



City of Santa Barbara

ACCESSORY DWELLING UNIT SUBMITTAL REQUIREMENTS (TITLE 28 – INSIDE COASTAL ZONE)

Effective January 1, 2017, State legislation pertaining to Accessory Dwelling Units superseded the City's regulations for Secondary Dwelling Units (single unit residential zones) and Accessory Dwelling Units (two-unit residential zone). This State legislation does not supersede the requirements of the California Coastal Act; therefore, project sites within the Coastal Zone are still subject to permitting requirements under the Coastal Act.

On May 15, 2018 (*effective date: June 14, 2018*), City Council amended Santa Barbara Municipal Code Section 30.185.040 to permit Accessory Dwelling Units and Junior Accessory Dwelling Units, consistent with State law. Applicability of Section 30.185.040 within the Coastal Zone will follow certification of Title 30 by the California Coastal Commission, tentatively expected in early 2019. ***In the meantime, applications for ADUs in the Coastal Zone will continue to be subject to State law and Junior Accessory Dwelling Units (JADUs) are not permitted in the Coastal Zone.***

I. PROCESS

1. **PRE-APPLICATION (*optional*)**. If you would like Planning staff to review the proposal for *zoning compliance* prior to submitting for a building permit, you may apply for a preliminary plan check. The pre-application review will outline any zoning concerns for the project and is optional (not required). The review period is approximately 30-45 days.
 - a. **Forms**. Submit a *Pre-Application form* and submit **1 set of plans and color photos**. Include all items listed on the *Building Permit Plan Submittal Requirements*, described below, to the Planning Counter, with the Preliminary Plan Check fee (which is half of the applicable Zoning Plan Check fee).
2. **COASTAL REVIEW**. If the property is located in the Coastal Zone, either a Coastal Exemption/Exclusion or a Coastal Development Permit (CDP) is required to permit an Accessory Dwelling Unit. You may contact the Planning Counter to discuss the appropriate level of coastal review for your project and additional fees. A detached Accessory Dwelling Unit always requires a Coastal Development Permit. [California Government Code Section 65852.2](#) governs the development of Accessory Dwelling Units in the Coastal Zone.
 - a. If a Coastal Exemption/Exclusion is required, submit the *Coastal Exemption Submittal Packet* or *Coastal Exclusion Submittal Packet* with all of the required information to the Planning Counter **concurrently with building permit submittal**. The review period is approximately 2-4 weeks. Zoning clearance for a building permit cannot be granted until the Coastal Exemption/Exclusion is approved.
 - b. If a Coastal Development Permit is required, submit the *Coastal Development Permit Submittal Packet* and the *DART Submittal Packet* with all of the required information to the Planning Counter **prior to building permit submittal**. Zoning clearance for a building permit cannot be granted until the Coastal Development Permit is approved. A Coastal Development Permit for an Accessory Dwelling Unit requires approval by the Staff Hearing Officer with a public notice, but without a public hearing. A Coastal Development Permit may take approximately 3 months to process if there are no coastal or environmental issues.

3. **BUILDING PERMIT.** Approval of a building permit is necessary to allow an Accessory Dwelling Unit. The property owner shall submit a completed and executed Accessory Dwelling Unit Covenant after the initial building permit submittal but prior to permit issuance. When the rest of the application is deemed acceptable and the building permit is ready to issue, the City will record the Accessory Dwelling Unit Covenant. Once the Covenant is recorded, a building permit will be issued for the project, and construction may commence.

Each building permit application will be reviewed by staff from various City Divisions to determine whether it is complete (i.e., contains all of the required information necessary for project analysis and decision) and for compliance with applicable plans, policies, ordinances and codes. If additional information is required, the City will specify the required additional information in writing. The application will be returned to the applicant to make the necessary changes and provide the additional required information.

- a. **Forms.** A completed *Accessory Dwelling Unit Worksheet* as well as all of the items listed on this handout are required, as well as the information required on the *Residential Plan Submittal Checklist* on the [Building and Safety Handouts](#) webpage.
- b. **Combined Permits.** Other than the abatement of related violations, or minor site work, an Accessory Dwelling Unit permit shall not be combined with other proposed construction unrelated to the Accessory Dwelling Unit. The Accessory Dwelling Unit cannot be added to an existing building permit or revision.

