

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

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

All accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) require Planning Division review and approval prior to entering Building Division Plan Check. The following are required to submit to the Planning Counter for review:

- A.  Completed **General Data and Affidavit** form signed by the property owner.
- B.  **Three (3) sets of fully dimensioned legible plans** (minimum size of 18" by 24") to include:
1.  **Site plan** detailing ALL existing and proposed structures, property lines, walkways, driveways, landscaped yards, walls/fences, air conditioning units, and existing or proposed easements (minimum scale: 1 inch = 20 feet).
  2.  **Floor plan** detailing new and existing rooms, walls, and windows. Label use of rooms and location of water heater (within building footprint), washer, and dryer (minimum scale: ¼ inch = 1 foot).
  3.  **Building elevations** detailing architectural elements, materials, and height of structure.
  4.  **Roof plan** detailing roof pitch/slope and eave overhang.
  5.  **Window schedule** detailing existing and proposed window size, method of operation, and materials (windows should match in method of operation, material, and style).
  6.  **Landscape Plan** detailing ALL existing and proposed front, side, and rear yard landscaping. Plan should include plant legend, container size, and hardscaped areas. Landscape plan may be combined with and depicted on Existing Site Plan drawing. If affected landscape area triggers the Water Efficient Landscape Ordinance, a separate landscape plan and fee shall be required.
  7.  **Legend** (on site plan) detailing square footage of lot size, square feet of existing structures, square feet of new structures by floor and by unit, percentage of lot coverage (all square footage under roof eaves), existing General Plan designation and zoning, project address, and applicant's name and phone number.

- C.  **Submittal fee.**

*In addition to items A-C above, if the proposed project includes new construction/new square footage on ground floor (e.g., new attached ADU/JADU, expansion of existing building being converted, or new detached ADU), the following is required:*

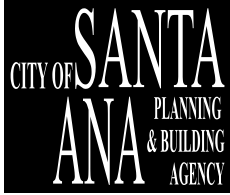
- D.  Copy of a **six-month or newer Title Report** of the property which must include an Assessor's Parcel Map, Grant Deed, and Legal Description for the property. The Grant Deed should indicate the owner of record signing the General Data and Affidavit form.

*In addition to items A-C above, if the proposed project includes materials and finishes other than those on primary building, the following is required:*

- E.  **Material or display board** for the project no larger than 11" x 17" illustrating the proposed exterior materials and color samples.

**Note:** After the Planning Division has completed review of your development proposal and prior to submittal into Building plan check, **junior accessory dwelling unit projects** are to file a recorded covenant with the Planning Manager (in a form approved by the City Attorney) affirming and consenting that either the primary dwelling unit or the junior accessory dwelling unit shall be owner-occupied.

**Prior to Building plan check submittal**, the applicant is responsible for reviewing the grading-permit-requirement handout for applicability. Please contact the Building Safety Division at 714-647-5800 if you have any questions.



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## Accessory Dwelling Unit (ADU) & Junior ADU General Data & Affidavit

### I. PROPERTY INFORMATION

Project Location \_\_\_\_\_  
Street Address Name of Nearest Intersection Street

\_\_\_\_\_ Assessor's Parcel Number(s) Existing Land Use (SFR, MFR, etc.)

### II. PROPERTY OWNER/APPLICANT INFORMATION

Legal Property Owner \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Full name of Person, Firm or Corporation Area Code Phone Number

\_\_\_\_\_ Mailing Address Email

Applicant \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Full name of Person, Firm or Corporation Area Code Phone Number

\_\_\_\_\_ Mailing Address Email

\_\_\_\_\_ Relationship of Applicant to Owner: Lessees, Consultant, Etc.

### III. TYPE OF APPROVAL NEEDED

ACCESSORY DWELLING UNIT                       JUNIOR ACCESSORY DWELLING UNIT

### IV. UNDERSTANDING AND AFFIDAVIT

**I, as 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 respects true and correct to the best of my knowledge and belief.**

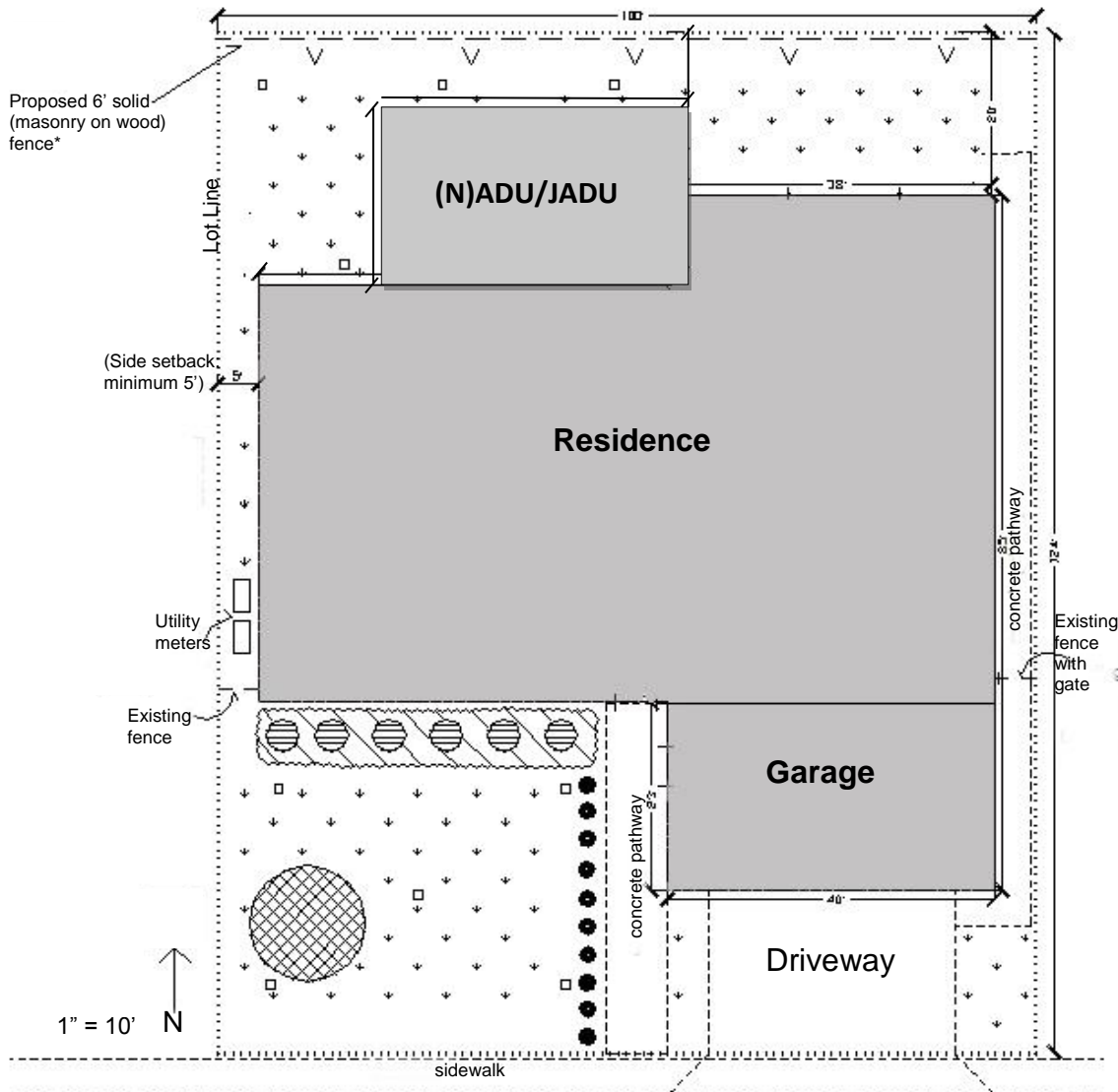
**I declare under penalty of perjury that I have reviewed Santa Ana's rules regarding junior accessory dwelling units and understand that it is a requirement that either the primary dwelling unit or the junior accessory dwelling unit must be owner-occupied.**

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.

# Landscape Plan (example)



Structure Materials:  
 Exterior walls – white stucco  
 Roof – red Spanish tile

Street Name

## Plant Legend

- 1 – 24" box Canopy Tree (specify species)
- 6 – 5 gal. Shrubs (specify species)
- 10 – 1 gal. Shrubs (specify species)
- Vines (specify species)
- 2" Mulch (shrub areas)
- Grass

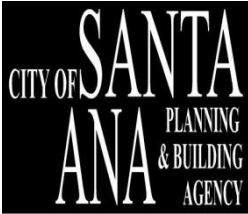
## Irrigation Legend

- Pop-up Sprinkler

## ADU/JADU

**Project Address:**  
 1234 Street Name  
 Santa Ana, CA 12345

**Contact:**  
 Name of Applicant(s)  
 1234 Planning Street  
 Santa Ana, CA 12345  
 (714) 555-1234



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## GRADING PERMIT REQUIREMENTS FOR DETACHED ADU PROJECTS

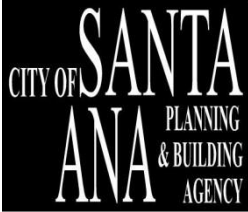
PCC-15

A grading permit is required for all new detached buildings including new detached Accessory Dwelling Unit (ADU) projects. Grading plans prepared and stamped by a registered professional engineer shall be submitted for approval prior to issuance of the building permit, and shall be required to be submitted before or concurrently with the architectural plans submittal to the Building Safety Division.

**Grading Permit Exemption:** Residential detached Accessory Dwelling Unit (ADU) projects that meet all of the following may be exempted from grading permit requirements:

1. The maximum amount of soil being moved is less than 50 cubic yards. The soil quantities shall be calculated by a California registered professional civil engineer
2. A site drainage plan prepared by a California registered professional civil engineer shall be provided with the following minimum information, but not limited to:
  - a. Plan(s) shall be stamped, signed and dated by a California registered civil engineer
  - b. Location of all existing and proposed structures, property lines, right-of-way lines, and easements, including dimensions and setbacks
  - c. Drainage slopes and flow patterns
  - d. Drainage system such as swales, french drains, water collection and disposal system, etc.
  - e. Drainage plan shall indicate how the site grading or drainage system will manage all surface water flows to be diverted away from buildings and adjoining property lines, in accordance with all applicable codes
  - f. The grade shall fall not fewer than 6 inches within the first 10 feet from the foundation wall. Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, drains, or swales shall be constructed to ensure drainage away from the structure. Impervious surfaces within 10 feet of the building foundation shall be sloped not less than 2 percent away from the building.
3. A final certification letter from the professional engineer of record stating that the grades were constructed per the approved site drainage plan, shall be submitted to the building inspector prior to final inspection
4. The "Detached ADU Grading Permit Exemption Checklist" shall be completed by the California registered professional civil engineer and shall be made a part of the building plans.
5. The site drainage plan and the completed checklist shall be required at the time of architectural plans submittal as part of the building plans package.

The building official reserves the right to require a grading plan based on site conditions. This grading permit exemption does not apply to projects in the FEMA Flood Zone.



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**DETACHED ADU -  
 GRADING PERMIT EXEMPTION  
 CHECKLIST**

PCC-16

**THIS FORM SHALL BE COMPLETED BY A CALIFORNIA REGISTERED CIVIL ENGINEER.**

**Instructions:** In order to qualify for the grading permit exemption for detached Accessory Dwelling Unit (ADU) projects per handout PCC-15, the registered civil engineer of record shall complete all sections, check all boxes and sign the certification section below. A copy of this checklist shall be attached to each of TWO sets of plans. **If answering NO to any of the questions, a grading plan and permit shall be required.**

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

	Yes	No	
1.	<input type="checkbox"/>	<input type="checkbox"/>	I have verified that the project address is NOT located on a FEMA designated flood zone (Zone A or AE).
2.	<input type="checkbox"/>	<input type="checkbox"/>	I have provided two sets of site drainage plans that is stamped, signed and dated by a California professional civil engineer, to be submitted with the building submittal package.
3.	<input type="checkbox"/>	<input type="checkbox"/>	I have calculated the total amount of soil being cut or filled on this project is less than 50 cubic yards.
4.	<input type="checkbox"/>	<input type="checkbox"/>	The site drainage plans include the following, but not limited to, location of all existing and proposed structures, property lines, right-of-way lines, and easements, including dimensions and setbacks; drainage slopes and flow patterns, drainage systems such as swales, french drains, water collection and disposal systems, etc.
5.	<input type="checkbox"/>	<input type="checkbox"/>	I have designed drainage such that surface water flows away from buildings and adjoining property lines, in accordance with all applicable codes.
6.	<input type="checkbox"/>	<input type="checkbox"/>	I have designed grading such that it will not adversely affect the adjoining properties.
7.	<input type="checkbox"/>	<input type="checkbox"/>	I have designed the grade to fall not fewer than 6 inches within the first 10 feet from the foundation walls except where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, I have designed drains or swales to ensure drainage away from the buildings. Any impervious surfaces within 10 feet of the building foundation are sloped not less than 2 percent away from the building.
8.	<input type="checkbox"/>	<input type="checkbox"/>	I will provide a final certification letter stating that the grades were constructed per the approved site drainage plan, and will submit this certification letter to the building inspector prior to final inspection.

**I certify under penalty of perjury under the laws of the State of California that the above is true:**

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

Licensed Number: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



## NEW SINGLE-FAMILY DWELLING REQUIREMENT SHEET



All new single family dwellings, prior to issuance of Building Permit Release (by the Planning and Building Agency) are required to receive approval from the Public Works Agency (PWA). Below is a list of the Public Works Agency's requirements. PWA staff will determine if Street Improvement Plans are required. For additional information, visit the PWA counter.

### **Driveway Approach**

- Install proposed driveway approach, per City Standards and Planning requirements. Driveway approach must be located a minimum of 10' away from any utility facility, such as power poles, streetlights, catch basins, etc.
- Replace sidewalk, curb and gutter, and landscaped parkway for any abandoned driveway(s). See parkway requirements below.

### **Fees**

- See the Public Works Counter for applicable fees.

### **Grading/Surface Drainage**

- Depict on plans the drainage pattern of the site.
- Submit a preliminary evaluation of surface drainage showing the direction and means of flow to the adjacent streets and/or on/off site storm drain facilities.

### **Parkway Requirements**

- Install a new drought tolerant landscaped parkway. See current requirements on the internet at: <http://www.santa-ana.org/sawatersmart>; then click on "Parkway Improvement Guidelines".

### **Pavement Requirements**

- The City's policy requires a five year moratorium for all newly paved streets. Any installation of utility services or improvements involving cutting the asphalt pavement on a moratorium street shall comply with all the street moratorium requirements. To access the list go to: <http://santa-ana.org/pwa/EngineeringServices.asp>; then click on "Street Moratorium List".

### **Sewer Lateral**

- Install new 4" sewer lateral, per City Standards. The reuse of existing sewer laterals for demolished/rebuilt homes is contingent to submittal of sewer video to the City's Water Resources Division for review and approval.

### **Sidewalk**

- Replace any up-lifted sidewalk along the entire property frontage.

### **Water Service Lateral and/or Meter Box**

- Install new 1" water service and 1" combination water/fire meters, per City Standards. Use of combination meters on existing ¾" water services without written approval of Orange County Fire Authority is not allowed. The reuse of any size existing water service that has been abandoned for more than 10 years is not allowed, and construction of a new water service will be required.

### **PWA Counter Hours:**

Monday, Tuesday, Thursday, and every other Friday: 8:00 a.m. – 4:00 p.m.

Wednesday: 10:30 a.m. – 4:00 p.m.