



Planning and Building Agency  
Planning Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-20)  
Santa Ana, CA 92702  
(714) 647-5804  
[Planning@santa-ana.org](mailto:Planning@santa-ana.org)  
[www.santa-ana.org](http://www.santa-ana.org)

## Accessory Dwelling Unit (ADU) & Junior ADU Submittal Checklist

**Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs) require Planning Division review and approval before submitting to the Building Safety Division and Public Works Agency for plan check. The following materials and documents need to be submitted to the Planning Division for review. Incomplete applications will not be accepted for review.**

- A. ☐ Completed **Application** form signed by the property owner.
- B. ☐ One (1) set of *fully dimensioned* legible plans (minimum size of 18" by 24").
- C. ☐ One (1) digital copy with all plans and documents.
- D. ☐ Completed ADU and JADU Development Standards Compliance Form.
- E. ☐ Copy of a **Grant Deed** of the property which must include an Assessor's Parcel Map and Legal Description for the property. The Grant Deed should indicate the owner of record signing the Application.
- F. ☐ **Payment** of ADU Planning Review Fee ([refer to Planning Division Fee Schedule for current ADU fee](#)).

**Note:** After the Planning Division has completed review of your development proposal and prior to permit issuance, **Junior ADU projects** must file a recorded covenant with the City using the City approved and supplied template affirming and consenting that either the primary dwelling unit or the junior ADU shall be owner-occupied.

**Before Plan Check Submittal with the Building Division**, the applicant is responsible of contacting Building Safety Division at (714) 647-5800 and the Public Works Agency at (714) 647-5690 for additional requirements.



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## **Accessory Dwelling Unit (ADU) & Junior ADU Planning Application**

### **PROPERTY INFORMATION**

Project Address: \_\_\_\_\_

Assessor's Parcel Numbers (APN): \_\_\_\_\_

### **PROPERTY OWNER INFORMATION**

Legal Property Owner Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **APPLICANT INFORMATION**

Applicant Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **TYPE OF ADU OR JADU PROPOSED**

☐ Attached ADU

☐ Conversion\*

☐ Detached ADU

☐ JADU\*

*\*Submit copies of building permit for existing structures proposed to be converted.*

### **Acknowledgements**

Easement Information: Applicant and property owner shall be responsible for confirming all onsite easements. The submitted plans shall reflect all recorded easements, as well as existing above-ground utilities (i.e. power poles and/or lines). Applicant and property owner shall coordinate with the easement holder to obtain encroachment permits if applicable.

### **Affidavit**

I, as a current legal owner of the property identified above, certify under penalty of perjury, that the foregoing statements and answers herein contained and any other information herewith submitted as part of this application are in all respect true and correct to the best of my knowledge and belief.

I declare under penalty of perjury that I have reviewed Santa Ana's rules regarding junior accessory dwelling units and understand that it is a requirement that either the primary dwelling unit or the junior accessory dwelling unit must be owner-occupied.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Note: An agent may sign for the property owner if a certificate of notarized Power of Attorney is filed with this application*



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## ACCESSORY DWELLING UNIT (ADU) & JUNIOR ADU Code Compliance Form

This Code Compliance Form outlines the required information that an applicant and/or property owner must provide and identify on their plans to ensure the proposed ADU/JADU complies with the [Santa Ana Municipal Code \(SAMC\)](#), [General Plan \(GP\)](#), [ADU/JADU Regulations](#), and the [Citywide Design Guidelines \(CDG\)](#). The applicant and/or property owner must complete this form and submit it as part of the ADU/JADU application. The plans need to be prepared by a professional with accurate dimensions, scale, and the items in the checklist below.

The Planning Division will offer **over-the-counter (OTC) reviews** for ADU applications that **provide all of the requirements listed below** and are located on lots with existing single-family residences, as long as the properties are not historically designated or located within historic neighborhoods.

ADU applications for properties in historic neighborhoods, historically designated properties, or multi-family properties are not eligible for OTC review. Reference the [Citywide Historic Resources map](#) to find out if your property is eligible.

