



City of Santa Barbara

ACCESSORY DWELLING UNIT (ADU) / JUNIOR ACCESSORY DWELLING UNIT (JADU) SUBMITTAL REQUIREMENTS (STATE LAW BEGINNING 2020)

Effective January 1, 2017, State legislation pertaining to Accessory Dwelling Units superseded the City's regulations for Secondary Dwelling Units (single unit residential zones) and Accessory Dwelling Units (two-unit residential zone).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 (ADUs) and Junior Accessory Dwelling Units (JADUs), 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. In the meantime, applications for ADUs and JADUs in the Coastal Zone will continue to be subject to State law.

UPDATE! *Effective January 1, 2020, State legislation was amended again making the City's current ADU / JADU ordinance (SBMC §30.185.040) null and void. On December 17, 2019, City Council adopted an Interim Urgency Ordinance that temporarily prohibits ADU / JADU development in certain High Fire Hazard Zones and on properties containing or immediately adjacent to identified historic resources if the ADU might substantially change the historic resource, described in more detail below. Any ADU / JADU application submitted after January 1, 2020 and not subject to the temporary prohibitions will be processed in accordance with [California Government Code Section 65852.2](#) or [65852.22](#).*

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.** California Government Code Section 65852.2 may not supersede or in any way alter or lessen the effect or application of the California Coastal Act. Therefore, if the property is located in the Coastal Zone, a complete ADU / JADU application must include a Coastal Act approval.
 - a. **Accessory Dwelling Unit.** Approval of either a Coastal Exemption/Exclusion or a Coastal Development Permit (CDP) is required to permit an ADU. You may contact the Planning Counter to discuss the appropriate level of coastal review for your project and additional fees. Please note that a detached ADU always requires a CDP.
 - i. 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.

- ii. 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 CDP is approved. A CDP for an ADU requires approval by the Staff Hearing Officer with a public notice, but without a public hearing. A CDP may take approximately 3 months to process if there are no coastal or environmental issues.
 - b. **Junior Accessory Dwelling Unit.** A Junior Accessory Dwelling Unit (JADU) may not be considered “development” under the Coastal Act (Pub. Resources Code, §30600, subd. (a).) and therefore may not require a Coastal Act approval such as a CDP or exemption, unless specified in a previously issued CDP for existing development on the lot. Contact the Planning Counter to discuss the appropriate level of coastal review for a JADU and additional fees.
3. **DESIGN REVIEW / DISCRETIONARY REVIEW.** Other than the Coastal Act approvals mentioned above, design review or other discretionary review is NOT required for an ADU / JADU that meets all criteria and standards established by State law. Design review or other discretionary review, may be required for unrelated work to the site or primary residential unit, if that work requires review for some other reason (e.g., Hillside Design District, Modifications, etc.) If any work to the primary residential unit requires design review, submit the completed *Design Review application* to the Planning Counter. Remove all references to the ADU / JADU from the design review submittal (to the maximum extent feasible). If a project requests relief from the applicable zoning standards, please consult the Planning Counter to discuss viable options.
4. **BUILDING PERMIT.** Approval of a building permit is necessary to allow an Accessory Dwelling Unit / Junior Accessory Dwelling Unit.
- a. **Completed Application.** Each building permit application will be reviewed by staff from various City Divisions to determine whether it is complete. A complete application must contain all of the required information necessary for project analysis and must demonstrate compliance with all 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. The City shall not act on an application until the application has been determined to be complete by all City divisions responsible for reviewing the application.
 - a. **Forms.** A completed *ADU / JADU Worksheet* as well as all of the items listed on this handout are required as part of a complete application, 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 ADU / JADU permit shall not be combined with other proposed construction unrelated to the ADU / JADU. The ADU / JADU cannot be added to an existing building permit or revision.

If the ADU is on a lot where a primary residential unit is proposed, but not yet constructed, the permit for the primary residential unit must be issued first or concurrently with the ADU application. If a new primary residential unit is constructed, it must receive Certificate of Occupancy before final sign-off on the permit for the ADU.

