



## Accessory Dwelling Unit Pre-Application Checklist

A Pre-Application Checklist must be completed by a Town Planner prior to applying for Building Permit for an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU). The completed Checklist shall be included with the building permit application. The Pre-Application processing fee is waived for a JADU.

<b>TO BE COMPLETED BY PLANNING STAFF</b>	
File #: _____	Property Address: _____
Receipt #: _____	Applicant/ Owner: _____
Date Paid: _____	ADU Size & Type: _____
Planner: _____	Date of Meeting: _____
<b>REQUIRED REVIEW AND PROCESSING FEE(S)</b>	
Streamlined Planning Review ( <i>Pre-App Checklist Only</i> )	\$ 410
Geotechnical Review Deposit (at the time of Building Permit)	\$ 2,000
Building Permit Fee to be Determined:	\$
<b>Total Amount Due:</b>	<b>\$</b>

**Number of Required Plan Sets** (*Plan sheet size should not exceed 24" x 36"*)

**Building Permit Application**

- Four (4) sets – ADU includes the addition of new floor area.
- Three (3) sets of plans – ADU or JADU conversion of existing floor area.
- One (1) Digital Copy of a Geotechnical Report

**Application Form Required**

- Building Permit Application

**Los Altos Hills Business License**

- The project Architect, Engineer and/or Contractor must have current business licenses.

**Preliminary Title Report**

- One (1) copy that is less than six months old indicating current ownership, legal description, easements, etc.
- Not required for a JADU or an ADU that is converted from existing floor area.

**California Green Building Residential Checklist**

- Required for a detached or attached ADU with new floor area.
- Not required for a JADU or an ADU that is converted from existing floor area.

## Required Drawings

When submitting for a Building Permit, these required drawings are in addition to all plans, calculations and other information required to comply with the California Building Code and local amendments.

- Site Plan.
- Architectural elevations showing all sides of the structure(s), existing and finished grades, height, and proposed exterior materials and colors.
- Building sections, including foundation type.
- Dimensioned floor plans.
- Roof plan (include both the primary residence and ADU with distance between eaves noted).
- Complete demolition plan for remodels/additions.

## Maximum Size

- ADU is up to 850 square feet (one-bedroom) or 1,000 square feet (two-bedroom).
- ADU is 851-1,200 square feet (one-bedroom) or 1,001-1,200 square feet (two-bedroom).  
*An ADU over 850 square feet (one-bedroom) or 1,000 square feet (two-story) is only permitted when it has a side and rear yard setback of at least 30 feet and an additional on-site parking space is provided.*
- ADU is over 1,200 square feet in size.  
*An ADU over 1,200 square feet is only permitted when created via conversion of existing floor area in an existing structure.*
- JADU is up to 500 square feet in size.
- JADU is 501-650 square feet in size.  
*A JADU over 500 square feet is only permitted when an additional on-site parking space is provided.*

## Maximum Height

Height is measured from natural grade, existing grade or proposed building pad (whichever is lower) to the highest part of the structure directly above (pursuant to LAHMC Section 10-1.202).

- The ADU has a maximum height of up to 16 feet.  
The ADU has a maximum height of up to 19 feet.  
*A height over 16 feet is only permitted if the ADU has a side and rear yard setback of at least 30 feet and provides an additional on-site parking space.*
- The ADU can have a maximum height of up to 27 feet if the unit is attached to the primary dwelling and has a side and rear yard setback of at least 30 feet.

## Minimum Setbacks

- ADU is providing a front yard setback of at least 40 feet.  
*The front yard is the property's primary street frontage(s).*
- ADU is providing side and rear yard setbacks of at least four (4) feet.  
*Incentives are available for ADUs that provide a side and rear setback of at least 30 feet.*

## Development Area and Floor Area

All development area (lot coverage) and floor area over 800 square feet is required to comply with the Town's Maximum Development Area (MDA) and Maximum Floor Area (MFA) requirements (LAHMC Sections 10-1.502 and 10-1.503).  
*For ADUs that exceed 800 square feet in size, one or both of the following worksheets may be required and are subject to verification by staff.*

- Worksheet #1: Maximum Development Area (MDA) and Maximum Floor Area (MFA) Calculations.
- Worksheet #2: Existing and Proposed Floor Area and Development Area.

### Topographic and Boundary Survey

A survey shall be based on Town benchmark datum (NAVD 88) prepared by a Registered Civil Engineer or State of California Licensed Land Surveyor, stamped, and signed by the preparer, less than six months old, and show all easements and other encumbrances listed in the Title Report.

- Boundary Survey – Required when ADU is adjacent to (within five feet) a property line or recorded easement.  
*An ADU must be placed outside of all recorded easements, including but not limited to, public utility easements, access easements, general public easements, pathway easements and/or open space easements.*
- Topography Survey – Required for most detached or attached ADU with new floor area.  
*To receive streamlined permit review, the ADU cannot be on a slope that is 30 percent or greater.*
- Not required for a JADU or an ADU that is converted from existing floor area.