CODE COMPLIANCE CHECKLIST	PROVIDED		STAFF COMMENTS
<b>1. Title Block, General Data, Scope of Work, &amp; General Notes</b>			
a. A Title Block that contains: <ul style="list-style-type: none"><li>Architect/Drafter/Designer Name</li><li>Architect/Drafter/Designer Phone Number</li><li>Architect/Drafter/Designer Email</li><li>Property Owner Name</li><li>Property Owner Phone Number</li><li>Property Owner Email</li></ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. A General Data Section that contains: <ul style="list-style-type: none"><li>Site Address</li><li>Legal Description</li><li>Assessor Parcel Number (APN) as issued by the County of Orange</li><li>Property's Zoning District</li><li>Lot Size</li><li>Existing and Proposed Square Footages of All Structures on Site</li><li>Lot Coverage Calculations.</li></ul> <b>Note:</b> <i>Per SAMC Section 41-105, lot coverage equals the total ground footprint of all structures (excluding patio covers, awnings and eaves) on a site divided by the lot size, times 100.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<p>c. A Scope of Work Section that contains details of the proposed improvements, including demolition of structures, if applicable.</p> <p><i>For example: Demolition of existing 420 sq. ft. detached garage and construction of a detached 800 sq. ft. ADU with 2 bedrooms, 1 bathroom, kitchen, dining and living room area, washer/dryer connections, tankless water heater, and mini-split system.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>d. An ADU Proximity Map showing the distance to the nearest transit stop <u>per SAMC Section 41-194.3(L)</u>. If the ADU is one-half mile of a public transit stop, no additional parking will be required.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>e. Open space calculation <u>per SAMC Sections 41-194.3 &amp; 41-194.3(J)</u>. <b>For ADUs that exceed 800 sq. ft.</b> the site plan will need to illustrate 1,200 sq. ft. of continuous, non-front yard open-space excluding driveways and parking spaces. Any open space with a minimum dimension of 15 feet by 15 feet shall be deemed continuous open space. <b>ADUs 800 sq. ft. and smaller are exempt from this requirement.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>f. Note indicating the utilities will be underground <u>per SAMC Section 41-626</u>.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>2. Site and Landscape Plan</b>			
<p>a. Landscaped front yard that includes dimensions, plan types, ground coverage, minimum ten (10) 5-gallon shrubs, six (6) 1-gallon shrubs, and one (1) 24-inch box canopy tree, or drought tolerant landscape <u>per SAMC Section 41-240</u>.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>b. Dimensioned property lines.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>c. Labeled easements or note indicating there are no existing easements onsite.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>d. Square footage of existing &amp; proposed structures.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>e. Dimensioned existing &amp; proposed structures.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>f. Dimensioned 4-foot setback from the property line to the ADU.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>g. Dimensioned distance from primary single-family residence for <b>ADUs larger than 800 sq. ft.</b> (minimum 15 feet).</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>h. Dimensioned distance from other accessory structures (minimum 5 feet).</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

i. Label and dimension a minimum 1,200 sq. ft. of open space area <b>for ADUs larger than 800 sq. ft.</b> (minimum 15 feet by 15 feet dimensions).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
j. Dimensioned <i>Attached ADU</i> indicating the ADU is no more than 50% of the size of the primary dwelling.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
k. Perimeter walls and fences illustrated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>3. Floor Plan (existing &amp; proposed)</b>			
a. Dimensioned existing & proposed structures.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Dimensioned rooms.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Proposed use of each room. <i>For example: bedroom, bathroom, kitchen, living room, etc.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Wall legend identifying existing, new, & demolished walls.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. Water heater within ADU footprint or inside an integrated enclosure.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Dimensioned porches & patios.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Location of washer & dryer. <i>Note: Exterior washer &amp; dryers are not allowed.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
h. ADU window and door schedule compatible with primary single-family residence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
i. The floor plan must illustrate 50/50 common space versus private space calculation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>4. Elevations and Roof plan</b>			
a. ADU roof plan illustrating roof pitch, eave dimension, and material type (must be compatible with primary dwelling).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. ADU roof consistent with ADU elevations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Detached ADU max height dimensioned on elevations (maximum 20 feet). <i>Skip if ADU is attached.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Attached ADU max height dimensioned (same as primary dwelling). <i>Skip if ADU is detached.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. ADU elevations consistent with ADU floor plan.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. ADU elevations compatible with primary dwelling (Exterior finish, color, and design).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Existing roof plan illustrating roof pitch, eave dimension, and material type.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

h. Detached ADUs do not need to provide elevations of the primary dwelling on the submitted plans.	<input type="checkbox"/> N/A	
<b>5. Additional Requirements:</b>		
<b>PLANNING DIVISION DETERMINATION</b>		
<input type="checkbox"/> The ADU application is <b>complete</b> and ready for the Building Division plan check process. The plans that are submitted to the Building Division for plan check must include the following address for the new proposed ADU: _____  <input type="checkbox"/> The ADU application is <b>incomplete</b> . The applicant must revise the plans per the "Staff Comments" provided on this checklist and provide responses.	Project Address: _____ Master ID: _____ Reviewed by: _____	