



ACCESSORY DWELLING UNIT CHECKLIST

Development Services Department • Planning Division
777 "B" Street Hayward, CA 94541
510.583.4200 • www.hayward-ca.gov

Project Address: _____ **APN:** _____

An Accessory Dwelling Unit (ADU) is an attached or detached dwelling unit that is independent from an existing single- family dwelling on the same lot. An ADU includes living, sleeping, eating, cooking, and sanitation accommodations. The ability to create an ADU is established under State law (Government Code Section 65852.2). This ADU Clearance process is an eligibility screening by the Planning Division to ensure compliance with the City of Hayward ADU Ordinance prior to filing a building permit application.

Key documents required at the time of ADU Clearance submittal:

1. Zoning Conformance Permit
2. Accessory Dwelling Unit Checklist (this form)
3. Copy of Property Legal Description (found on Title Report or Grant Deed).
4. Plans (site plan, floor plan, and elevations – existing and proposed) prepared by a professional draftsman.

Eligibility Worksheet – Below are development standards for an ADU. Please indicate whether the proposed project meets these standards by filling in the blanks and circling "YES" or "NO" for each section. If you answer yes to all of the questions, your application is eligible for ministerial ADU review by staff. If you answered no to any of the questions, your application does not qualify for ADU Clearance and may require additional permits.

Does your ADU meet the following development standards?	Compliance (Circle One)	Staff Review (City Use)
1. <u>Applicant</u> . The applicant for an ADU must be the current owner-occupant of the property. Are you the property owner and do you reside on the property?	Yes No	
2. <u>Zoning</u> . ADUs are allowed in certain single-family and multi-family zoning districts. Is the property zoned for an ADU per Section 10-1.2740 of the Hayward Municipal Code?	Yes No	
3. <u>PD overlay</u> . Properties within a PD (Planned Development) zone may be limited to an interior ADU in order to maintain conformity with the original neighborhood design. Please consult a planner if your lot is within a PD. Is the property located outside of a PD zoning district?	Yes No	
4. <u>Maximum number of units</u> . ADUs are only allowed on properties currently containing one single-family dwelling as the primary, principal structure on the parcel. Is the property developed with only one single-family dwelling?	Yes No	
5. <u>Size limitation - Part 1</u> . The total floor area of the ADU cannot be more than 50% of the floor area of the primary unit. A - What is the total floor area of the primary unit? _____ sq. ft. B - What is the total floor area of the ADU? _____ sq. ft. Is A (ADU Size) ÷ B (Primary Unit Size) LESS THAN OR EQUAL TO 0.50?	Yes No	
6. <u>Size limitation – Part II</u> . ADUs cannot be larger than 1,200 sf in total floor area. Is the proposed ADU less than 1,201 square feet?	Yes No	
7. <u>Size limitation – Part III</u> . Detached ADUs must be subordinate to the primary dwelling unit in terms of massing, height, and building footprint. If the detached ADU subordinate to the primary dwelling unit?	Yes No N/A	
8. <u>Unit Separation</u> . A standard ADU is required to have a separate exterior entrance and no direct internal connection to the primary unit. Does the ADU meet the entrance and internal separation requirements?	Yes No	

<p>9. <u>ADU Design.</u> The ADU must incorporate the same materials, colors, and style of the primary dwelling including roof materials and pitch, eaves, windows, accents, distinctive features, and character defining elements when the ADU is:</p> <ul style="list-style-type: none"> a. <u>Attached to the primary dwelling.</u> b. <u>Detached and located in the front yard.</u> c. <u>Detached and located on a corner lot</u> <p>Does the ADU design match the primary dwelling as stated above?</p>	<p>Yes No N/A</p>	
<p>10. <u>Maximum lot coverage.</u> The ADU shall not increase total lot coverage, including all structures with a roof such as building footprints, patio covers, and garages, of the existing property based on the zoning district. What is the proposed lot coverage with the construction of the ADU? _____sq. ft.</p> <p>Does the proposal meet the maximum lot coverage standard?</p>	<p>Yes No</p>	
<p>12. <u>Detached ADU regulations:</u> Detached ADUs shall meet the accessory building requirements set forth in the Hayward Municipal Code:</p> <ul style="list-style-type: none"> a. Maximum height of structure: 14-feet and single-story b. Side yard setback: 5-feet c. Rear yard setback: 5-feet d. Maximum rear setback coverage: 40%. e. Separation from primary dwelling: 6-feet <p>*Form Based Code zoning districts may have different development standards.</p> <p>Does the ADU meet the accessory building requirements?</p>	<p>Yes No NA</p>	
<p>13. <u>Parking exemption.</u> No additional on-site parking is required if the ADU location meets any one of the following:</p> <ul style="list-style-type: none"> f. Within a half-mile distance of public transit stop g. Within an existing primary dwelling or accessory structure h. Within one block of a car share vehicle spot <p>Does the ADU qualify for a parking exemption?</p>	<p>Yes No</p>	
<p>14. <u>Existing parking.</u> The ADU shall not result in the elimination of existing parking without providing replacement parking on-site in either a covered, uncovered, or tandem configuration.</p> <p>Does the ADU proposal maintain the same number of existing parking spaces?</p>	<p>Yes No</p>	
<p>15. <u>Ministerial Review.</u> ADUs are eligible for ministerial review except when the ADU involves the construction of an ADU atop of an existing, detached garage where a single-family residence is the primary structure on the parcel.</p> <p>Does the proposed ADU qualify for ministerial review?</p>	<p>Yes No</p>	
<p>16. <u>Deed Restriction.</u> The property owner must record a Declaration of Restrictions with the following stipulations:</p> <ul style="list-style-type: none"> a. The property owner shall reside in either the primary residence or ADU b. The separate sale of the ADU is prohibited. c. The property will be enrolled the in the City's Rental Inspection Program. d. Short-term rental (less than 30 days) of the ADU is prohibited. e. The restrictions apply to any successor property owner. 	<p>Yes No</p>	
<p>17. <u>Summary.</u> This project meets all requirements listed above.</p>	<p>Yes No</p>	