If the Accessory Dwelling Unit is on a lot where a primary residence is proposed, but not yet constructed, the permit for the primary residence must be issued first or concurrently with the Accessory Dwelling Unit application. If a new primary residence is constructed, it must be owner-occupied prior to recordation of the Accessory Dwelling Unit Covenant and final sign-off on the permit for the Accessory Dwelling Unit. Identify all other pending building permits for the project site on the Accessory Dwelling Unit application.

- c. **Timing.** Accessory Dwelling Unit applications are ministerially reviewed within 120 days of receiving all the required information. The 120-day time period only includes time the City of Santa Barbara spends reviewing the submitted information. The “clock” stops when the City has completed its review and, either corrections are available for pick up or permit is “ready to issue”. Multiple resubmittals without correcting noted deficiencies may lead to the disapproval of an application. Applicants seeking a permit approval within 120 days, should allow the City at least 4 weeks of review time from the date of the last submittal to the end of the 120-day period.
- d. **Disapproval.** If a complete application is not submitted, the application will be disapproved. Submittal of a **new permit application**, and associated fees, may be required on any disapproved application.
4. **DESIGN REVIEW.** Design review is NOT required for an Accessory Dwelling Unit. Design review is required for unrelated work to the site or primary residence, if that work requires design review for some other reason (e.g., Hillside Design District, etc.) If any work to the primary residence requires design review, submit the completed *Design Review application* to the Planning Counter. Remove all references to the Accessory Dwelling Unit from the design review submittal (to the maximum extent feasible).
5. **OTHER APPLICATIONS REQUIRED.** Existing zoning standards may require additional applications. If a project requests relief from applicable zoning standards please consult the Planning Counter to discuss viable options.

II. COMPLETE APPLICATION SUBMITTAL REQUIREMENTS

The following information is required for a complete Accessory Dwelling Unit application.

A. BUILDING PERMIT SUBMITTAL

You may review this checklist with City Staff at the public counter to confirm specific requirements and to determine if other applications or materials are required. PLEASE NOTE THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.

All plans below shall be complete, accurate, fully dimensioned and drawn to scale (e.g., ¼" = 1'). **THREE (3) sets of plans are required for all applications.** All sheets must be on the same size paper. The minimum paper size is 18" x 24", maximum paper size is 36" x 42". All sheets must be numbered with a sheet index and sheet count. Plans drawn or prepared by a licensed professional must be stamped at submittal and "wet"- signed before permit can be issued.

- 1. **COMPLETED MASTER APPLICATION.** The [Master Application](#) must include required signatures or an [Owner/Agent Authorization](#) form.
- 2. **FILING FEE.** The fees range depending on the scope of work and are subject to change every fiscal year. Each fiscal year starts on July 1st.
- 3. **ACCESSORY DWELLING UNIT WORKSHEET.** Filled in and signed by the Applicant. See attached.
- 4. **PHOTOGRAPHS.** Current, color, **legible** photographs of the site and adjacent development including all elevations of the existing building(s). Photographs shall be printed or mounted on 8½" x 11" regular white paper, or reproduced on the plans.
- 5. **PLAN COVER SHEET.** The plans shall include a cover sheet that includes the following project information:
 - a. **Vicinity Map.** Major streets and surrounding properties to the project and Project Site identified. *If using the transit stop or car share parking exemption per State law*, identify the nearest transit stop or car share location and the distance (in feet) to the Project Site on the Vicinity Map.
 - b. **Project Data.**
 - Project Address
 - Parcel Number (APN)
 - Land Use Zone District
 - Lot Size
 - Average Slope of the Property
 - Property Owner and Architect/Designer Name and Contact Information
 - Grading (if proposed, in cubic yards, includes recompaction)
 - Construction Type and Occupancy Group
 - High Fire (YES/NO)
 - Flood Zone (YES/NO)
 - c. **Applicable Codes.**
 - List of applicable Building Codes for the project (i.e., Indicate that all construction shall comply with the California Residential Code, 2016 Edition;

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The California Plumbing Code, 2016 Edition; The California Electrical Code, 2016 Edition; The California Mechanical Code, 2016 Edition; The California Fire Code, 2016 Edition; The California Energy Code, 2016 Edition; The California Green Building Standards Code, 2016 Edition and all Amendments as adopted in Santa Barbara City Ordinance 5780);

