



ACCESSORY DWELLING UNIT (ADU) CHECKLIST

An Accessory Dwelling Unit (ADU) is a second permanent dwelling that is accessory to a primary dwelling on the same site. An ADU may be attached to the existing dwelling, located within the existing building envelope, or detached from the existing single-family dwelling unit on the same lot. An ADU includes a living, sleeping, eating, cooking, and sanitation accommodations separated from the existing single-family residence. A Junior Accessory Dwelling Unit (JADU) is a unit that is contained entirely within the walls of a proposed or existing single-family residence which provides living facilities for one or more persons. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure. The ability to create an ADU was established by the State law (Government Code Section 65852.2(a)(14)(C)).

Required Submittal Documentation for ADU Project:

Planning:

1. General Land Use and Development Application – Zoning Clearance

Building & Safety:

2. Building Identification Project Application
3. Building Permit Application
4. Electrical Permit Application (If Applicable)
5. Mechanical Permit Application (If Applicable)
6. Plumbing Permit Application (If Applicable)

Eligibility Checklist – Please indicate whether the proposed project meets the standards below by filling in the blanks and answering “YES” or “NO” for each section. Your project may be feasible if your answer is yes to all of the questions below. Approval from the Planning Department is required for all ADUs.

| | Compliance |
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| Does your ADU meet the following development standards per Section 17.12.170 of the Calabasas Municipal Code (CMC)? | |
| 1. <u>Zoning</u> – ADUs are permitted uses within the following zoning districts: RS, RM, RR, HM, RC, PD and OS. <i>Is the property zoned for an ADU?</i> | |
| 2. <u>Maximum Number of Units</u> – One (1) ADU is permitted on a property that currently contains one single-family dwelling. <i>Is the property developed with only one single-family dwelling?</i> | |
| 3. <u>Size Limitation</u> a. Attached ADU - shall not exceed the lesser of 1,200 sq. ft. or 50% of the living area of the primary unit, inclusive of any habitable basement or attic space. b. Detached ADU - Maximum 1,200 sq. ft. of habitable floor area. c. JADU - Maximum 500 sq. ft. of habitable floor area. <i>Is the ADU below the maximum floor area allowable?</i> | |
| 4. <u>Unit Separation</u> – An ADU is required to have a separate exterior entrance and no direct internal connection to the primary unit. A JADU is required to have a separate exterior entrance and direct internal connection to the primary unit. <i>Does the ADU comply with access requirements?</i> | |



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| <p>5. <u>ADU Regulations:</u>*</p> <ul style="list-style-type: none"> a. Minimum Size: 220 SF, pursuant to International Building Code of the International Code Council standards. b. Height: For detached units, maximum height is one-story, 16 ft. For attached units, the applicable zoning district's height standards apply c. Site coverage: Maximum of 30% of the rear yard, including any other accessory structure, and projections of the primary dwelling. d. Minimum separation from primary dwelling or other structure: 10 Ft <p><i>Does the ADU comply with all of these standards?</i></p> | |
| <p>6. <u>Setbacks:</u></p> <ul style="list-style-type: none"> a. Side: 4 Ft minimum Side setbacks for units constructed above a garage: 4 Ft minimum No side setback requirements shall apply to units constructed entirely within a legally established existing garage. <p><i>Does the ADU comply with the side setback requirement?</i></p> <ul style="list-style-type: none"> b. Rear: 4 Ft minimum Rear setbacks for units constructed above a garage: 4 Ft minimum No rear setback requirements shall apply to units constructed entirely within a legally established existing garage. <p><i>Does the ADU comply with the rear setback requirement?</i></p> | |
| <p>7. <u>Parking</u> – One additional space above the number of off-street parking spaces required for the primary dwelling, which may include tandem parking or the use of a mechanical automobile parking lift. Parking is limited to lawfully paved areas and prohibited in the front yard landscaped areas of the parcel. When a garage, carport, or other covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or is converted to an accessory dwelling unit, the required off-street parking for the primary unit need not be replaced. No additional parking space is required for the accessory dwelling unit if any of the following is true:</p> <ul style="list-style-type: none"> a. The unit is located within one-half mile of a regularly scheduled public transit stop; b. The unit is located within a city council designated historic district; c. The unit is part of the existing legal primary residence or an existing legal accessory structure; d. On-street preferential permits are required by the city but not offered to the occupant of the unit; or e. A publicly accessible and presently operating car share vehicle parking facility is located within one block of the unit. <p><i>Does the ADU comply with these parking requirements?</i></p> | |