ADU / JADU Submittal Requirements (State Law beginning 2020)

- c. **Covenant.** The property owner shall submit a completed and executed Accessory Dwelling Unit / Junior 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 / Junior Accessory Dwelling Unit Covenant. Certificate of Occupancy will be not be granted until the Covenant is executed and recorded.
 - d. **Timing.** In accordance with State law, the City must act on an ADU / JADU application within 60 calendar days of receiving a complete application if there is an existing residential unit on the lot. If the lot does not contain an existing residential unit, the City may delay acting on the ADU / JADU permit until after the permit is issued for the primary unit. The City's 60-day review period will not begin until after a complete application has been provided. Once an application has determined to be complete by all City Divisions, it will be approved if all objective criteria are met.
 - e. **Disapproval.** If an application expires, or if the project does not meet the criteria to permit an ADU / JADU, the application will be disapproved. Submittal of a **new permit application**, and associated fees, may be required on any disapproved application.
5. **TEMPORARY PROHIBITIONS. On December 17, 2019 and effective immediately,** City Council adopted Interim Urgency Ordinance No. 5927 which resulted in two temporary prohibitions on ADU / JADU construction as follows: 1) ADU development is prohibited in the Foothill and Extreme Foothill Fire Hazard Zones as defined in the City's Wildland Fire Plan; and 2) proposed ADU development is prohibited on a property containing, or immediately adjacent to (i.e., has a common boundary, except parcels with no common boundary other than a corner are not considered adjacent), an historic resource (as defined in California Environmental Quality Act (CEQA) Guidelines 15064.5(a)), if it might result in a substantial adverse change in the significance of that resource. If your project is on a property containing or immediately adjacent to an historic resource, as defined per CEQA, please consult with the City's Urban Historian for a determination. **Contact:** Nicole Hernandez, City Urban Historian, (805) 564-5536 | <mailto:nhernandez@santabarbaraca.gov>

II. COMPLETE APPLICATION SUBMITTAL REQUIREMENTS

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

A. BUILDING PERMIT SUBMITTAL

A complete application must contain all of the required information necessary for project analysis, and must demonstrate compliance with all applicable plans, policies, ordinances, and codes. ***Please note:*** *The information below is intended to be a general guide for submittal requirements. Staff may also request specific information not listed below in order to clarify, amplify, correct, or otherwise supplement the application.*

All plans shall be complete, accurate, fully dimensioned, and drawn to a standard scale. 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. The font size and quality of all submitted materials must be of sufficient size and clarity to be legible when the plans are scanned. Plans drawn or prepared by a licensed professional must be stamped at submittal and "wet"- signed before a building 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. **ADU / JADU 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 Site Address(es); and all addresses for all individual existing and proposed buildings, units, and suites on site. Include Tenant Business Names, as applicable on any mixed-use development.
 - Parcel Number (APN)
 - Land Use Zone District
 - Lot Size
 - Average Slope of the Property (per SBMC §30.15.030 / SBMC §28.15.080)
 - Property Owner and Architect/Designer Name and Contact Information
 - Grading (if proposed, in cubic yards, includes recompaction)
 - Cut and/or fill under the main building footprint
 - Cut and/or fill outside the main building footprint
 - Include the amounts of import/export/offsite/onsite
 - Construction Type and Occupancy Group

ADU / JADU Submittal Requirements (State Law beginning 2020)

- High Fire (YES/NO) If Yes, indicate zone (i.e., Coastal, Coastal Interior, Foothill, Extreme Foothill, etc.)
 - Flood Plain (YES/NO) If Yes, indicate the zone (e.g., A, AE, etc.).
- c. **Applicable Codes.**
- List of applicable Building Codes for the project (i.e., Indicate that all construction shall comply with the California Residential Code, 2019 Edition; The California Plumbing Code, 2019 Edition; The California Electrical Code, 2019 Edition; The California Mechanical Code, 2019 Edition; The California Fire Code, 2019 Edition; The California Energy Code, 2019 Edition; The California Green Building Standards Code, 2019 Edition and all Amendments as adopted in Santa Barbara City Ordinance)
 - Indicate applicable Zoning Ordinance for the project. (Title 28 – Coastal Zoning Ordinance or Title 30 – Inland Zoning Ordinance)
- 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 or a Zoning Information Report (reference the appropriate ENF and/or ZIR case number). If under enforcement, reproduce the Building and Safety “Notice of Violation” on the cover sheet of the plans. If there are concurrent permits, identify the permit application number (BLD#) and describe all other pending building permits for the project site.
- e. **Identify the Accessory Dwelling Unit / Junior Accessory Dwelling Unit.**
- The scope of work should state the following: *Accessory Dwelling Unit is proposed pursuant to Government Code 65852.2. or Junior Accessory Dwelling Unit is proposed pursuant to Government Code 65852.22*
 - To distinguish these applications from other types of City housing projects, please spell out the title “Accessory Dwelling Unit” or “Junior Accessory Dwelling Unit” in all locations, do not abbreviate to “ADU” or “JADU” on the plans.
 - Label the primary residential unit and the Accessory Dwelling Unit / Junior Accessory Dwelling Unit on all site plans, elevations, floor plans, and parking spaces.
 - Junior Accessory Dwelling Unit applications only: 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 §30.15.070 / §28.04.315). The “Gross” Floor Area includes the exterior walls.*
- Existing Floor Area:
 - Primary Residential Unit(s) – net sq. ft./gross sq. ft.
 - Garages / Carports – net sq. ft./gross sq. ft.
 - Detached Accessory Buildings – net sq. ft./gross sq. ft.
 - Non-Residential Buildings – net sq. ft./gross sq. ft.
 - Proposed Floor Area:
 - Primary Residential Unit(s) – net sq. ft./gross sq. ft.