- Indicate applicable Zoning Ordinance for the project. Projects in the Coastal Zone shall comply with Title 28.
- d. **Scope of Work.** Project description shall include **all** work proposed as part of the project. Include whether the work is to abate violations from outstanding enforcement cases and/or a Zoning Information Report (reference the appropriate ENF and/or ZIR case number).
- e. **Identify the Accessory Dwelling Unit.**
- The scope of work should state the following: *Accessory Dwelling Unit is proposed pursuant to Government Code 65852.2.*
 - Spell out the title Accessory Dwelling Unit in all locations, do not abbreviate to “ADU”.
 - Label the Primary Residential Unit and the Accessory Dwelling Unit on all site plans, elevations, floor plans, and parking spaces.
 - Identify on the plans which of the units will be “owner-occupied” as the owner’s “principal place of residence.”
- f. **Floor Area.** Provide both NET and GROSS floor area on the Cover Sheet of plans. *The “Net” Floor Area is the sum of all floors of a structure measured from the interior perimeter of the exterior walls (See SBMC §28.04.315). The “Gross” Floor Area includes the exterior walls.*
- Existing Floor Area:
 - Primary Residential Unit – net sq. ft./gross sq. ft.
 - Garages/Carports – net sq. ft./gross sq. ft.
 - Detached Accessory Buildings – net sq. ft./gross sq. ft.
 - Proposed Floor Area:
 - Primary Residential Unit – net sq. ft./gross sq. ft.
 - Accessory Dwelling Unit – net sq. ft./gross sq. ft.
 - Multiple Stories. If multiple stories/levels, provide the floor area of each story or level (including mezzanines, basements, cellars, etc.) separately, and the total.
 - Area of Remodel, Additions, Demolition. Indicate total amount of remodel, and total additional (new) floor area, or demolished floor area, if proposed.
 - Floor to Lot Area Ratio (FAR). If the development on site is subject to the Maximum Floor Area requirements per SBMC §28.15.083, complete and reproduce the City’s *FAR Calculator* on the plans. Identify the Existing FAR, Proposed FAR, and areas that are excluded from the FAR such as Below Grade Floor Area or the floor area of the Accessory Dwelling Unit.

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- g. **Parking.** Provide a Parking Calculation that includes the following (indicate the number of both **covered** and **uncovered** spaces):

Parking Spaces	Existing	Proposed
Primary Residential Unit	___ Covered ___ Uncovered	___ Covered ___ Uncovered
Accessory Dwelling Unit	N/A	___ Covered ___ Uncovered

- Parking Exemptions. If no parking spaces are proposed for the Accessory Dwelling Unit, indicate the applicable parking exemption per State law proposed for the project. **Example:** *No parking proposed for the Accessory Dwelling Unit, per Gov. Code 65852.2, because the unit is incorporated entirely within an existing accessory building.*

6. **SITE PLAN.** Site plans shall be drawn to scale and shall include the following:
- a. **Property Lines.** Exterior boundaries of property indicating dimensions of all property lines, all public and private streets, alleys, driveways, paseos, and turnarounds that abut the property.
 - b. **Setbacks.** Dimensions of setbacks from property lines and between structures. Show the required setback per the zone with a dashed line and dimensions (Front, Interior, Rear).
 - c. **Building Footprint.** Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, mechanical equipment, new trash enclosures, and other accessory structures. Clearly label plans showing what is existing and proposed and identify all structures to be demolished. Identify which of the units will be the “Owner’s Unit”.
 - d. **Open Yard.** Identify all paved areas and landscaped areas and show location and dimensions of required open yard area (for the primary residential unit) and any proposed encroachments (decks, spas, etc.) into the open yard area.
 - e. **Parking Spaces.** Location and dimensions of parking spaces for the primary residential unit and the Accessory Dwelling Unit. Indicate materials, slope and width of the driveway.
 - f. **Fences.** Identify the location, height, and materials of all existing and proposed fences or hedges. Clearly show where the fence or hedge begins and ends. (See SBMC §30.140.110/ SBMC §28.87.170 for fence, wall and hedge height limitations)
 - g. **Easements.** If applicable, location, dimensions and purpose of all easements (e.g., sewer, etc.)
 - h. **Right-of-Way.** Identify any alterations in the right-of-way such as new or replaced curb, gutter, sidewalks, utilities, water and gas meters, and driveway entrances. If work in the right-of-way is proposed (including a new water meter), note the Public Works permit application number (PBW) on the plans.
 - i. **Topography.** If grading is proposed, provide existing topography and proposed grading plan.
 - j. **Drainage.** Show existing lot drainage and proposed lot drainage.
 - k. **Fire Hydrant, Nearest Manhole Location, and Oil Wells.** Identify location of nearest fire hydrant and elevation of nearest upstream manhole cover. (Installation

