



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)

## Pre-Approved Accessory Dwelling Unit (ADU) Submittal Checklist

This hand-out summarizes the items that an applicant/property owner are required to provide as part of the Pre-Approved Accessory Dwelling Unit permit submittal process. Please use the following checklist to assist in preparing your plans and submit the checklist in PDF format as part of the plan check submittal.

Item		Answer	Notes	
Pre-Approved ADU Type Selected	<input type="checkbox"/> Design Path Studio	<input type="checkbox"/> Ranch <input type="checkbox"/> Spanish <input type="checkbox"/> Traditional <input type="checkbox"/> Contemporary	<input type="checkbox"/> Studio <input type="checkbox"/> One Bedroom <input type="checkbox"/> Two Bedroom	Porch <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> James Gartner & Associates	<input type="checkbox"/> Craftsman <input type="checkbox"/> Spanish		
Vicinity Map		<input type="checkbox"/> Provided	Insert into space provided in the pre-approved plan set or attach separately.	
Site Plan		<input type="checkbox"/> Provided	Insert into space provided in the pre-approved plan set or attach separately.	
Information on this page is to be included on a separate Site Plan	Planning	North Arrow	<input type="checkbox"/> Provided	
		Scale	<input type="checkbox"/> Provided	
		Site Address	<input type="checkbox"/> Provided	
		Property Owner Information & Contact	<input type="checkbox"/> Provided	
		Scope of Work	<input type="checkbox"/> Provided	
		Assessor Parcel Number (APN)	<input type="checkbox"/> Provided	
		Lot Size	<input type="checkbox"/> Provided	Please provide the lot area in square feet and acres.
		Lot Coverage	<input type="checkbox"/> Provided	Includes primary dwelling, front porches, garage, ADU, and all accessory structures. Excludes open patio covers. Calculated by dividing the ground floor area of building(s) by the net lot area, (which is the gross lot area exclusive of the ultimate street ROW).
Open Space Square Footage		<input type="checkbox"/> Provided	Excludes front yard and driveway. Provide dimensions on site plan.	

Item		Answer	Notes	
Information on this page is to be included on a separate Site Plan	Planning	Zoning	<input type="checkbox"/> Provided	
		Zoning Overlays	<input type="checkbox"/> Provided	
		Property Lines	<input type="checkbox"/> Provided	Labeled and dimensioned.
		Setbacks	<input type="checkbox"/> Provided	Labeled, dimensioned, and measured from ultimate right-of-way or access easement.
		Floor Area of Primary Residence	<input type="checkbox"/> Provided	Floor area/square footage of residence, broken down by first floor square footage and second floor square footage.
		Floor Area of Garage	<input type="checkbox"/> Provided	
		Floor area of all accessory structures (storage shed, workshop, etc.) other than the ADU	<input type="checkbox"/> Provided	
		Floor Area Ratio	<input type="checkbox"/> Provided	Calculated by dividing the total bulk floor area by the gross lot area.
		Landscape Plan	<input type="checkbox"/> Provided	Show plant material, walkways, and driveways.
		Location of Mechanical Equipment	<input type="checkbox"/> Provided	Include: air conditioning units, condensing units, water heater, washer and dryer units, utility meters, etc.
		Proximity Map with Walking Distance to Public Transportation	<input type="checkbox"/> Provided	Required for proposals utilizing parking exemption for ADUs.
		Onsite Parking Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide a breakdown of the required parking for the project. Please also indicate with a note if the property is exempt from providing parking for the ADU and why.
		Height and Location of Structures, Fences, and Retaining Walls	<input type="checkbox"/> Provided	Provide elevations of walls and fences. Show existing and proposed height locations.
		Architectural elevations	<input type="checkbox"/> Provided	Please clearly show/label the existing and finished grade lines at the building wall. Elevations shall also include the dimension of the proposed building height measured from the lower of the existing or finished grade.
		Photographs of Existing Site Conditions	<input type="checkbox"/> Provided	

Item			Answer	Notes
	Fire	Fire Sprinklers Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Deferred submittal permitted. Please contact Orange County Fire Authority at 714-647-6180.
Item			Answer	Notes
	Utilities	Solar	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<p>Accessory Dwelling Units (ADU) shall follow the most recently adopted Title 24, Part 6 requirements, including any amendments adopted by the City that are in effect for photovoltaic (PV) systems.</p> <p>Deferred submittal permitted. Please contact the Building Safety Division at 714-647-5800.</p> <p>ADUs with a floor area of 733 square feet or less are <a href="#">exempt from PV system requirements</a>.</p>
		Installing New Water Meters	<input type="checkbox"/> Yes <input type="checkbox"/> No	If installing any new meters, contact the utility provider and the Public Works Agency as soon as possible.
		Panel Upgrade	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Check with power company and Building Division to determine if a panel upgrade is required.
		Sewer Lateral Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Installation of new 4" sewer lateral may be required. Verify with the City Water Resources Division.
	Building	<a href="#">Grading Permit Waiver</a>	<input type="checkbox"/> Provided	Applicant must complete grading permit waiver. Include a copy of the signed exemption form on the plans.
		Plan Check Checklist	<input type="checkbox"/> Provided	
		OCFA Residential Form	<input type="checkbox"/> Provided	
		Building Permit Application	<input type="checkbox"/> Provided	
		Mechanical Permit Application	<input type="checkbox"/> Provided	
		Electrical Permit Application	<input type="checkbox"/> Provided	
		Plumbing Permit Application	<input type="checkbox"/> Provided	

Additional Required Documents		
Title Sheet (Cover Page) of Chosen Pre-Approved ADU Plan Set	<input type="checkbox"/> Provided	Download, complete, and sign the title sheet of your selected plan.

Additional Required Documents		
Copy of Recent Title Report	<input type="checkbox"/> Provided	The Title Report must have been completed within the last six months and must include an Assessor's Parcel Map, Grant Deed, and Legal Description for the property. The Grant Deed should indicate the owner of record signing the Application and Affidavit form.
Pre-Approved ADU Hold Harmless Agreement	<input type="checkbox"/> Provided	
Pre-Approved ADU Application and Affidavit	<input type="checkbox"/> Provided	
Pre-Approved ADU Submittal Checklist	<input type="checkbox"/> Completed	