ADU / JADU Submittal Requirements (State Law beginning 2020)

- Accessory Dwelling Unit(s) – net sq. ft./gross sq. ft.
- Junior Accessory Dwelling Unit – net sq. ft./gross sq. ft.
- Garages / Carports – net sq. ft./gross sq. ft.
- Detached Accessory Buildings – net sq. ft./gross sq. ft.
- Non-Residential Buildings – 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.
- **Multiple Buildings / Units.** If multiple buildings or multiple residential units, provide the floor area of all BUILDINGS on site separately (e.g., Unit A, Unit B). If multiple residential units, include **TOTAL** floor area of each unit. If mixed-use, total all residential and non-residential floor area separately.
- **Area of Remodel, Additions, Demolition.** Indicate total amount of remodel, and total additional (new) floor area, or demolished floor area, if proposed.
- **TOTAL** floor area of all buildings/structures on site (Total = Existing – Demolition + Additions).
- **Floor to Lot Area Ratio (FAR).** If the development on site is subject to the Maximum Floor Area requirements per SBMC §30.20.030.A / §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 (*ADUs / JADUs are excluded from the FAR in the coastal zone only*).

- g. **Residential Density.**
- Number of Residential Dwelling Units (existing, proposed, and demolished).
 - **If more than one Primary Residential Unit,** provide a Residential Density Calculation. Indicate which Residential Density formula is existing or proposed [e.g., Base Density, Variable Density, Average Unit-Size Density (AUD) Incentive Program, Affordable Housing and Density Bonus, etc.] Provide relevant size or configuration information per unit based on the density formula used (e.g. number of bedrooms in each unit, size of each unit, etc.) Indicate if existing density is conforming or nonconforming and if the project is subject to the Inclusionary Housing Ordinance (SBMC §30.160.060 & SBMC §30.160.090.B / SBMC §28.43.060 & SBMC §28.43.090.C).
- h. **Parking.** Provide a Parking Calculation that includes the following (indicate the number of both **covered** and **uncovered automobile** spaces).

Parking Spaces	Existing	Proposed
Primary Residential Unit(s)	___ Covered ___ Uncovered	___ Covered ___ Uncovered
Accessory Dwelling Unit	N/A	___ Covered ___ Uncovered
Jr. Accessory Dwelling Unit	N/A	___ Covered ___ Uncovered
Non-Residential Uses	___ Covered ___ Uncovered	___ Covered ___ Uncovered

- ***“Proposed Parking” means the total spaces to be provided with the proposed project. If no parking spaces are proposed to be either removed or added, proposed parking is the same as existing parking.***
- Indicate if automobile parking is either: Required, Not Required (Optional), or Guest parking spaces.