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of a backwater valve in the drainage piping will be required if the flood level rim of the lowest fixture is below the next upstream manhole cover.) Verify the location of any abandoned oil wells (For oil well information, contact the [Division of Oil, Gas, & Geothermal Resources](#).)

- 1. **Flood Hazard Area.** Verify if project is located within the Special Flood Hazard Area. Contact City’s Floodplain Coordinator at (805) 560-7512 or visit FEMA website <http://msc.fema.gov/portal>.
- m. **Utility Connections.** Existing and proposed utility connections.
- 7. **ELEVATIONS.** Elevations are only required if there are any proposed exterior alterations to an existing building(s), or if a new building(s) is proposed. Elevations shall include the following:
 - a. **Buildings.** Dimensions and details of the proposed structure or structure(s) proposed to be altered. Include all sides of the building(s) involved in the project – clearly indicate all existing, to be demolished, and proposed new work. Identify materials of all doors, windows, roofing, siding etc. and label as either new or existing. Label each elevation (i.e., North, South, East, West) and label which is the Primary Residential Unit and the Accessory Dwelling Unit.
 - b. **Grade.** Show surrounding grade and indicate existing or proposed.
 - c. **Building Height.** Indicate the height of the existing building, and any additions, measured from existing or finished grade (whichever is lower) to top of ridge, of all proposed buildings and structures involved in the project, on all elevations. Indicate the roof pitch.
 - d. **Solar Access Ordinance.** If a new building is proposed, or additions or changes to roof height are proposed, show how the project complies with the Solar Access Height Limitations (SBMC §30.140.170/SBMC §28.11). Refer to the *Solar Access Packet*.
- 8. **FLOOR PLANS.** Floor plans of the Primary Residential Unit are only required if the Accessory Dwelling Unit is attached to the Primary Residential Unit, or if there are other interior alterations proposed to the Primary Residential Unit. Floor plans shall include the following:
 - a. **Rooms.** Provide complete (not partial) floor plans of all floors of all buildings. Show all walls, windows, doors, cabinets and counters. Clearly indicate what is being removed, replaced and/or altered. Label use of all rooms (e.g., bedroom #1, bedroom #2, kitchen, bathroom).
 - b. **Electrical, Mechanical, Plumbing.** Show minimum required electrical outlets and circuits, switches, lights, smoke detectors, mechanical equipment, plumbing fixtures, and appliances.
 - c. **Fire Separation, Sound Transmission.** 1-hour separation required from floor to roof sheathing, between units when attached. Show the required wall, or floor-ceiling, fire-resistive assembly on the floor plans or cross sections. A minimum rating of STC-45 for air-borne and structural-borne sound is required between units, when attached.
 - d. **Configuration.** The Accessory Dwelling Unit must include permanent provisions for living, sleeping, eating, cooking and sanitation.

