



TOWN OF COLMA

ACCESSORY DWELLING UNIT CHECKLIST

PLANNING DEPARTMENT
 1198 EL CAMINO REAL, COLMA, CA 94014
 Monday – Friday 8:00am – 5:30pm
 650.757.8888 • www.colma.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 Department to ensure compliance with the Town of Colma ADU Ordinance prior to filing a building permit application.

Key documents required at the time of ADU Clearance submittal:

1. Planning Project Permit Application
2. Accessory Dwelling Unit Permit Fee
3. Accessory Dwelling Unit Checklist (this form)
4. Copy of Property Legal Description (found on Title Report or Grant Deed).
5. 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
	YES	NO	
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 all residential (R and R-S) zoning districts and some Commercial and Memorial Park, Agricultural and Recreation zoning districts. Is the property zoned for an ADU per Chapter 5.19.050 of the Colma Municipal Code?	YES	NO	
3. <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	
4. <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	
5. <u>Size limitation - Part I</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 800 sf in total floor area. Is the proposed ADU less than 801 square feet?	YES	NO	

<p>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?</p>	YES	NO	
<p>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?</p>	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: Does the ADU design match the primary dwelling as stated above?</p>	YES	NO	
<p>10. <u>ADU Standards:</u> ADUs shall meet Height, Setback and Landscaping requirements set forth in the Colma Municipal Code for the applicable zoning district Except as provided by CMC Chapter 5.19.070.A.6 a. No Setback shall be required for a legally established existing garage that is converted to an accessory dwelling unit b. A minimum setback of five (5) feet shall be required from the side and rear lot lines for an accessory dwelling unit constructed above a legally established existing garage. Does the ADU meet the accessory building requirements?</p>	YES	NO	
<p>11. <u>Parking exemption.</u> No additional on-site parking is required if the ADU location meets any one of the following: a. Within a half-mile distance of public transit stop b. Within an architecturally and historically significant structure c. Within an existing primary dwelling or accessory structure d. Within an on-street permit parking zone but a permit is not offered to the accessory dwelling unit. e. Within one block of a car share vehicle spot Does the ADU qualify for a parking exemption?</p>	YES	NO	
<p>12. <u>Existing parking.</u> The ADU shall not result in the elimination of existing parking without providing replacement parking on-site on the existing driveway or appropriate structure in either a covered, uncovered, or tandem configuration. (NOTE: Front yards have a 40% maximum paving coverage.) Does the ADU proposal maintain the same number of existing parking spaces?</p>	YES	NO	
<p>13. <u>Ministerial Review.</u> ADUs are eligible for ministerial review except when the project involves the construction of an ADU as a new detached accessory structure where a single-family residence is the primary structure on the parcel. Does the proposed ADU qualify for ministerial review?</p>	YES	NO	
<p>14. <u>Deed Restriction.</u> The property owner must record a Declaration of Restrictions with the following stipulations: a. The property owner shall reside in either the primary residence or ADU b. The separate sale of the ADU is prohibited. c. Short-term rental (less than 30 days) of the ADU is prohibited. d. The restrictions apply to any successor property owner. Do you agree to these stipulations and to record a Declaration of Restrictions prior to issuance of building permits?</p>	YES	NO	
<p>15. <u>Summary.</u> This project meets all requirements listed above. (If not, an application for a Use Permit may be required)</p>	YES	NO	