

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:

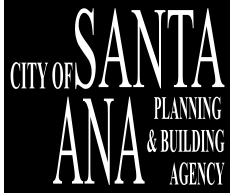
- D. Copy of a **six-month or newer Title Report** of the property which must include an Assessor's Parcel Map, Grant Deed, and Legal Description for the property. The Grant Deed should indicate the owner of record signing the General Data and Affidavit form.

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.

All new buildings **require a grading permit**. Please see Grading Permit handout attached to this application packet to determine applicability and submittal requirements.



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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.

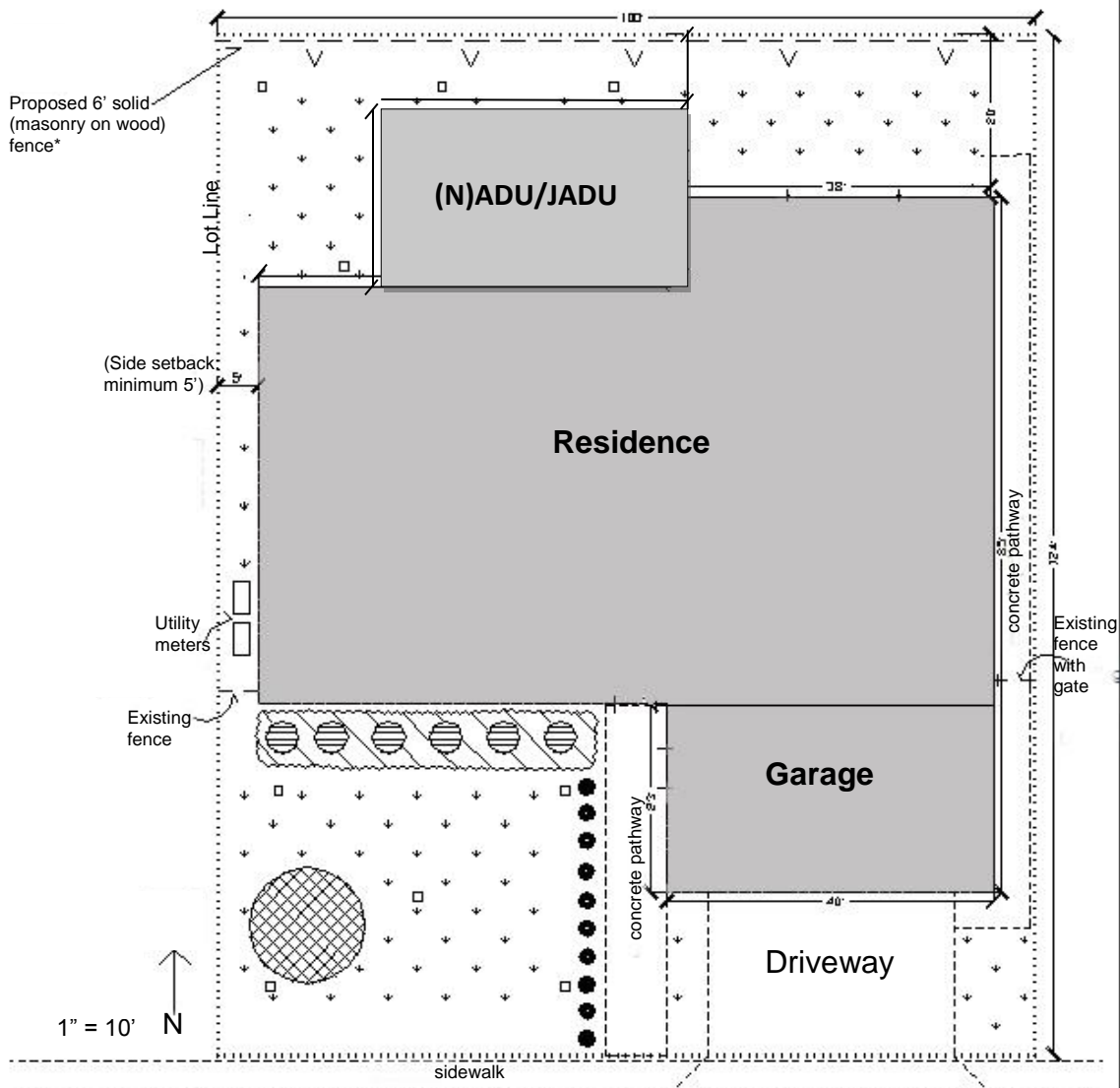
I declare under penalty of perjury that I have reviewed Santa Ana's rules regarding junior accessory dwelling units and understand that it is a requirement that either the primary dwelling unit or the junior accessory dwelling unit must be owner-occupied.

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)



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

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

Street Name



Planning & Building Agency
Building Safety Division
20 Civic Center Plaza
P.O. Box 1988 (M-19)
Santa Ana, CA 92702
(714) 647-5800
www.santa-ana.org

GRADING PERMIT

BLD-05

A. REFERENCES

1. California Building Code (CBC), Appendix J
2. Santa Ana Municipal Code (SAMC), Section 8-183

B. GRADING PERMITS REQUIRED

No grading shall be performed without first having obtained a grading permit. A grading permit does not include the construction of retaining walls or other structures.

Exemptions: A grading permit shall not be required for the following:

1. Grading of less than 50 cubic yards in an isolated, self-contained area, provided there is no danger to the public, and that such grading will not adversely affect adjoining properties.
2. Excavation for construction of a structure permitted under this code.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a registered design professional.
8. An excavation of less than 50 cubic yards that (1) is less than 2 feet in depth or (2) does not create a cut slope greater than 5 feet in height and steeper than 1 unit vertical in 2 units horizontal (50 percent slope).
9. A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 3 feet in depth, not intended to support structures, that does not exceed 50 cubic yards on any one lot and does not obstruct a drainage course.

Exemption from the permit requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

C. GRADING PERMITS SUBMITTAL

Authorization by the Planning Division is required prior to grading permit submittal.

Grading permit shall be required for all new buildings including New Single Family Homes.

Grading plans shall be required to be submitted before or concurrently with the architectural plans submittal to the Building Safety Division.



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 3/4" 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.