ADU / JADU Submittal Requirements (State Law beginning 2020)

- Existing, Required, and Proposed Number of Bicycle Parking Spaces.
 - If there are multiple primary residential units or any nonresidential uses on site, indicate required number of parking spaces per the Zoning Ordinance (covered and uncovered). Indicate if the existing parking is conforming or nonconforming to current standards.
 - *Parking Exemptions.* If no parking spaces are proposed for the ADU / JADU, 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 and Streets.** 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 setbacks per the zone, and the reduced setbacks allowed by State Law for the ADU ONLY, with a dashed line and dimensions (Front, Interior, Rear). Identify any setback encroachments (roof eaves, architectural features, etc.) and provide dimensions and distance to property lines.
 - c. **Building Footprint.** Location and dimensions of all existing, to be demolished, proposed, and as-built structures, including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, mechanical equipment, new trash enclosures, and other accessory structures. If multiple stories, superimpose an outline of the upper story over the lower story and show distance to the property lines. If applicable, identify which of the units will be the “Owner’s Unit”. Clearly identify and label the “Area of Work”.
 - d. **Open Yard.** Identify all paved areas and landscaped areas and show location and dimensions of required open yard area (for the primary residential units) and any proposed encroachments (decks, spas, etc.) into the open yard area.
 - e. **Parking Spaces.** Location and dimensions of existing or proposed parking spaces for the primary residential unit and the ADU / JADU. 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) Show compliance with Visibility at Driveways and Intersections (SBMC §30.140.230 / SBMC §28.90.001.K).
 - 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 and Creeks.** Show existing lot drainage and proposed lot drainage. Any adjacent creeks or watercourses, flood plain or flood way, top of creek bank calculations, if applicable (SBMC §30.15.040 / §28.87.250).
 - k. **Fire Hydrant, Nearest Manhole Location, and Oil Wells.** Identify location of nearest fire hydrant and elevation of nearest upstream manhole cover. (Installation 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](#).)
 - l. **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(s) proposed to be altered. Include all sides of the structure(s) involved in the project – clearly indicate all existing, to be demolished, as-built, 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 / Junior 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 if 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.** Complete floor plans of the Accessory Dwelling Unit /Junior Accessory Dwelling Unit are required. 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 necessary to create the Accessory Dwelling Unit. Floor plans shall include the following:
- a. **Rooms.** Provide complete (not partial) existing, proposed, and “as-built” 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). If multiple floors, buildings, or units, label each one (1st Floor, 2nd Floor, Building 1, Building 2, Unit A, Unit B, etc.)
 - b. **Entry.** Identify and label the “independent exterior access” to each residential unit.

ADU / JADU Submittal Requirements (State Law beginning 2020)

- c. **Setbacks.** If the structure is nonconforming to the setbacks or located near the setbacks, the property lines, setbacks, and distance from the buildings to the property lines may be required to be shown on the floor plans.
- d. **Garages.** Interior dimensions of garage and carports, if changes are proposed.
- e. **Sections.** Building section drawings may be required to demonstrate floor-to-ceiling height, or other height concerns, where applicable, (e.g., lofts, attics, cellars, etc.)
- f. **Electrical, Mechanical, Plumbing.** Show minimum required electrical outlets and circuits, switches, lights, smoke detectors, mechanical equipment, plumbing fixtures, and appliances.
- g. **Fire Separation, Sound Transmission.** If applicable, show 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.
- h. **Configuration.** An Accessory Dwelling Unit must include permanent provisions for living, sleeping, eating, cooking and sanitation. An interior connection between the Primary Residential Unit(s) and an Accessory Dwelling Unit is not allowed. A Junior Accessory Dwelling Unit must include a cooking facility with appliances, and a food preparation counter and storage cabinets. An interior connection between the Primary Residential Unit and the Junior Accessory Dwelling Unit may be allowed, but is not required.

B. ADVISORY INFORMATION

1. **FIRE SPRINKLERS.** A new ADU / JADU must have an automatic residential sprinkler system when the existing primary residential unit 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 ADU(s) are 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 residential unit and the ADU(s) (either attached or detached) are both newly constructed from the ground up, the water service to the ADU 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(s) and the primary residential unit, then the existing City water/sewer utility account will be reclassified to multi-family residential. **Contact:** Dana Hoffenberg, Water Resources Specialist, (805) 560-7585 | dhoffenberg@santabarbaraca.gov.
3. **DOCUMENTATION OF OWNER'S PRINCIPAL PLACE OF RESIDENCE.** *Junior Accessory Dwelling Units only:* 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

