls, parking area, and landscaping, clearly labeled and dimensioned. Label top of wall, bottom of wall, and existing grade elevations for all existing and proposed fences, walls and retaining walls or any combination thereof. Show distances between all structures and property lines
- ☐ Topographic information (see Section 8: Engineering Requirements)
- ☐ A table for existing and proposed pervious and impervious areas of the site as relate to the proposed project.
- ☐ Location of all trash enclosures and how they will be accessed.
- ☐ Drainage (natural and proposed systems)
- ☐ The location of where the site sections were taken (see Section 5: Sections)
- ☐ A summary table that includes the total number of required parking spaces and the number provided. See SBMC [17.20.040\(D\)\(4\)\(m\)](#) for ADU parking regulations.
- ☐ Provide the percentage of the ADU in relation the square footage of the primary residence. For example, if the primary residence (not including garage) is 2,000 SF and the ADU is 1,000 SF, the ADU would be 50%. Staff will use this percentage to calculate impact fees.
- ☐ Please include the following notes on the title sheet. Only choose those that apply to your specific project:

All ADUs

- The ADU shall only be used for rentals of terms of 30 consecutive days or more.

Impact Fees

- For accessory dwelling units that have a floor area of seven hundred fifty (750) square feet or more, impact fees shall be charged proportionately in relation to the square footage of the primary dwelling unit. Or...
- No impact fees may be imposed on a junior or accessory dwelling unit that is less than seven hundred fifty (750) square feet in size (17.20.040(D)(4)(r)).

Converted ADU/JADU

- No off-street parking shall be required for the ADU if it is converted from the existing residence or an existing accessory structure pursuant to SBMC Section 17.20.040(D)(4)(m)((iii)).
- The installation of a new or separate utility connection directly between the accessory dwelling unit and the utility shall not be required, and a related connection fee or capacity charge shall not be imposed if the ADU is converted from the existing residence or an existing accessory structure (17.20.040(D)(4)(p)).

New Construction ADU

- Per SBMC Section 17.20.040(D)(4)(o), accessory dwelling units shall provide a new or separate utility connection directly between the accessory dwelling unit and the utility. The connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size in square feet or the number of its plumbing fixtures, upon the water or sewer system; provided, however, that this fee or charge shall not exceed the reasonable cost of providing this service. A sub-meter may be allowed to meet this requirement.
- The ADU shall utilize the same architectural style, exterior materials, and colors as the primary dwelling unit, pursuant to SBMC Section 17.20.040.(D)(4)(n)(i).

Attached ADUs

- The ADU shall not have interior access to the primary residence.

- **JADU Requirements:** Prior to issuance of a building permit for a junior accessory dwelling unit, the owner shall record a covenant in a form prescribed by the city attorney, which shall run with the land and provide for the following:
 - A prohibition on the separate ownership, sale, transfer, or other conveyance of the junior accessory dwelling unit separate from the sale of the single-family residence;
 - A restriction on the size and attributes of the junior accessory dwelling unit consistent with this section;
 - A prohibition against renting the junior accessory dwelling unit for fewer than 30 consecutive calendar days; and
 - A requirement that either the primary residence or the junior accessory dwelling unit be the owner's bona fide principal residence, unless the owner is a governmental agency, land trust, or housing organization.

The following must be tabulated and shown on the site plan:

- Maximum Floor Area calculation

For residential properties located in the HR and MHR Zone

Lot area X 0.75 =	
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For residential properties subject to SBMC Section 17.48.040 – Scaled Residential Overlay Zone (SROZ)

Lot area X 0.500 (for the first 6,000 sq. ft.)	+	
Lot area X 0.175 (for portion of lot 6,001 up to 15,000 sq. ft.)	+	
Lot area X 0.100 (for portion of lot 15,001 up to 20,000 sq. ft.)	+	
Lot area X 0.050 (for portion of lot greater than 20,000 sq. ft.)	+	
Add up the sum of each tier to determine the maximum FAR	TOTAL	

For residential properties not subject to SBMC Section 17.48.040

Lot area X 0.600 (for the first 5,000 sq. ft.)	+	
Lot area X 0.300 (for portion of lot 5,001 up to 20,000 sq. ft.)	+	
Lot area X 0.150 (for portion of lot greater than 20,000 sq. ft.)	+	
Add up the sum of each tier to determine the maximum FAR	TOTAL	

- ☐ Provide the gross and net lot sizes (see SBMC definitions 17.08.020).
- ☐ Provide the proposed floor area/square foot breakdown as follows. Please add/revise the rows to match the proposed project.