B. ADVISORY INFORMATION

1. **FIRE SPRINKLERS.** New Accessory Dwelling Units must have an automatic residential sprinkler system when the existing house has an automatic residential sprinkler system. **Contact:** Fire Department (805) 564-5702 for questions.
2. **WATER METER.** The existing City water meter serving the property must be adequately sized to serve all existing and proposed improvements per the California Plumbing Code. Where an accessory dwelling unit is either: (1) located in a detached structure that is newly constructed from the ground up, or (2) part of new development on the lot where the primary residence and the accessory dwelling unit (either attached or detached) are both newly constructed from the ground up, the water service to the accessory dwelling unit shall be measured by a privately owned and maintained submeter or a City water meter. If the existing water meter is used to serve both the ADU and the primary residence, then the existing City water/sewer utility account will be reclassified to multi-family residential with two dwelling units. **Contact:** Dana Hoffenberg, Water Resources Specialist, (805) 560-7585 | dhoffenberg@santabarbaraca.gov.
3. **DOCUMENTATION OF OWNER’S PRINCIPAL PLACE OF RESIDENCE.** Provide documentation that the property is the owner’s principal place of residence, as evidenced by either:
 - Qualifying for the homeowner’s tax exemption, <https://mytaxes.sbtaxes.org/> **or**
 - Applicant to provide copies of:*
 - Voter Registration, and Vehicle Registration, **or** *Similar Means* (describe):

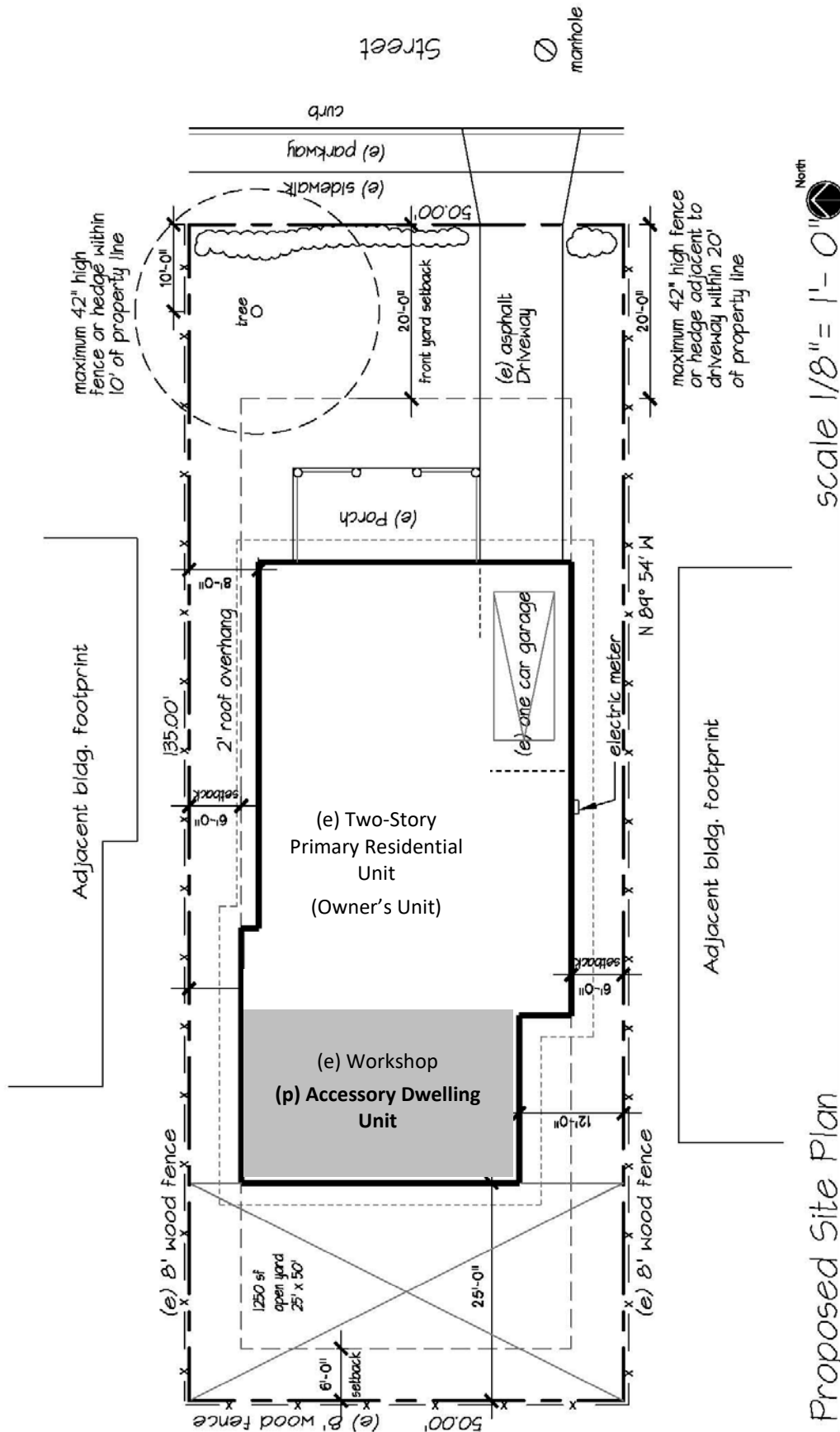
“Principal Place of Residence” shall mean the place where the owner actually lives for the greater part of time, or the place where the owner remains when not called elsewhere for some special or temporary purpose and to which the owner returns frequently and periodically, as from work or vacation. There may be only one “principal place of residence.”