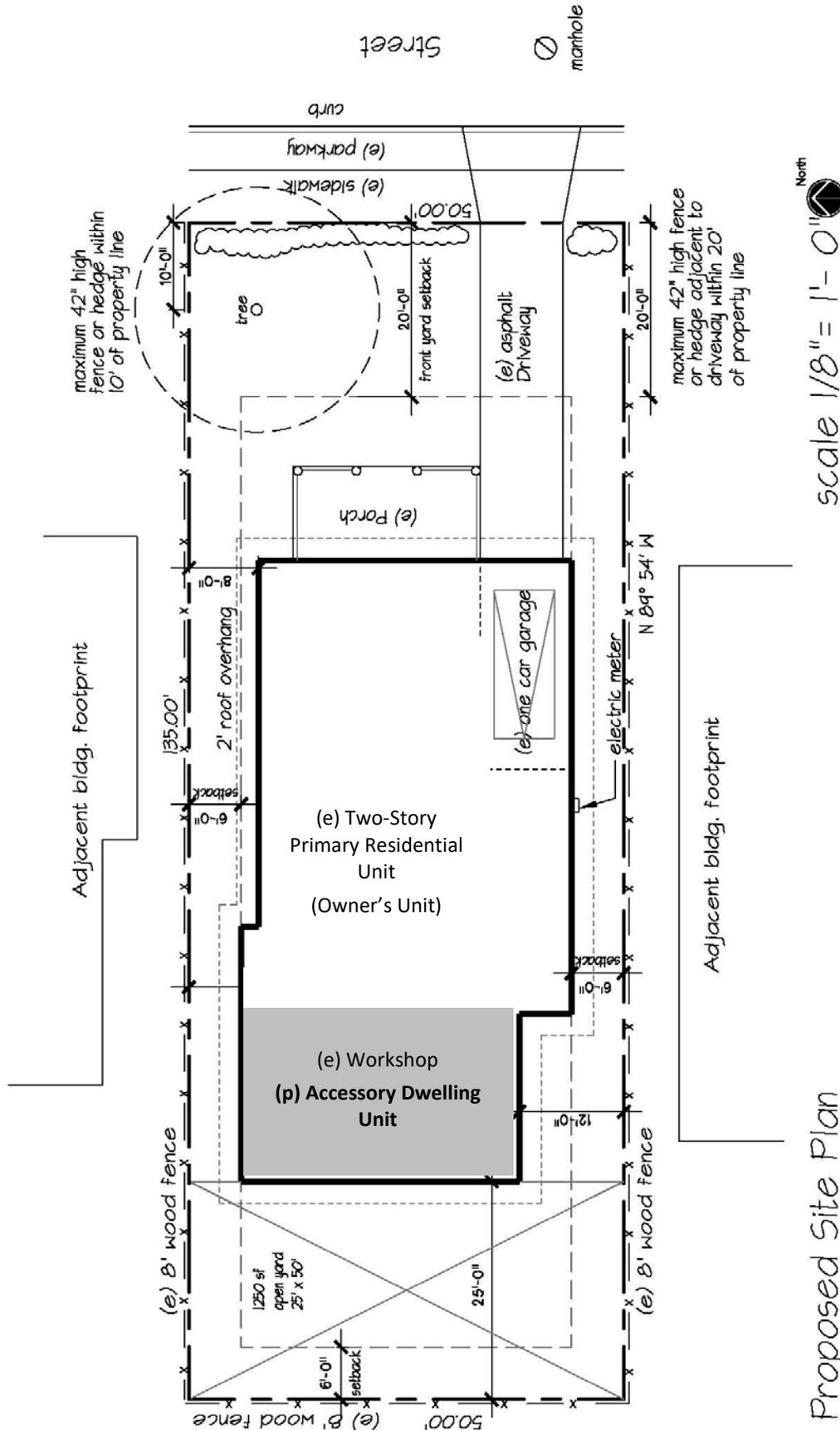
or temporary purpose and to which the owner returns frequently and periodically, as from work or vacation. There may be only one “principal place of residence.”

4. **ADU / JADU COVENANT.** After the initial building permit submittal, the Applicant will be contacted by City staff to pick up a completed Accessory Dwelling Unit / Junior 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. **Final Inspection** on a permit cannot be granted until the Covenant is recorded.