Project FAR Calculations	
Existing Residence	____ SF
Existing Garage	____ SF
Proposed ADU	____ SF
Sub-total	____ SF
Garage FAR Exemption* (MAX -400 SF)	____ SF
ADU FAR Exemption (MAX -800 SF)	____ SF
Total Floor Area Proposed	____ SF
Maximum Floor Area Allowed	____ SF
60% DRP Threshold***	____ SF

- *To qualify for the garage floor area exemption, please provide an existing/proposed floor plan of the garage and dimension two parking spaces (9'x19') within the garage. The City allows up to 200 square feet of floor area exemption for each parking space in a garage, up to two parking spaces. Parking area must meet minimum size requirements and be free and clear to qualify (including free of door swings).
- **800 SF of the ADU shall be deducted using the ADU FAR Exemption as shown above.
- ***If the total floor area proposed exceeds the 60% threshold, the ADU is limited to 800 SF maximum.

- ☐ Include the quantity of grading on the title sheet as follows. Please note, ADUs shall not be permitted on any site where more than 50 cubic yards is required to create the ADU.

Table 1: ADU	
Cut Outside of Structure	
Fill	
Aggregate	Max 50 CY for ADU

Table 2: ADU Exempt	
Cut Under Structure	
Excavation for Footings	
Removal/Recompaction	
Total Exempt	

Table 3: Non-ADU Scope	
Cut	
Fill	
Excavation for Footings	
Removal/Recompaction	
Aggregate	DRP if Aggregate > 100 CY

Import	
Export	

- ☐ Provide a breakdown of the property square footage as follows:

	<i>Existing (SF)</i>	<i>Proposed Total (SF)</i>
Non-landscaped Area ^a		
Non-irrigated Landscape ^b		
Irrigated Landscape		
Water Features ^c		
Decorative Hardscape ^d		
Total Lot Area		

	<i>Area of Work^e (SF)</i>
Irrigated Landscape	
Water Features ^c	
Decorative Hardscape ^d	
Aggregate Landscape Area^e	

If the aggregate landscape area > 500 sf, a landscape package is required

- ^a Non-Landscaped Area: includes the footprint of a building, decks, patio, sidewalk, driveway, parking lot, or other hardscape that does not meet the criteria in SBMC 17.56.150.
- ^b Non-Irrigated landscape: an area without irrigation designated for nondevelopment such as designated open space area with existing native vegetation.
- ^c Water Feature: A design element where open water performs an aesthetic or recreational function. A water feature includes a pond, lake, waterfall, fountain, artificial streams, spa and swimming pool.
- ^d Decorative Hardscape: Rock and stone or pervious design features, such as decomposed granite ground cover, that are adjacent to a vegetated area. (Includes turf)
- ^e Aggregate Landscape Area: rea of replacement and/or new irrigated landscape, water features, and/or decorative hardscape associated with the project.

2. Floor Plans

The floor plan shows the use, location and the size of the interior spaces in a building. All dimensions must be measured from the **exterior** wall surfaces. The ADU shall provide independent facilities for sleeping, living, sanitation, eating, and cooking.

- ☐ Provide an existing floor plan of the primary residence and a proposed floor plan of the ADU.
- ☐ Draw the entire floor plan showing the dimensions to the exterior finished surface of the structure.
- ☐ Label the use of all existing and proposed areas, including living room, bedrooms, baths, kitchen, hallways, etc.
- ☐ Label the primary entrance to the ADU. The primary entrance to the accessory dwelling unit(s) shall not be visible from the street adjacent to the front yard setback.
- ☐ Label all entrance and exit points, including doors, windows, stairways, etc.
- ☐ Show all enclosed and/or covered parking areas.
- ☐ On a separate sheet, shade and dimension all areas that have been included in the FAR. A note needs to be on the plans stating, "All dimensions are measured from the exterior wall surfaces."
- ☐ Provide the required ADU setback lines on each floor plan.
- ☐ Show all attached or detached accessory structures (such as decks, patio covers, carports, and architectural features greater than two feet measured from the exterior side of the unit). Accessory structures associated with a junior or accessory dwelling unit shall comply to the underlying zoning regulations. These structures shall not project into the required side or rear yard setback nor be located on the roof.
- ☐ Show that the proposed JADU/ADU meets the following kitchen requirements:

Efficiency Unit Kitchen

The following list of requirements shall be included on the applicable floor plan showing an efficiency unit kitchen. An efficiency kitchen shall be allowed in either a studio JADU or ADU with a maximum size of 500 square feet.