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| 8. <u>Deed Restriction</u> – The property owner is prohibited from separately selling the ADU. | |
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*For exceptions to the ADU regulations, please see Section 17.12.170(6) & 17.12.170(7) of the CMC.

Building & Safety Requirements

Definition & Terminology: An *Accessory Dwelling Unit (ADU)* is defined as an attached or detached residential dwelling unit, which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit can also include the following: An efficiency unit, or a manufactured home (On a permanent foundation only).

Note: Construction plans shall follow the *Residential Plan Submittal Requirements* handout. All plans shall have the complete layout of all existing components in the existing structure and the proposed plan for the JADU/ADU. The addition of dwelling units needs to meet Title 24 California Energy Code.

- **Junior Accessory Dwelling Unit (JADU)** – An existing space of 500 square feet or less within an existing single-family dwelling unit structure.
 - Allowed separate or shared sanitation facilities within the structure
 - Must be constructed within the existing walls of the existing structure and require the inclusion of an existing bedroom.
 - Required to have an efficiency kitchen (i.e. Kitchen sink shall have a maximum waste line of 1.5" in diameter, cooking facility appliances cannot be rated above 120V, require natural gas, nor propane gas, etc.)
 - No additional connection of water, sewer, or power are required
 - Only one JADU is permitted per single-family residential lot
 - Property owners must be an occupant of the main single-family residence or in the new JADU.
 - JADU is not considered a separate or new dwelling unit, therefore no fire separation is required.
 - Cooking facilities, including a sink are required.
 - JADU is required to have a separate exterior entrance from the main entrance to the structure with an interior entry to the main living area.
 - Separate disconnects and separate mechanical controls are not required.
- **Accessory Dwelling Unit (ADU) Attached** – An existing/additional space of 1,200 square feet or less to the existing single-family dwelling unit (SFD) structure.
 - The ADU is either attached to the existing dwelling or located within the living area of the existing dwelling.
 - The increased floor area of the ADU shall not exceed 50% of the existing living area, with a maximum increase in floor area of 1,200 SqFt.
 - Required to have an efficiency kitchen (i.e. Kitchen sink shall have a maximum waste line of 1.5" in diameter, cooking facility appliances cannot be rated above 120V, require natural gas, nor propane gas, etc.)
 - No passageway, an unobstructed pathway clear to sky and extends from street to one entrance of the ADU, shall be required in conjunction with the construction of an ADU.
 - Independent exterior access from the existing residence is required.
 - New or separate utility connections between the ADU and the utility are not required.
 - An ADU is not considered a separate or new dwelling unit, therefore no fire separation is required.
 - Separate disconnects and separate mechanical controls are not required.
 - Fire sprinklers required only if fire sprinklers are required in the primary structure.
 - Separate sanitation facilities from the existing SFD are required.
 - Separate cooking facilities are required for the ADU.
 - Side and rear setbacks from the property line shall be sufficient for fire safety.
- **Detached Accessory Dwelling Unit** – A detached structure from the existing SFD of 1,200 square feet or less located on the same lot as the existing dwelling.
 - Total area of floor space shall not exceed 1,200 square feet.



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- Fire sprinklers required only if fire sprinklers are required in the primary structure.
- Side and rear setbacks from the property line shall be sufficient for fire safety.
- Separate sanitation facilities and cooking facilities are required for the detached ADU.
- Required to have an efficiency kitchen (i.e. Kitchen sink shall have a maximum waste line of 1.5" in diameter, cooking facility appliances cannot be rated above 120V, require natural gas, nor propane gas, etc.)