



ACCESSORY DWELLING UNIT APPLICATION CHECKLIST

This Application Checklist must be completed and submitted with the ADU application.

- (1) ____ Completed Application Form with name(s) and address(es) of applicant(s) and property owner(s).
- (2) ____ Submittal of signed “Important Notice to Applicants and Property Owners” form.
- (3) ____ Payment of application fees.
- (4) ____ Site address and assessor’s parcel number for the lot.
- (5) ____ Size, indicating dimensions and square footage of the primary residence and the proposed accessory dwelling unit.
- (6) ____ One multi-page PDF file for legible plans that are $\frac{1}{4}'' = 1'-0'$ scaled, 18" x 24" minimum sheet size. The plan set shall include the following:
 - (A) A north arrow to indicate parcel orientation.
 - (B) Lot dimensions with labels for all property lines.
 - (C) Lot size (in square feet).
 - (D) Siting and location of the primary residence and the proposed accessory dwelling unit.
 - (E) Floor plan configuration of the primary residence and the proposed accessory dwelling unit.
 - (F) All other existing improvements, including driveways and parking areas. Unless exempt under Section 82-24.012K(2) one additional off-street parking space is required. Evidence of exemption may be required.
 - (G) If a new entrance/driveway is proposed for the accessory dwelling unit other than the existing entrance/driveway for the primary residence, an encroachment permit may be required for review and consideration of the Public Works Department.
 - (H) Location of all trees (species, size, and dripline) which are 6.5 inches in diameter or greater measured $4\frac{1}{2}$ feet above the ground within 50 feet of the proposed project.
 - (I) Exterior design of the accessory dwelling unit. “Exterior design” includes exterior features, such as entrances, windows, and roof.
- (7) ____ Location and description of water and sanitary services for both the primary residence and the proposed accessory dwelling unit.
- (8) ____ All ADUs must include fully functional cooking facilities (a range).
- (9) ____ Property owner’s consent to physical inspection of the premises.
- (10) ____ Written legal description of the property.