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. *Junior Accessory Dwelling Units only:* the Covenant will also state that the owner of the property shall occupy either the primary residential unit or the Junior 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 / Junior 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:	<u>CUT</u>	<u>FILL</u>	
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:	<u>NET</u>	<u>GROSS</u>	
(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.	
<i>(P) Convert (E) Workshop to new Accessory Dwelling Unit</i>	<i>500 sq.ft.</i>	<i>525 sq.ft.</i>	
(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	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED BY CODE</u>
(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



City of Santa Barbara

ADU / JADU WORKSHEET (STATE LAW BEGINNING 2020)

For Staff Use Only:

2-ADU Covenant (other)

3-JADU Covenant

Supersedes

ZCD Release

Inst. # _____

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)*: _____ OWNER E-MAIL: _____

*LIST ALL OWNER NAMES, AS SHOWN ON TITLE

OTHER CONCURRENT PENDING OR APPROVED PLN OR BLD APPLICATIONS? Yes No If yes, Case# _____

Project Statistics		
Assessor Parcel Number (APN):	Net Lot Area (sq. ft.):	Zone:
Existing # of Primary Units:	Proposed # of ADUs:	Proposed # of JADUs:

"Net" floor area includes all space within a structure that is below the roof and within the interior perimeter of the exterior walls. "Gross" floor area includes the exterior walls. Existing – Demolition + Additions = "Proposed"

Floor Area	Existing (Net & Gross sq. ft.)	Proposed (Net & Gross sq. ft.)	
Primary Residential Unit Living Area	_____ Net _____ Gross	_____ Net	_____ Gross
Garage/Carport	_____ Net _____ Gross	_____ Net	_____ Gross
Accessory Bldgs. (shed, storage, etc.)	_____ Net _____ Gross	_____ Net	_____ Gross
Accessory Dwelling Unit (ADU)	N/A	_____ Net	_____ Gross
Junior Accessory Dwelling Unit (JADU)	N/A	_____ Net	_____ Gross
Non Residential Area	_____ Net _____ Gross	_____ Net	_____ Gross
Total Floor Area on Site	_____ Net _____ Gross	_____ Net	_____ Gross

Is the ADU exempt from parking? Yes No **If yes, indicate the parking exemption for the project (check one):**

- 1. PUBLIC TRANSIT.** The ADU is located within 1/2 mile walking distance of public transit (e.g., bus stop or train station)
- 2. ARCHITECTURALLY/HISTORICALLY SIGNIFICANT DISTRICT.** The ADU is located within an architecturally and historically significant historic district. (El Pueblo Viejo Landmark District, Brinkerhoff Avenue Landmark District, Riviera Campus Historic District, and the El Encanto Hotel Historic District)
- 3. CONVERT EXISTING BUILDING.** The ADU is incorporated entirely within (no additions proposed) an existing primary residential unit or existing accessory building (including garages)
- 4. PARKING PERMITS REQUIRED/NOT OFFERED.** On-street parking permits are required but not offered to the ADU
- 5. CAR SHARE.** When there is a "carshare vehicle" (see Chapter [10.73](#)) located within one block (e.g., a walking distance of 500 feet) of the ADU

ADU / JADU Regulations (check each box to show compliance)

