



Accessory Dwelling Unit Submittal Requirements Checklist

Submittal Requirements. The following information is required for a complete application. Please review this checklist with the City of Concord Planning Division to confirm specific requirements and to determine if other applications and/or materials are required.

All plans below shall be fully dimensioned and drawn to scale. **Three (3) sets of plans no smaller than 11" x 17"** are required for all applications. All **plans shall be collated, stapled, and folded** to 8 1/2" x 11" (approximately).

- APPLICATION FORM.** Include signature and contact information of the legal property owner, applicant or authorized agent.
- FILING FEE*.** \$990.00
- TITLE REPORT.** Prepared within the past three months (two copies).
- COMPLIANCE CHECKLIST.** Filled in and signed by the legal property owner.
- SITE PLAN.** Plan shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
 - Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.
 - Dimensions of setbacks from property lines and between structures.
 - Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, and other accessory structures. Clearly label plans showing what is existing and proposed and identify all structures to be demolished.
 - Location, dimension and purpose of all easements (i.e., water, sewer, access, etc.).
 - Location and dimensions of parking spaces for principal dwelling and proposed Accessory Dwelling Unit.
 - Existing topography and proposed grading at two-foot contour intervals for slopes up to 5 percent and less than five (5) feet in height; and contour intervals of five (5) feet for slopes over 5 percent or five (5) feet in height.
 - Preliminary drainage information showing spot elevations, pad elevators, existing catch basins, and direction of proposed drainage.

***The City adjusts all fees and charges on an annual basis in accordance with the San Francisco - San Jose - Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.**

Accessory Dwelling Unit Application Checklist

- Location, species, and size (measured 54 inches above the ground), of all existing trees.
- Floor area in square feet for all buildings.
- EXISTING ACCESSORY BUILDING DOCUMENTATION.** When a project is proposed through the conversion of an existing accessory building, documentation verifying the structure legally passed a final building inspection by or before January 1, 2017 is required. Documentation shall be subject to review and approval by Planning Division staff.
- PARKING EXEMPTION DOCUMENTATION.** For projects requesting a parking exemption, documentation verifying the applicable exemption finding must be provided, including but not limited to: current on-street parking permit, radius map noting the ADUs distance from public transit or car share vehicle site or alternative documentation.
- BUILDING ELEVATIONS.** Plans shall be drawn at 1/8 in. = 1 ft. or larger scale and shall include dimensions and details of the proposed structure (height, width, overhang, materials, colors, etc.) for all four sides of the building.
- FLOOR PLAN(S).** Plan(s) shall be drawn at 1/8 in. = 1 ft. or larger.
- PHOTOS.** Photos of the site and adjacent development including all elevations of the existing dwelling.

PLEASE NOTE: This application is the first part of the process for an Accessory Dwelling Unit approval. A building permit review and approval is also required. Prior to issuance of a building permit for an Accessory Dwelling Unit, the City will collect impact fees as shown below. In April 2016 the City reduced impact fees for small Accessory Dwelling Units as shown below. Impact fees for Large Accessory Dwelling Units remain the same. These impact fees are in addition to building permit fees. Please note the impact fees are updated every July.

City Impact Fees for Accessory Dwelling Units	Large Units	Small Units
	641 to 1,200 sq. ft.	150 to 640 sq. ft.
	No Reduction	50% Reduction
• Parkland	\$8,345	\$4,173
• Off-Site Street Improvement Program	\$1,626	\$813
• Sewer	\$2,774	no change

Contra Costa Water District

- New service water connection fee

Contact CCWD at (925) 688-8014

Mt. Diablo Unified School District

- School fees for units greater than 500 sq. ft.

Approximately \$3.50 per square foot

- DEED RESTRICTION.** A copy of a deed restriction recorded by the County Clerk requiring the legal owner to occupy one of the two units shall be submitted for a Junior Accessory Dwelling Unit prior to the issuance of a building permit.

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____

DATE _____



DEVELOPMENT CODE SECTION: **Chapter 18.200, Section 18.200.180**
 DESCRIPTION: **Standards for Specific Uses: Accessory Dwelling Units**

Accessory Dwelling Unit Compliance Checklist

SUBMITTAL REQUIREMENTS. The following information and checklist is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

Accessory Dwelling Unit applications are ministerially reviewed within 120 days of receiving a complete application including this Compliance Checklist and listed items on the Application Checklist.

