

Accessory Dwelling Unit Submission Checklist

For a permit application submitted to the Zoning/Building Department for an accessory dwelling unit (ADU), the following must be provided:

- 1.) Zoning and Building Department fees
- 2.) Residential Developer Fees per Ordinance Section 185-250 through 259 linked [here](#)
- 3.) Completed paperwork from Building Department
- 4.) Survey showing accurate existing conditions
- 5.) Plans demonstrating compliance with the Ordinance, including but not limited to the following:
 - a. Plan should be to-scale, and contain property address, block and lot, name/signature of plan preparer, and date of plans with revision dates.
 - b. Identification of zoning district – Interactive zoning map linked [here](#)
 - c. Location and size of ADU with dimensions
 - d. Dimensions of all existing and proposed setbacks to property lines and existing structures
 - e. Location and dimensions of parking spaces (9' x 18'), including existing and proposed spaces in garages and in driveway
 - f. Zoning compliance table including the following:
 - District zoning bulk requirements linked [here](#)
 - ADU zoning bulk requirements
 - Existing and proposed conditions
 - g. Any other proposed improvements to the property such as landscaping, utilities, etc.
- 6.) Elevation plans showing the design of the ADU and compliance with the design requirements of Ordinance Section 185-167.B.11
- 7.) Identification of whether the property is located within a Designated Historical District or is a Designated Local Landmark. HPC Ordinance linked [here](#)

Example Zoning Compliance Table (For Construction of New ADU):

RA-60 Zone Requirements	Required	Existing	Proposed
Lot Area (Min.)	6,000 SF	6,840 SF	No change
Lot Width (Min.)	110'	57' (E)	No change
Front Yard Setback (Min.)*	25'	25'	No change
Side Yard Setback (Min.) (West)**	4.75'	18'	No change
Side Yard Setback (Min.) (East)**	4.75'	40'	No change
Rear Yard Setback (Min.)***	20'	72'	No change
Lot Coverage (Max.)	40%	33.86%	38.38%
Building Height (Max.)	2.5 Stories / 35'	2 stories / 27'	No change
ADU Front Yard Setback (Min.)	25'	N/A	100'
ADU Side Yard Setback (Min.) (East)	10'	N/A	10'
ADU Side Yard Setback (Min.) (West)	10'	N/A	67'
ADU Rear Yard Setback (Min.)	20'	N/A	20'
ADU Principal Structure Setback (Min.)	20'	N/A	30'
ADU Accessory Structure Setback (Min.)	10'	N/A	45'
ADU Building Height (Max.)	25'	N/A	20'
Accessory Rear Yard Coverage (Max.)	30%	8%	15%
ADU Size	350 SF – 750 SF	N/A	700 SF
Parking Spaces (Min.)	Main: 2 spaces ADU: 1 space	Main: 2 spaces ADU: N/A	Total: 3 spaces
Driveway Width (Min.)	10'	N/A	12'
A/C Unit Setback (Min.)	4'	14'	10'

(E) Existing Non-conforming
*Or the average setback within 200 feet on each side of the lot, but there shall be no requirement for a setback greater than 50 feet.
**Side yard setback measurement: 4 feet plus one inch for each foot of average lot width in excess of 48 feet to a maximum of 12 feet.
***Rear yard setback measurement: 20% of lot depth