4. **ADU COVENANT.** After the initial building permit submittal, the Applicant will be contacted by City staff to pick up a completed Accessory Dwelling Unit Covenant prepared by the Planning Division. Once all other plan check corrections are completed, the Applicant shall submit the executed Covenant to the Planning Division and the City will record the document. **The Applicant should wait until contacted by City staff that the Covenant has been successfully recorded before resubmitting for the final time.** Zoning clearance on a permit cannot be granted until the Covenant is recorded. Once the Covenant is recorded, the Applicant may resubmit plans, a building permit will be issued for the project, and construction may commence.

The Covenant shall state the following: The Accessory Dwelling Unit shall not be sold separately from the primary residential unit; shall not be rented for less than 31 consecutive days; and, the owner of the property shall occupy either the Primary Residential Unit or the Accessory Dwelling Unit as his or her primary residence. **Contact:** ADUCovenant@SantaBarbaraCA.gov

5. **RELEASE OF ZCD.** If a Zoning Compliance Declaration (ZCD) was previously recorded against the property (a ZCD restricts the use of the property to not more than one residential unit), a *Release from Declaration of Covenants, Conditions and Restrictions* will make the prior Declaration no longer in effect and allow the creation of an Accessory Dwelling Unit. Not every property will require this Release document, only those lots with a previously recorded Declaration. **Contact:** ADUCovenant@SantaBarbaraCA.gov

“Sample” Site Plan



“Sample” Project Data – RESIDENTIAL

OWNER:	John and Jane Smith 12345 Santa Barbara St. Santa Barbara, CA 93101 (805) 555-1235	ARCHITECT:	Santa Barbara’s Finest Architect 56789 Garden St. Santa Barbara, CA 93101 (805) 555-1234
PROJECT ADDRESS:	12345 Santa Ynez St.	OCCUPANCY GROUP:	R-3 (Single Family Residential) U (Garage/Workshop)
APN:	053-123-123	CONSTRUCTION TYPE:	V-N
ZONE:	E-3	FLOOD PLAIN:	No
GENERAL PLAN:	Residential	HIGH FIRE:	Yes
AVERAGE SLOPE:	10% (per City Records)	HILLSIDE DESIGN DISTRICT:	Yes
LOT AREA:	7,500 sq.ft. (Net)	SWMP:	N/A
SCOPE OF WORK:	Proposal to convert an existing 500 sq. ft. (net) /525 sq. ft (gross) attached workshop to a new 500 sq. ft. (net)/525 sq. ft (gross) 1 bedroom Accessory Dwelling Unit pursuant to Government Code 65852.2. Add kitchen and shower. No changes to the exterior, no grading proposed.		
PROPOSED GRADING:	CUT	FILL	
Outside Main Bldg Footprint	0 cu.yd.	0 cu.yd.	
Under Main Bldg Footprint	0 cu.yd.	0 cu.yd.	
TOTAL	0 cu.yd.	0 cu.yd.	
FLOOR AREA:	NET	GROSS	
(E) Residence			
(E) 1st Floor	800 sq.ft.	900 sq.ft.	
(E) 2nd Floor	400 sq.ft.	408 sq.ft.	
(E) Residence Total	1,200 sq.ft.	1,308 sq.ft.	
(E) One-Car Garage	250 sq.ft.	275 sq.ft.	
(E) Attached Workshop	500 sq. ft.	525 sq. ft.	
(E) TOTAL	1,950 sq.ft.	2,108 sq.ft.	
(P) Convert (E) Workshop to new Accessory Dwelling Unit	500 sq.ft.	525 sq.ft.	
(P) TOTAL FLOOR AREA (Existing – Demo + Addition = TOTAL)	1,950 sq.ft.	2,108 sq.ft.	
(P) TOTAL NET FAR FLOOR AREA (FAR excludes the floor area of the ADU)	1,450 sq.ft.	<i>(Reproduce the City’s “FAR Calculator” on the plans only if the FAR applies to the development on site per SBMC 30.20.030.A)</i>	
PARKING	EXISTING	PROPOSED	REQUIRED BY CODE
(E) Primary Residential Unit	1 covered / 0 uncovered	1 covered / 0 uncovered	2 covered (legal nonconforming)
(P) Accessory Dwelling Unit	N/A	0 parking spaces	0 parking spaces. Exempt per Gov Code to convert an existing building
TOTAL PARKING SPACES	1 covered	1 covered	2 covered required by code