<input type="checkbox"/>	<p>1. ZONE DISTRICT. ADUs are allowed in all zones that allow residential uses. Excluded Zones: M-I/M-1, HC, HRC-1, P-R, parts of O-C and HRC-2, OM-1.</p>
	<p>2. COASTAL ZONE.</p> <p>a) <i>Detached ADUs</i> require a Coastal Development Permit (CDP) with public notice, but no public hearing, <u>prior</u> to submitting a building permit application</p> <p>b) <i>Attached ADUs</i> may qualify for a Coastal Exemption; submitted concurrently with building permit</p> <p>c) The coastal review for <i>JADUs</i> will vary, depending on the scope of work</p>
<input type="checkbox"/>	<p>3. USE/LOT SIZE. No minimum lot size required.</p>
<input type="checkbox"/>	<p>4. UNIT SIZE AND BUILDING HEIGHT MAXIMUMS. The types of ADUs / JADUs allowed including various combinations are listed below. Select <u>ONE TYPE</u> and show compliance with applicable unit size and building height maximums:</p>
	<p>a) SINGLE-UNIT RESIDENTIAL</p> <p>1) <input type="checkbox"/> <i>LOT DEVELOPED WITH A SINGLE-UNIT RESIDENCE, CONVERT FLOOR AREA TO ADU</i></p> <p style="margin-left: 20px;">i. The ADU must be within the floor area of a single-unit residence or accessory structure</p> <p style="margin-left: 20px;">ii. No Maximum Unit Size; Minimum Unit Size – 150 sq. ft. (Efficiency Unit)</p> <p style="margin-left: 20px;">iii. 150 sq. ft. addition is allowed to an existing accessory structure to accommodate ingress and egress</p> <p>2) <input type="checkbox"/> <i>LOT DEVELOPED WITH A SINGLE-UNIT RESIDENCE, CONVERT FLOOR AREA TO JADU</i></p> <p style="margin-left: 20px;">i. The JADU must be within the floor area of a single-unit residence</p> <p style="margin-left: 20px;">ii. Maximum Unit Size – 500 sq. ft.; Minimum Unit Size – 150 sq. ft. (Efficiency Unit)</p> <p>3) <input type="checkbox"/> <i>LOT DEVELOPED WITH A SINGLE-UNIT RESIDENCE, ONE NEW CONSTRUCTION DETACHED “TYPE A” ADU</i></p> <p style="margin-left: 20px;">i. The “Type A” ADU is a new building, or an addition to an existing accessory building greater than 150 sq. ft., and detached from a single-unit residence</p> <p style="margin-left: 20px;">ii. Maximum Unit Size – 800 sq. ft.; Minimum Unit Size – 150 sq. ft. (Efficiency Unit)</p> <p style="margin-left: 20px;">iii. Maximum Building Height – 16 feet</p> <p>4) <input type="checkbox"/> <i>LOT DEVELOPED WITH A SINGLE-UNIT RESIDENCE, COMBINATION OF 4.a).2) (JADU) AND 4.a).3) (“TYPE A” ADU) ABOVE</i></p> <p style="margin-left: 20px;">i. Each type of unit must meet the related standards from 4.a).2) and 4.a).3) above</p> <p>5) <input type="checkbox"/> <i>LOT DEVELOPED WITH SINGLE-UNIT RESIDENCE, ONE NEW CONSTRUCTION DETACHED “TYPE B” ADU</i></p> <p style="margin-left: 20px;">i. The “Type B” ADU is a new building, or an addition to an existing accessory building, and is detached from a single-unit residence or multi-unit residence. This ADU is differentiated from the “Type A” detached ADUs described in 4.a).3) above, either due to unit size or height.</p> <p style="margin-left: 20px;">ii. Maximum Unit Size – 1,200 sq. ft.</p> <p style="margin-left: 20px;">iii. Minimum Unit Size – 150 sq. ft. (Efficiency Unit)</p> <p style="margin-left: 20px;">iv. Maximum Building Height – Per Zone</p>
	<p>b) MULTI-UNIT RESIDENTIAL OR MIXED-USE</p> <p>1) <input type="checkbox"/> <i>LOT DEVELOPED WITH MULTI-UNIT RESIDENTIAL OR MIXED-USE, CONVERT EXISTING NON-LIVABLE SPACE TO ADUS</i></p> <p style="margin-left: 20px;">i. The ADU(s) must be within the portions of existing multi-unit residential structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages</p> <p style="margin-left: 20px;">ii. The ADU(s) must comply with state and local building code standards for dwellings</p> <p style="margin-left: 20px;">iii. Maximum Number of ADUs – At least one ADU and up to 25 percent of the existing residential units</p> <p style="margin-left: 20px;">iv. No Maximum Size; Minimum Unit Size – 150 sq. ft. (Efficiency Unit)</p>