### Grading and Drainage Plan

- Required for a detached or attached ADU with new floor area.
- Not required for a JADU or an ADU that is converted from existing floor area.
- Engineering Comments (preliminary): \_\_\_\_\_

*The Grading and Drainage Plan will be reviewed by the Engineering Department during the building permit plan check process and must receive approval before the building permit can be issued.*

### Other Forms

- ADU Survey Occupancy and Rental Survey Form, required prior to issuance of final occupancy certificate.
- SB 330 Preliminary Application.
- Santa Clara Valley Urban Runoff Pollution Protection Program (SCVURPPP) C.3 Data Form.

### Sewage Disposal

- ADU or JADU on Private Septic System – Approval from the Santa Clara Department of Environmental Health approval is required. Two (2) copies of the site plan showing the floor plan of the main house and ADU and/or JADU stamped APPROVED by Environmental Health must be submitted with the application.  
*Call 408-918-3400 to contact the Department of Environmental Health.*
- ADU on Public Sewer – Sewer connection permit from the Engineering Department is required. A copy of the *Guidelines for Service Design Load Worksheet* stamped APPROVED by the Engineering Department must be submitted with the application.
- JADU on Public Sewer – No approval required prior to application submittal.  
*Note: Additional annual sewer service charges may apply to new ADUs.*
- Engineering Comments (preliminary): \_\_\_\_\_

### Additional Requirements

- Arborist Report – Required when ADU is within the dripline of a mature tree or Heritage Oak tree.  
*To receive streamlined permit review, the ADU cannot be placed within the critical root zone Heritage Oak tree (inner 2/3rds of the tree's dripline).*
- Is the ADU adjacent to the top of bank of a riparian creek corridor?  
*To receive streamlined permit review, the ADU cannot be within 25 feet of a riparian creek corridor.*
- Is the ADU located within a geotechnical or seismic hazard zone?
- Is the ADU located on a property that contains a FEMA Flood Hazard Area?

*The grading and drainage plan shall show the Flood Hazard Area boundaries and the ADU shall be designed in compliance with the Town's Flood Plain Management Ordinance.*

### **Geotechnical and Soils Report**

- Required for detached or attached ADU that adds new floor area if located in geologic zones "S" – Slides, "D" and "F" – Fault, or "L" – Liquefaction, and lots in Zone "A" with slopes greater than 15%.
  - Three (3) copies of a Preliminary Geotechnical and Soils Report prepared by a registered soils engineer and/or an engineering geologist.
  - A deposit of \$2,000 to cover technical review is required at time of Site Development Permit submittal.
- Not required

### **Design Requirements**

The design of the ADU shall comply with the following:

- Detached ADU – The unit shall relate to the design of the primary dwelling by use of similar exterior wall materials, identified color tones, window types, door and window trims, roofing materials and roof pitch.
- Attached ADU – The unit shall be constructed so that the entire structure appears to be one dwelling including building form, colors, window styles, and window and door trims;
- The ADU's exterior entrance shall not face a side or rear property line.  
*Required if the ADU is located within 30 feet of a side or rear property line.*
- The exterior wall colors and materials shall have a light reflectivity value (LRV) of 50 or less and roof materials shall have a light reflectivity value (LRV) of 40 or less.
- Show the locations of all outdoor lighting fixtures and air conditioning units.  
*All Exterior light fixtures shall be shielded and downward facing; and HVAC units shall incorporate noise attenuation measures, if necessary.*
- Exterior lighting limited to one (1) fixture per exterior doorway, or the minimum necessary to comply with the California Building Standards Code.  
*Required if the ADU is located within 30 feet of a side or rear property line.*

### **Site Access Requirements**

- Vehicular access to the ADU from the nearest public or private street shall be provided by a common driveway with the primary dwelling, and meet the following:
  - The access driveway should have a width of at least 12 feet;
  - The access driveway slope should not exceed 15%;
  - If a gate is proposed, it should provide a minimum width of 14 feet in the open position and indicate Knox access will be provided; and
  - If the driveway is longer than 150 feet, a fire truck turnaround will be required.

### **Parking Requirements**

- One (1) on-site parking space is required. The parking space must meet the following:
  - The parking space may be covered or uncovered and shall be at least 10 feet wide by 20 feet deep;
  - The space may be provided as tandem parking on a driveway or located in a setback area; and
  - The parking space shall not encroach into a required fire truck turnaround or obstruct the driveway access to the primary dwelling.

- No additional on-site parking is required. Must meet one of the following apply:
  - The unit is a JADU;
  - When a garage, carport, or covered parking structure is demolished in conjunction with the construction of, or conversion to, an ADU;
  - The unit is located within one-half mile walking distance of a public transit stop;
  - The unit is converted from existing floor area within a primary dwelling or accessory structure; or
  - When the unit is within one block of a car share vehicle.