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City of Santa Barbara

ADU WORKSHEET (TITLE 28 – INSIDE COASTAL ZONE)

For Staff Use Only:	
<input type="checkbox"/>	1-ADU Covenant (RS Zone)
<input type="checkbox"/>	2-ADU Covenant (Other)
<input type="checkbox"/>	3-JADU Covenant
<input type="checkbox"/>	Supersedes
<input type="checkbox"/>	ZCD Release
Inst. # _____	
<input type="checkbox"/>	TLV Ordered

APPLICATION SUBMITTAL DATE: _____ BLD APPLICATION #: _____

PROJECT STREET ADDRESS: _____ CITY: _____ ZIP: _____

APPLICANT NAME (AGENT/ARCHITECT/DESIGNER): _____

APPLICANT PHONE NUMBER: _____ APPLICANT E-MAIL: _____

PROPERTY OWNER NAME(S)*: _____

**LIST ALL OWNER NAMES, AS SHOWN ON TITLE*

Type of Accessory Dwelling Unit Proposed:

- | | |
|--|---|
| <input type="checkbox"/> Convert existing living area or attached garage | <input type="checkbox"/> Convert existing detached garage or accessory building |
| <input type="checkbox"/> Additions to an existing structure are proposed | <input type="checkbox"/> New detached building |

Project Statistics			
Assessor Parcel Number (APN):		Net Lot Area (sq. ft.):	
Zone:		High Fire Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Coastal Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Parking Spaces	Existing Parking Spaces (Number)	Proposed Parking Spaces (Number)	
Primary Residential Unit	___ Covered ___ Uncovered	___ Covered	___ Uncovered
Accessory Dwelling Unit	N/A	___ Covered	___ Uncovered

Floor Area	Existing (Net & Gross sq. ft.)	Proposed (Net & Gross sq. ft.)	
Primary Residential Unit Living Area	___ Net ___ Gross	<input style="width: 50px; height: 20px;" type="text"/> Net	___ Gross
Garage/Carport	___ Net ___ Gross	___ Net	___ Gross
Accessory Bldgs. (shed, storage, etc.)	___ Net ___ Gross	___ Net	___ Gross
Accessory Dwelling Unit Living Area	N/A	<input style="width: 50px; height: 20px;" type="text"/> Net	___ Gross
Total Floor Area on Site	___ Net ___ Gross	___ Net	___ Gross

Is the ADU exempt from parking? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the parking exemption for the project (check one):	
<input type="checkbox"/>	(1) PUBLIC TRANSIT. The Accessory Dwelling Unit is located within one-half mile radius of public transit.
<input type="checkbox"/>	(2) ARCHITECTURALLY/HISTORICALLY SIGNIFICANT DISTRICT. The Accessory Dwelling Unit is located within an architecturally and historically significant historic district.
<input type="checkbox"/>	(3) CONVERT EXISTING BUILDING. The Accessory Dwelling Unit is incorporated entirely within (no additions proposed) an existing primary residential unit or existing accessory building (including garages),
<input type="checkbox"/>	(4) PARKING PERMITS REQUIRED/NOT OFFERED. On-street parking permits are required but not offered to the occupant of the Accessory Dwelling Unit.
<input type="checkbox"/>	(5) CAR SHARE. There is a car share vehicle located within one block of the Accessory Dwelling Unit.