- a. Counter surfaces – Minimum 30 inches clear.
- b. Sink – Minimum 18-inch, 1.5- inch drain, and garbage disposal.
- c. Refrigerator - Minimum 5 cubic feet.
- d. Cooking appliance – Minimum two-burner stove (hard wired with gas or 220-volt outlet).

JADU Kitchen

A JADU kitchen shall contain at least an efficiency kitchen which includes cooking appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the junior accessory dwelling unit [SBMC 17.20.040(D)(4)(i)(i)]. If the JADU qualifies as an Efficiency Unit, then refer to the Efficiency Kitchen Requirements (above). Otherwise, refer to the ADU Kitchen Requirements.

ADU Kitchen

An ADU is defined as a complete independent living facility with permanent provisions for living, sleeping, eating, cooking, and sanitation. The following ADU Kitchen Requirements shall be included on the applicable floor plan.

- a. Counter surfaces and wall cabinets – minimum 10 feet in total length
- b. Minimum 24-inch sink, 1.5 inch drain, with a garbage disposal.
- c. Refrigerator with a minimum capacity of 12 cubic feet.
- d. Minimum two cooking appliances: stove, range, oven, microwave (hard-wired with gas or 220 volt outlet).

3. Demolition Plan (if applicable)

Demolition plans show the existing walls and structures to remain, and the existing walls and structures to be demolished. Demolished structures need to show the square footage and use (i.e. R-3, U, etc.)

4. Elevations

Elevations show the exterior sides of a building.

- ☐ Each building elevation should be appropriately labeled north, south, east and west of all existing and proposed buildings and structures.
- ☐ Each elevation for all buildings should indicate proposed height above pre-existing grade (as a dashed line) and proposed finished grade (as a solid line) if it differs. Provide the MSL elevation (not 0') of the existing grade below the tallest point of construction on all applicable elevations.
- ☐ Indicate the location of the required setback lines on each elevation.
- ☐ Show proposed screening and dimensions of all existing and proposed roof-mounted and ground mounted mechanical equipment.
- ☐ Show general architectural features of the building(s), i.e. doors, windows, materials, etc.
- ☐ Provide a dashed line showing the location of any basement or crawl spaces on each elevation.

5. Sections

Sections are drawings showing the project, or certain aspects of the project, as if made by a geometric plane cutting through proposed structures perpendicular to the ground.

- ☐ A minimum of two cross sections showing proposed height above existing and finished grade. Include a dashed line indicating the maximum height allowed and the location of the required setbacks and property lines.
- ☐ Provide the MSL elevation of the existing grade below the tallest point of construction on all applicable sections.

Note: The site plan should show where the sections were taken.

6. Roof Plan

A roof plan shows the shape of the roof.

- ☐ Include the perimeter of the structure, outline of roof and slope indicator.
- ☐ Include all mechanical equipment and associated screening located on the roof.
- ☐ Dimension all eaves. Architectural features, such as eaves, awnings, canopies, bay windows, and balconies attached to a junior or accessory dwelling unit may project two feet from the exterior side of the structure. These architectural features shall not be allowed to project into the required side or rear yard setback.
- ☐ For detached ADUs, dimension the separation distance between the ADU and primary dwelling unit.
 - ☐ A minimum building separation of six feet shall be maintained (eave to eave) between the primary residence and a detached accessory dwelling unit. A minimum building separation of 10 feet shall be maintained (eave to eave) from the entrance of an accessory dwelling unit if it is facing the wall of another structure on the property.
- ☐ Dimension encroachment of any eaves into required yards.
- ☐ Provide the MSL of the tallest roof ridges.

7. Landscape Plan Requirements (To determine if a landscape plan is required, see landscape table on sheet 4)

The landscape plan shall be prepared by a licensed landscape architect, licensed civil engineer, licensed architect, or other landscape professional licensed by the state and shall require the following information demonstrated on a site plan:

- ☐ Planting Plan: Show specific trees, shrubs and groundcovers to be used on a plan (not a general list of possibilities). Show all water features (pools, spas, fountains). In the legend list scientific and botanical names, WUCOLS IV water use needs, mature heights for trees, bamboo and large shrubs, installation size (for flattened groundcovers - provide spacing).

