



## ACCESSORY DWELLING UNIT/GUEST HOUSE APPLICATION

### GENERAL REQUIREMENTS (Print or Type)

Complete this application thoroughly and accurately. Include the required exhibits indicated in the **Application and Filing Requirements** list. Please note that an incomplete application will **not** be accepted for processing.

<b>Project Address/ Location</b>	<b>APN(s):</b>		
<b>Applicant/Contact</b>	<b>Name/Address:</b>		<b>Phone/Email:</b>
<b>Property Owner</b> (if different from above)	<b>Name/Address:</b>		<b>Phone/Email:</b>
<b>Basic Building Information</b>	<b>SIZE OF PRIMARY STRUCTURE</b>		<b>Square feet</b>
	<b>SIZE OF ADU</b>		<b>Square feet</b>
	<b>ADU SETBACKS</b>		<b>Feet to Side Property Line</b>
	<b>ADU BLDG. HEIGHT</b>		<b>Feet to Rear Property Line</b>

### Application Type: Type of Review Requested (Please Check All Applicable Boxes)

<input type="checkbox"/> ATTACHED TYPE 3 ADU	<input type="checkbox"/> ATTACHED TYPE 4 ADU
<input type="checkbox"/> DETACHED TYPE 3 ADU (NEW CONST.)	<input type="checkbox"/> DETACHED TYPE 4 ADU
<input type="checkbox"/> DETACHED TYPE 3 ADU (CONVERSION OF EXISTING BLDG).	<input type="checkbox"/> GUEST HOUSE
<input type="checkbox"/> <u>Ministerial Permit</u>	<input type="checkbox"/> <u>Administrative Use Permit</u>

### OWNER CERTIFICATION

I declare under penalty of perjury that I am the legal owner of the above described property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

Signature of Property Owner	Title	Date
-----------------------------	-------	------

#### For Office Use Only

Received By:	Date	Admin. Use Permit \$1798
	Application Number	Ministerial Permit \$730

ADU permit application submittal requirements

- (1) An ADU application is required to be filed with the Department of Community Development and Sustainability for an ADU that does not satisfy the requirements of subsection (c)(3) of this section (Building permit approval only). An ADU application shall be accompanied by the filing fee as established by resolution of the City Council, and shall include, but not be limited to, the following documents and information:
  - (A) Name and address of the applicant.
  - (B) Owner-Builder Acknowledgment and Information Verification Form.
  - (C) Assessor's parcel number(s) of the property.
  - (D) Plot Plan (Drawn to Scale). In sufficient detail to clearly describe:
    - (i) Physical dimensions of the property.
    - (ii) Location and dimensions of all existing and proposed structures, walls, and fences.
    - (iii) Location and dimensions of all existing and proposed easements, septic tanks, leach lines, seepage pits, drainage structures, and utilities.
    - (iv) Location, dimensions, and names of all adjacent roads, whether public or private.
    - (v) Setbacks.
    - (vi) Existing and proposed methods of circulation, including ingress and egress, driveways, parking areas, and parking structures.
    - (vii) Panoramic color photographs showing the property from all sides and showing adjacent properties.
    - (viii) A description of architectural treatments proposed for the ADU.
    - (ix) Written confirmation from any water district or sewer district providing service of the availability of service.
  - (E) Floor plans. Complete floor plans of both existing and proposed conditions shall be provided. Each room shall be dimensioned and resulting floor area calculation included. The use of each room shall be labeled. The size and location of all doors, closets, walls, and cooking facilities shall be clearly depicted. For an attached ADU, the plans must include the Primary Dwelling as well.
  - (F) Elevations. North, south, east, and west elevations that show all exterior structure dimensions, all architectural projections, and all openings for both the primary residence and the proposed accessory dwelling unit. For an attached ADU, the plans must include the Primary Dwelling as well.



- (G) Additional Information. Such additional information as shall be required by the Community Development Department Director.
- (2) All ADUs shall satisfy the requirements of Chapter 8, Buildings, of the Davis Municipal Code and require a building permit from the city building official.
- (3) In accordance with State law, ADUs are an accessory use to the Primary Dwelling on the lot. ADUs shall not be considered to exceed the allowable density for the lot.

P:\Planning\FORMS & Handouts\ADU & JADU Handouts\Accessory Dwellings Units and Guest Houses 2021.docx