Accessory Dwelling Unit Regulations (check each box to show compliance)	
<input type="checkbox"/>	(1) ZONE DISTRICT. ADUs are allowed in all zones , <i>excluding</i> : M-1, HC, HRC-1, P-R, parts of O-C and HRC-2, OM-1.
<input type="checkbox"/>	(2) COASTAL ZONE. a) <i>Detached</i> ADUs require a Coastal Development Permit (CDP) with public notice, but no public hearing. b) <i>Attached</i> ADUs may qualify for a Coastal Exemption.
<input type="checkbox"/>	(3) USE/LOT SIZE. No min. lot size. Lot may be developed with <u>only</u> one primary unit and one Accessory Dwelling Unit.
<input type="checkbox"/>	(4) ACCESSORY DWELLING UNIT SIZE. a) <i>Maximum Size New Detached Unit</i> – 1,200 sq. ft. max b) <i>Maximum Size New Attached Unit</i> – 50% of existing living area or 1,200 sq. ft. max, whichever is less c) <i>Maximum Size Unit within Existing Building Area</i> – No limit, if located in zones that allow single residential units, entirely within an existing main or accessory building, has independent exterior access, and meets fire safety. d) <i>Minimum Unit Size</i> – 150 sq. ft. minimum (per Building Code)
<input type="checkbox"/>	(5) PARKING. a) Primary Residential Unit = 2 parking spaces; replacement parking for the primary residential unit may be provided as covered or uncovered, tandem, in a mechanical lift, or located in setbacks (if feasible). • If existing covered parking is <u>demolished or converted</u> in conjunction with the Accessory Dwelling Unit, replacement parking is required; but may be provided as covered or uncovered, tandem, in a mechanical lift, or located in setbacks. b) Accessory Dwelling Unit = one parking space per unit, or one space per bedroom, whichever is less. Parking for the Accessory Dwelling Unit may be tandem, in a mechanical lift, or in the setbacks (if feasible). The Accessory Dwelling Unit is exempt from parking if it meets one of the exemptions described on page 11.
<input type="checkbox"/>	(6) SETBACKS a) An Accessory Dwelling Unit may be proposed in an existing main or accessory building that is nonconforming to setbacks. New openings in the setback may or may not be allowed, review the Municipal Code for details. b) An Accessory Dwelling Unit that is proposed over an existing garage may have a 5' interior setback.
<input type="checkbox"/>	(7) RECORDED COVENANT/RELEASE OF ZCD. In order to permit an Accessory Dwelling Unit, the Property Owner(s) must execute a Covenant (provided by the City) against the property that includes all of the following: a) The Accessory Dwelling Unit shall not be sold separately from the Primary Dwelling Unit; b) The Accessory Dwelling Unit may be rented, however rental terms shall not be less than 31 consecutive days; c) Owner shall reside in and maintain one of the units as the Owner's principal place of residence ("Owner's Unit"). If an existing Zoning Compliance Declaration (ZCD) is already recorded against the property, a ZCD Release Form must also be processed prior to zoning clearance on the permit.
<input type="checkbox"/>	(8) BUILDING CODE. State and Local building code requirements that apply to detached dwellings shall be met.
<input type="checkbox"/>	(9) FIRE SPRINKLERS. New Accessory Dwelling Units must have an automatic residential sprinkler system when the existing house has an automatic residential sprinkler system Government Code § 65852.2.
<input type="checkbox"/>	(10) WATER METER. The existing water meter must be adequately sized to serve all existing and proposed improvements. The water service to a newly constructed Accessory Dwelling Unit shall be measured by a privately owned and maintained submeter or a City water meter. If the existing City water meter also serving the primary residence serves the ADU, then the City water/sewer account will be reclassified to multi-family residential with two dwelling units.
<input type="checkbox"/>	(11) TIMING. Accessory Dwelling Unit applications are ministerially reviewed within 120 days of receiving all the required information. The 120-day time period only includes time the City of Santa Barbara spends reviewing the submitted information. Multiple resubmittals with the same corrections may lead to the disapproval of an application.

The information provided on this worksheet will be used by City Staff to prepare a Recorded Covenant. It is very important that all information is complete and accurate. Please sign and date this sheet to acknowledge that you have read and understand all the information above. Note that application processing may be halted if an incomplete submittal is received.

Applicant's Signature

Date