- ☐ Water Conservation Plan: Provide plan graphic of hydro-zones. Each hydro-zones must specify type of irrigation to be used as well as the water use plant factor. Complete the ETWU/MAWA chart.
- ☐ General: Meet all requirements of Water Efficient Landscape Regulations and all other applicable regulations (ex: Off Street Parking Design Manual, Specific Plans, Grading Code)
- ☐ Irrigation plan & legend. All equipment to be used identified in the legend.
- ☐ Completed planting and irrigation details and specifications.
- ☐ Soils management report.
- ☐ Maintenance schedule for planting and irrigation.
- ☐ Irrigation schedule that delineates irrigation times and water usage.

See SBMC Section 17.56, Water Efficient Landscape Regulations for more information

8. Engineering Requirements:

- ☐ Topographic (grading) plan prepared by a registered Civil Engineer or Land Surveyor showing existing and proposed finished grade in U.S.G.S. sea level measurements, in 2-foot topographic increments. Indicate source of topographic data on plan. The grading plan shall include the existing and the proposed drainage improvements. Additionally, the grading plan shall include the existing improvements as well as any proposed modifications to the existing improvements in the public right of way along the property frontage.
- ☐ For new ADUs outside the existing building footprint, a Drainage Study prepared by a registered Civil Engineer may be required.
- ☐ Please clearly show the calculations for the existing and proposed pervious and impervious areas on the site plan. A detention basin, hydrology report, and/or soils report may be required.
- ☐ Upon Review of the above-mentioned items, a Soils Report prepared by a Civil Engineer may also be required.
- ☐ Per SBMC 6.36.020, all construction demolition materials shall be recycled according to the City's Construction and Demolition recycling program and an approved Waste Management Plan shall be submitted if the total project value is equal to or greater than \$100,000, as calculated for purposes of receiving a city building permit.
- ☐ A Storm Water Project Category Determination Checklist needs to be completed to determine the project category. Please fill out the storm water checklist and then complete the appropriate Storm Water Quality Management Plan (SWQMP), Standard or Priority, and return both the checklist and the SWQMP form. A pdf file of the checklist and a Word file of the Standard Project and Priority Project SWQMPs can be found on the [City's website](#).
- ☐ Construction best management practices (BMPs) and the general drainage pattern of the property need to be shown on the site plan.
- ☐ Roof drains need to flow into landscaped areas before being collected and draining to the street. Please show all roof drains (both existing and proposed) for the property on the site plan.
- ☐ Please show the sewer lateral locations of the new ADU as well as the existing SFR lateral. The new sewer for the proposed ADU shall connect to the existing sewer of the SFR within private property, not the public right-of-way. For each APN, only one (1) sewer lateral connecting to the City sewer main is allowed.

9. Fire Department Requirements:

Fire Sprinklers:

- ☐ Installation of fire sprinklers are required in ADUs (attached, detached, or conversion) where sprinklers were required by building codes for the existing primary residence. For example, a detached single-family home designed and constructed to have fire sprinklers installed under the applicable building code at the time would also require fire sprinklers in a proposed ADU. In addition, if the same primary residence proposes significant alteration and is now required to have fire sprinklers, any ADU created during or after that alteration must be provided with fire sprinklers. Please note, for ADUs created on lots with multifamily residential structures, the entire residential structure shall serve as the "primary residence" for the purposes of this analysis. Therefore, if the multifamily structure is served by fire sprinklers, the ADU will be required to install fire sprinklers. For additional guidance on fire sprinkler system requirements, please refer to Solana Beach Municipal Code Section 15.32.010 Ordinance 527.
- ☐ Provide a note on the plans stating: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly

legible and visible from the street or road fronting the property. These numbers shall be a minimum of 4" inches high with a minimum stroke of 0.5 inches. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure." 2022 California Fire Code Chapter 5 Section 505.1

- Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility per the *2022 California Fire Code Chapter 5 Section 503.1.1*.

10. Solar Requirements:

- Newly constructed ADUs are subject to the California Energy Code requirement (excluding manufactured homes) to provide solar systems if the unit(s) is a newly constructed, non-manufactured, detached ADU (though some exceptions apply). Per the California Energy Commission (CEC), the solar systems can be installed on the ADU or on the primary dwelling unit. ADUs that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the Energy Code requirement to provide solar systems.

Please refer to the CEC on this matter. For more information, see the CEC's website at www.energy.ca.gov. You may email your questions to title24@energy.ca.gov, or contact the Energy Standards Hotline at 800-772-3300. CEC memos can also be found on HCD's website at <https://www.hcd.ca.gov/policy-research/AccessoryDwellingUnits.shtml>.

See HCD's Information Bulletin 2020-10 for information on the applicability of California solar requirements to manufactured housing.