	<p>2) <input type="checkbox"/> <i>LOT DEVELOPED WITH MULTI-UNIT RESIDENTIAL OR MIXED-USE, ONE OR TWO NEW CONSTRUCTION DETACHED "TYPE A" ADUs</i></p> <ul style="list-style-type: none"> i. The "Type A" ADU(s) are a new building, or an addition to an existing accessory building, and are detached from a multi-unit residential structure ii. Maximum Number of ADUs – At least one ADU and up to two ADUs iii. Maximum Unit Size – 800 sq. ft. ; Minimum Unit Size – 150 sq. ft. (Efficiency Unit) iv. Maximum Building Height – 16 feet <p>3) <input type="checkbox"/> <i>LOT DEVELOPED WITH SINGLE-UNIT OR MULTI-UNIT RESIDENTIAL OR MIXED-USE, ONE NEW CONSTRUCTION ATTACHED ADU</i></p> <ul style="list-style-type: none"> i. The ADU is an addition to an existing single-unit residence or multi-unit residence ii. Maximum Unit Size – 50% of existing or proposed living area of Primary Residential Unit iii. Minimum Unit Size – 150 sq. ft. (Efficiency Unit) iv. Maximum Building Height – Per Zone <p>4) <input type="checkbox"/> <i>LOT DEVELOPED WITH SINGLE-UNIT OR MULTI-UNIT RESIDENTIAL OR MIXED-USE, ONE NEW CONSTRUCTION DETACHED "TYPE B" ADU</i></p> <ul style="list-style-type: none"> i. The "Type B" ADU is a new building, or an addition to an existing accessory building, and is detached from a single-unit residence or multi-unit residence. This ADU is differentiated from the "Type A" detached ADUs described in 4.b).2) above, either due to unit size or height. ii. Maximum Unit Size – 1,200 sq. ft. iii. Minimum Unit Size – 150 sq. ft. (Efficiency Unit) iv. Maximum Building Height – Per Zone
<input type="checkbox"/>	<p>5. PARKING.</p> <ul style="list-style-type: none"> a) Primary Residential Unit = 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). <ul style="list-style-type: none"> • If existing covered parking is <u>demolished or converted</u> in conjunction with the ADU, replacement parking is not required. b) Accessory Dwelling Unit = one parking space per unit, or one space per bedroom, whichever is less. Parking for the ADU may be tandem, in a mechanical lift, or in the setbacks (if feasible). The ADU is exempt from parking if it meets one of the exemptions described on page 13. c) Junior Accessory Dwelling Unit = no parking required. d) Optional Parking. If new parking spaces are proposed, but are not required, those optional parking spaces shall comply with all the setbacks, screening, and other location requirements in the zone and are not considered part of the ADU.
<input type="checkbox"/>	<p>6. SETBACKS.</p> <ul style="list-style-type: none"> a) An ADU may be proposed in an existing primary residential unit or accessory building that is nonconforming to setbacks. b) An accessory building may be demolished (substantially redeveloped) and reconstructed in the same location and with the same dimensions and proposed to be used as an ADU. c) A new building, or additions to an existing building, used as an ADU may have a 4' interior setback. d) New openings in the setback may not be allowed, review the Municipal Code for details. e) Portions of the building unrelated to the livable floor area of the ADU such as garages, storage rooms, decks, balconies, unenclosed stairs, mechanical equipment, and similar shall comply with the setback standards applicable to residential structures within the zone in which the lot is located.

	<p>7. CONFIGURATION. <u>ADUs shall include:</u> a) Independent exterior access, with no interior access between units. b) Permanent built-in kitchen with a sink, range or built-in stove-top and oven, and refrigeration facilities. c) Bathroom consisting of a toilet, sink, and bathtub or shower. d) Separate living room and sleeping room, except a studio where living and sleeping occur in one room. e) Permanent foundation. <u>A JADU SHALL INCLUDE:</u> a) Independent exterior access; may include, but is not required to have, interior access between the two units. b) An efficiency kitchen with cooking appliances, food preparation counter, and storage cabinets. c) May include separate sanitation facilities, or may share sanitation facilities with the existing structure.</p>
<input type="checkbox"/>	<p>8. RECORDED COVENANT/RELEASE OF ZCD. In order to permit an ADU / JADU, the Property Owner(s) must execute a Covenant (provided by the City) against the property that includes all of the following: a) The ADU / JADU shall not be sold separately from the primary residential unit; b) The ADU / JADU may be rented, however rental terms shall not be less than 31 consecutive days; c) JADUs only: Owner shall reside in and maintain one of the units as the owner’s principal place of residence. 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.</p>
<input type="checkbox"/>	<p>9. BUILDING CODE / FIRE SPRINKLERS / WATER METER. ADU: State and local building code requirements that apply to detached dwellings shall apply to an ADU. An ADU must have an automatic residential sprinkler system when the existing primary residential unit has an automatic residential sprinkler system. Service to a new ADU shall be measured by a privately owned and maintained submeter. City water/sewer account may be reclassified to multi-family. JADU: For the purposes of any fire or life protection ordinance or regulation, a JADU shall not be considered a separate or new dwelling unit. A JADU must have an automatic residential sprinkler system when the existing primary residential unit has an automatic residential sprinkler system. For the purposes of providing service for water, sewer, or power, including a connection fee, a JADU shall not be considered a separate or new dwelling unit.</p>
<input type="checkbox"/>	<p>10. TIMING. ADU / JADU applications are ministerially reviewed within 60 days of receiving a complete application.</p>

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