

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 regulations.

New Building Permit (Ministerial) application process:

- Complete the Building Permit application form https://www.ci.solana-beach.ca.us/vertical/Sites/%7B840804C2-F869-4904-9AE3-720581350CE7%7D/uploads/Building_Permit_Application_2021.pdf
- Submit completed form and project plans electronically to Lym@cosb.org
- Plans and application will be routed to Planning for initial review.
- Planner will work with applicant on review and resubmittals for initial planning review.
- Once initial planning review has been approved, the building permit technician will generate an invoice based on application and project scope for plan check submittal. An email with the invoice and how to schedule plan submittal appointment will be sent to the applicant.

1. Site Plan

A site plan that depicts the property boundaries of the project site, the location of buildings on the property (existing and proposed), and 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
- Zone, Overlay Zones
- Lot lines, dimensions, setbacks per zone, and 4' 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 plan 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.
- 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 4)
- A summary table that includes the total number of parking spaces that are required and the number provided. See SBMC [17.20.040\(D\)\(4\)\(m\)](#) for ADU parking regulations.

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

- Maximum Floor Area calculation (see page 23 for Floor Area calculation information)

For residential proeprties located in the HR and MHR Zone

Lot area X .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	

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

Project FAR Calculations	
Existing Residence	____ SF
Existing Garage	____ SF
Proposed ADU	____ SF
Sub-total	____ SF
ADU FAR Exemption*	____ SF
Garage FAR Exemption**	____ SF
Total Floor Area Proposed	____ SF
Maximum Floor Area Allowed	____ SF

- *The ADU shall not be counted towards Total Floor Area proposed. The floor Area of the ADU shall be deducted using the ADU FAR Exemption as shown above.
- ** 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).

- 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.

	ADU	Non-ADU Project Scope	Total grading
Cut			
Fill			
Excavation for Footings			
Removal/Recompaction			
Aggregate	Max = 50 cubic yards (SBMC 17.20.040(D)(4)(h)(i))	DRP required for >100 cubic yards (SBMC 17.68.040(B))	
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	

New development projects: If aggregate landscape area > 500 sf, a landscape package is required

- ^a A landscaped area does not include 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 An area without irrigation designated for nondevelopment such as designated open space area with existing native vegetation.
- ^c 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 Rock and stone or pervious design features, such as decomposed granite ground cover, that are adjacent to a vegetated area.
- ^e Area 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.

- Dimension 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.
- All entrance and exit points, including doors, windows, stairways, etc.
- 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

3. Demolition Plan (if applicable)

Demolition plans show the existing walls and structures to remain, and the existing walls and structures to be demolished.

4. Elevations

Elevations show the exterior sides of a building.

- Each building elevation labeled appropriately 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, with a parallel line above it that shows the 16' height limit, measured from the lower of the existing or proposed grade
- 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 equipment
- 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

Note: site plan should show the locations of 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
- Dimension encroachment of any eaves into required yards

7. Landscape Plan Requirements (If Required, see landscape table on sheet 3)

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: Scientific and botanical names; WUCOLS IV water use needs; Mature heights for trees, bamboo and large shrubs; Installation size (for flatted 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