Project Information to be filled in by Applicant and/or Property Owner:

Project Site / Address:	APN:
Proposed Accessory Dwelling Unit Size:	Bedroom Count:
Type of Accessory Dwelling Unit Proposed:	
<input type="checkbox"/> Conversion of existing living area or attached garage <input type="checkbox"/> Conversion of existing accessory building <input type="checkbox"/> New addition to an existing principal dwelling or garage <input type="checkbox"/> New detached building	
Is the site within one-half mile of an existing Bay Area Rapid Transit (BART) station? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Property Owner Name(s):	
Telephone:	Email:

Owner Agreement for All Accessory Dwelling Units

Sale Prohibited: An Accessory Dwelling Unit may not be sold independently of the principal residential dwelling unit _____ (Owners Initials)

Rental Term: The Accessory Dwelling Unit may not be rented for less than 30 days _____ (Owners Initials). By signing below, the owner acknowledges that the Accessory Dwelling Unit will be subordinate to the property's use as a single-family residence that will comply with the criteria stated herein and listed above. Any violation of these requirements will result in possible fines, penalties, or legal action.

Property Owner Signature(s):	Date



Planning Ministerial Review Compliance Checklist

Compliance		Accessory Dwelling Unit Regulations
Yes	No	
		Allowed in all single-family residential (RR, RS) districts, low density residential districts (RL), and other districts where a legal detached single-family home exists.
		Meeting setbacks based on ADU type: <ul style="list-style-type: none"> • Conversion of existing living area in a residence or structure = No additional setback • New addition to existing dwelling, new detached building, second-story above garage or principal dwelling = 5 feet min from side and rear. • Shall comply with the minimum required front and corner-side setbacks required for the principal dwelling.
		Within allowed lot coverage <u>OR</u> exceeding lot coverage but limited to 150 square feet
		Maximum size <ul style="list-style-type: none"> • On lots less than 12,000 net sq. ft., the floor area must be between 150 sq. ft. and 640 sq. ft., exclusive of the carport or garage. The ADU shall have no more than one bedroom. • On lots greater than 12,000 net sq. ft., the floor area must be between 150 sq. ft. and 1,200 sq. ft., exclusive of the carport or garage. The ADU shall have no more than two bedrooms. <p>*Floor area for attached ADUs shall not exceed 50% of principal dwelling unit or 75% of the principal dwelling floor area if an attached garage or carport is proposed for the ADU. The attached garage or carport shall be excluded from the ADU square footage allowed.</p>
		Height <ul style="list-style-type: none"> • Attached ADUs shall be shorter than or equal to the principal dwelling except as allowed above a garage or second-story addition. • Detached structures are limited to one-story, up to 12 feet in height. Height may be increased under applicable setback and height requirements pursuant to Section 18.200.030 of the Development Code, by one foot for every two feet of additional setback, to a max height of 16 feet.
		Design. The exterior appearance of the accessory dwelling unit shall match the principal dwelling in roof and siding materials and colors.
		Parking. Off-street parking for the principal home must be provided. *When a garage, carport, or covered parking structure for the principal dwelling unit is demolished in conjunction with the construction of an accessory dwelling unit, the replacement spaces may be located in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as covered spaces, uncovered spaces or tandem spaces contained within the space of an existing paved driveway.
		ADU Parking. One off-street parking space per bedroom is required for ADUs. Exemption. Required parking is not required for the following: <ol style="list-style-type: none"> i. The ADU is within one-half mile radius of a BART station. ii. The ADU is located within an architecturally and significant historic district. iii. The ADU is part of the existing principal residential dwelling or an existing legal detached accessory building. iv. When on-street parking permits are required but not offered to the occupant of ADU. v. When there is a car share vehicle located within one block of the ADU.

FILE NUMBER:	DATE APPROVED OR DENIED:
PLANNER:	STATUS:
PROJECT ADDRESS:	ZONING:
APN:	PROJECT NAME: