



Planning and Building Agency  
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## 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. For more information, visit the city's website: <https://www.santa-ana.org/departments/planning-and-building/>.

Homework Item		Answer/Calculation	Notes	
Pre-Approved ADU Type Selected	<input type="checkbox"/> Studio <input type="checkbox"/> One Bedroom <input type="checkbox"/> Two Bedroom <input type="checkbox"/> Three Bedroom	<input type="checkbox"/> Ranch <input type="checkbox"/> Spanish <input type="checkbox"/> Traditional <input type="checkbox"/> Contemporary	Porch <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 the square feet and acres.
		Lot Coverage	<input type="checkbox"/> Provided	Include: primary dwelling, front porches, garage, ADU, and all accessory structures. Excludes: open patio covers.
		Open Space Square Footage	<input type="checkbox"/> Provided	Excludes front yard and driveway. Dimensions on site plan.
		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.		

Information on this page is to be included on a separate Site Plan	Planning	Street and Alley Centerline(s)	<input type="checkbox"/> Provided	
		Easements	<input type="checkbox"/> Provided	Right-of-way, private access road, utility, etc.
		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	
		Landscape Plan	<input type="checkbox"/> Provided	Show plan material, walkways, and driveways.
		Proximity Map with Walking Distance to Public Transportation	<input type="checkbox"/> Provided	
		Photographs of Existing Site Conditions	<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.
		Lot Coverage	<input type="checkbox"/> Provided	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).
		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.	
Grading		<u>Grading Permit Exemption Checklist</u> + Drainage Plans	<input type="checkbox"/> Provided <input type="checkbox"/> Provided	Applicant may choose to complete grading permit exception checklist and provide drainage plans. Include a copy of the signed exemption form on the plans

Information on this page is to be included on a separate Site Plan	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.	
	Utilities	Utility Locations:			- Indicate distance from connection to ADU. - Indicate calculations for meters/lines. - Process utility company work order(s) for new meters.
		Water Connection	_____ feet		
		Gas Connection (gas isometric drawing)	_____ feet		
		Electric	_____ feet		
		Location of Mechanical Equipment	<input type="checkbox"/> Provided		Include: air conditioning units, condensing units, water heater, washer and dryer units, utility meters, etc.
		Solar	<input type="checkbox"/> Provided <input type="checkbox"/> N/A		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.  Deferred submittal permitted. Please contact the Building Safety Division at 714-647-5800.
		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.	

For ADUs greater than 800 sq. ft.		
The ADU is less than 1,000 sf	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Aggregate of all existing and proposed structures does not exceed 35% lot coverage.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	For ADUs greater than 800 sf.

**Additional Required Documentation**

Title Sheet (Cover Page) of Chosen Pre-Set Plan	<input type="checkbox"/> Provided	Download, complete, and sign the title sheet of your selected plan.
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 Hold Harmless Form	<input type="checkbox"/> Provided	To be included in site plan.
Application and Affidavit	<input type="checkbox"/> Provided	
Confirmation of New Address Assignment	<input type="checkbox"/> Provided	