### **Fire Department Requirements**

Installation of a residential fire sprinkler system is subject to verification by the Santa Clara County Fire Department, and shall be required if any of the following general conditions apply:

- The primary residence is equipped with fire sprinklers;
- The ADU exceeds 1,200 square feet in total size (including all attached covered areas);
- The distance from the centerline of approved fire department vehicle access to the farthest exterior corner of the ADU exceeds 200 feet (See diagram);
- The distance from the nearest approved fire hydrant to the farthest exterior corner of the ADU exceeds 600 feet (See diagram); or
- Fire suppression water supply (fire flow) available from a qualifying fire hydrant(s) is less than specified by the California Fire Code for the ADU structure (including main residence, if attached).

*Note: The Fire Department may apply additional requirements for the ADU to comply with applicable Fire and Building Code requirements. If the ADU is attached to the primary residence, or its eaves are less than 5 feet away from those of the primary residence, it will be reviewed as an addition to the primary residence.*

### **School Fees**

- School fees are required for ADUs that include 500 square feet or more of new habitable floor area. School fees are paid directly to the applicable school districts using the forms provided by the Town.

*Note: These fees must be paid prior to issuance of the building permit. Planning staff will provide completed school fee forms once the permit application has been submitted.*

## Project Plan Minimum Requirements

- A. Maximum Scale: 1"= 20' *Consult staff for large properties.*
- B. Include date of preparation, north arrow, scale and contour interval, all located in the lower right-hand corner.
- C. Vicinity Map: show the location of the property from the nearest arterial road, and the nearest cross streets, to be placed at the upper right-hand corner of the plan.
- D. Assessor's Parcel Number (APN) for the lot.
- E. Location of all property lines, dimensions of the lot, and any portions of the lot to be dedicated.
- F. Location of existing and proposed development area clearly marked, as defined in Section 10.1-502 of the Zoning Ordinance.
- G. Location of all existing and proposed structures, including eaves and roof overhangs, with proposed construction clearly shown.
- H. Location of all existing and proposed streets, roadways, driveways, access easements, and other rights-of-way.
- I. Natural and existing topographic contours of the site in dashed lines, with the proposed contours in solid lines. If no grading is proposed, note on plan. Contour intervals shall not be less than two (2) feet.
- J. Location of all wells, drainage channels or swales, intermittent and permanent springs, culverts and other drainage structures. Show and detail location of any proposed new drainage improvements; if proposed to connect into existing drainage system, also show and detail existing drainage improvements.
- K. Grading specifications: volume (in cubic yards) of cuts and fills resulting from any proposed earth moving operations.
- L. The area of the lot in gross and net acreage. Panhandles, rights-of-way and access easements are not included in net lot area.
- M. Location of all stakes and monuments which indicate property boundaries.
- N. Location, dimension and character of all existing and proposed easements including pathway, open space, and conservation easements.  
*Note: The plan should show all existing pathways and future pathway alignments on the property and directly adjacent to the property in a street right-of-way or access easement.*
- O. Location of all trees larger than six inches in diameter, as measured four (4) feet above the ground. The dripline and species shall be shown.
- P. Any FEMA flood plains or flood hazard areas.  
*Note: You may be required to have your plans reviewed by the Santa Clara Valley Water District.*
- Q. Names, addresses, and telephone numbers of the recorded owner(s), developer(s), and the Registered Civil Engineer, California Licensed Land Surveyor, or whomever prepared the plan. The R.C.E. or surveyor shall include his or her stamp, number, and signature.
- R. Sanitary sewer disposal; approximate distance, size, and location of the nearest sanitary sewer main **OR** location of septic tank and leach field.

Town of Los Altos Hills  
**Accessory Dwelling Unit (ADU) Occupancy and Rental Survey**  
 Updated 4/6/2023

Date: \_\_\_\_\_

1. Address \_\_\_\_\_
2. Is ADU attached \_\_\_\_\_ or detached \_\_\_\_\_
3. Floor area: \_\_\_\_\_ square feet
4. Type of unit: studio \_\_\_\_\_  
     1 bedroom \_\_\_\_\_  
     2 bedroom \_\_\_\_\_
5. What is the expected monthly rent for the ADU? Please circle the applicable range or enter the amount in the "Other" row.

<b>Studio</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>Income Level</b>
Vacant	Vacant	Vacant	
No rent charged	No rent charged	No rent charged	Extremely Low
Under \$1,475	Under \$1,685	Under \$1,896	Extremely Low
\$1,475 - \$2,305	\$1,685 - \$2,634	\$1,896 - \$2,964	Very Low
\$2,306 - \$2,948	\$2,635 - \$3,369	\$2,965 - \$3,790	Low
\$2,949 - \$3,539	\$3,370 - \$4,044	\$3,791 - \$4,550	Moderate
Over \$3,539	Over \$4,044	Over \$4,550	Above Moderate
			Other

Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_