



Data Sheet/ Checklist Accessory Dwelling Units in Multi-Family Residences

Property Address:

Owner or Applicant Name:

Zoning:

Average Slope per GIS:

Project Description:

CALCULATIONS	Existing Pre-Project	New Proposed	Total Post-Project
Total Lot Area (square feet)		N/A	N/A
Total number of existing units in multi-family building			
Size of structure – floor area (sq. ft.)			
Existing Lot coverage (sq. ft.)			
Existing building height			
Accessory Dwelling Units (ADUs)			
Number of Each ADU Type (list for each):			
Conversion only			
New Construction			
ADUs– floor area (list square feet for each)			
Conversion only #1 Space being converted _____			
Conversion only #2 Space being converted _____			
Conversion only #3 Space being converted _____			
New Construction #1			
New Construction #2			
Combined Lot coverage (ADU(s) + existing building)			
New Construction #1			
New Construction #2			
ADU - Height (list for each)			
New Construction #1			
New Construction #2			
Parking Spaces (number)			

Checklist Accessory Dwelling Units in Multi-Family Residences

This checklist is for Staff use to evaluate your proposed project

Existing Structure Accessory Dwelling Unit (ADU): Conversion of non-living space located within an existing two-family dwelling or multifamily dwelling Residence; Maximum number of ADUs is up to 25% of existing units in building or one unit, whichever is greater.			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The number of proposed ADU units within an existing multifamily dwelling may be at least one unit or up to 25% of the existing units in the building
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The ADU is located within nonliving space in an existing multifamily dwelling Residence or associated accessory structure (for example: storage rooms, garages) legally existing prior to Jan 1, 2020 involves no expansion of existing building envelope and complies with state building standards for dwellings.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The floor area of the ADU contains at least combined living, eating and sleeping room not less than 150 square feet. Any additional habitable rooms are a min of 70 square feet and not less than 7 feet in any direction.
New Construction Accessory Dwelling Unit (ADU): Construction of a new detached structure(s); up to two detached ADUs per lot			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The number of proposed detached ADU units per lot is two or less.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The floor area of the ADU contains at least combined living, eating and sleeping room not less than 150 square feet. Any additional habitable rooms are a min of 70 square feet and not less than 7 feet in any direction.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The detached ADU is 16 feet or less tall and no closer than 4 feet from the side or rear lot line.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Meets all other zoning standards, except one or more of these standards may be waived if necessary, to achieve one detached ADU that is 800 square feet, is no more than 16 feet in height and has the required rear and side yard setback
Parking for all ADUs			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	No additional parking is required because the ADU is located within: (i) one-half (½) mile of public Transit Stop; (ii) an area where on-street parking permits are required but not offered to the ADU occupant; (iii) the ADU is an existing structure, including a garage conversion; or (iv) 1 block of a dedicated car share parking space.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If parking is required, parking is provided for the ADU according to the regulations in Section 14.16.285 with one exception, tandem parking is permitted
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	When converting parking to an ADU, replacement parking is not required unless it is a required accessible parking space(s) per California Building Code chapter 11A

Note: An ADU applying for exemptions may be rented but may NOT be sold separately from the primary dwelling. The Unit may only be utilized for Permanent Residential Activities and **may not be rented for a period less than 30-days.**