

## Accessory Dwelling Unit (ADU) Optional Zoning Review Application

### Review of Special Use Regulations (City Code Section [17.228.105](#))

Pursuant to state law, a building permit is the only required approval<sup>1</sup> before Accessory Dwelling Unit (ADU) construction may begin. The purpose of this application is to offer an optional, low-cost process to verify your ADU meets applicable objective zoning standards before spending significant time and money on a complete building permit application.

For zoning purposes, ADUs are subject to either:

- City of Sacramento Local ADU Ordinance: See [City Code Section 17.228.105\(A\) through \(F\)](#) for applicable standards (and Pages 4-9 of this form); or
- State ADU Standards: See [City Code Section 17.228.105\(G\)](#) for applicable standards (and Pages 10-12 of this form).

**Applicants must choose one set of standards** (i.e., no pick/choose or mix/match) for their ADU. Applicants are encouraged to review each set of standards and determine which best meets their needs.

If your project proposes a new single-unit or multi-unit, primary dwelling to be built concurrently with the proposed ADU, you may choose to submit this ADU Optional Zoning Review Application (CDD-0009) with your Planning Entitlement Application (CDD-0063) for the new primary dwelling unit(s). If not, review of the ADU(s) will not begin until a building permit application is filed concurrent with the proposed primary dwelling unit(s).

If your project is located within a historic district or on a lot that includes a historic landmark or contributing resource structure, a Preservation application may be required. You may complete this form and submit it with the Preservation application.

For more information about ADUs, please review:

- City Code Section 17.228.105 ([Click here](#))
- City of Sacramento ADU Resource Center ([Click here](#))
- California Government Code Title 7, Division 1, Chapter 13 ([Click here](#))

<sup>1</sup> Construction activities outside the ADU (e.g., utility trenching in public sidewalk/street, tree removal, etc. require separate approvals)

## Application Submittal Requirements

All submittals shall include the following:

1. One full size set of plans, drawn to scale in PDF format, and which include:
  - a. Site plan which shows the main residential unit, the proposed ADU(s), any accessory building(s) located on the project site; and
  - b. Floor plan of the proposed ADU(s) which labels all rooms in the unit and shows the location of the front door; and
  - c. Building elevations of all four sides of the proposed ADU.
2. Color photographs of the project site with labels to indicate the main dwelling unit and any accessory building(s); photos of development on either side of the project site and directly across the street from the project site; photos of all sides of structures proposed to be demolished. Please see guidelines for photographing a project site on page 8 of the Planning Entitlement Application (CDD-0063) ([click here](#)).
3. Completed "Accessory Dwelling Unit Optional Zoning Review Application (CDD-009)" (this form).
4. Fees as specified in Administrative Permit Fee sheet ([form CDD-0028](#)).
5. If submitted by someone other than the property owner, the letter of agency authorization.

## Letter of Agency from Property Owner

This section of the application is required to be completed **only if** this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to:

\_\_\_\_\_  
Name of Applicant

to apply for a ministerial review of the accessory dwelling unit(s) proposed on my property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial elevation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

I understand that if additional review fees need to be collected, additional payment will be required.

I understand that in the event of a dispute over the project, I am required to defend, indemnify, and hold harmless the City of Sacramento as follows:

1. Except as provided in paragraph 2, immediately below, I agree that in connection with any claim, action, or proceeding (collectively "claim") brought against the City of Sacramento and its City Council, agencies, commissions, boards, departments, officers, employees, and agents (collectively the "City") to attack, set aside, void, or annul any City action arising out of or in any way connected to the project, including any determination made pursuant to the California Environmental Quality Act, I will defend, indemnify, and hold harmless the City from and against all damages, costs, and attorneys' fees, excluding the City's staff attorneys' fees. I understand that the City, in its sole discretion, may decide to use outside counsel or its staff attorneys (or both) to defend the claim.
2. As a condition of a tentative, parcel, or final map application or approval, I agree to defend, indemnify, and hold harmless the City of Sacramento and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of a tentative, parcel, or final map by the City, advisory agency, appeal board, or legislative body concerning a subdivision, which is brought within the time period provided for in Government Code section 66499.37, from and against all damages, costs, and attorneys' fees. The City will promptly notify me of any such claim and will cooperate fully in the defense. The City, in its sole discretion, may elect to defend any such action with attorneys of its own choice and, in such case, shall bear its own attorneys' fees and costs and will defend the action in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please note that once this application is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

## Applicant Information

Property Owner: \_\_\_\_\_  
 Property Owner Address: \_\_\_\_\_  
 Property Owner Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Name of Applicant (if different from property owner): \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_  
 Applicant's Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Project Information

1. Project Address: \_\_\_\_\_
2. Project APN: \_\_\_\_\_
3. Is the subject property located within a historic district or on a lot that includes a historic landmark or contributing resource structure?  yes<sup>1</sup>  no

## Review Criteria

Please answer "yes", "no", or "N/A" (not applicable) to the items below and provide the requested information. For a building permit to be approved, the project must meet all the applicable objective standards below. If staff concurs with the answer, the 'staff' checkbox will be marked.

Review Criteria A or B ( <u>Choose One</u> ). For Review Criteria B, please see page 9.					
A. Application Review Criteria for ADU(s) Created Under the <u>City's Local Ordinance 17.228.105(A)-(F)</u>					
General Requirements					
		Yes	No	N/A	Staff
1.	Is there an existing dwelling on the subject property or is there a primary residence proposed to be built concurrently with the proposed ADU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are no more than 2 existing or proposed ADUs or JADUs on the lot? <i>Number of ADUs on lot:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If located within the <a href="#">EA-2 or EA-3 Overlay zone</a> , is only 1 ADU proposed on the lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Junior Accessory Dwelling Units (JADUs)					
4a.	Is each JADU 500 square feet or less? Square footage of JADU 1: _____ <i>square feet</i> Square footage of JADU 2: _____ <i>square feet</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A	Staff
4b.	Is the JADU(s) located within the walls of an existing or proposed single-unit dwelling or attached garage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4c.	Owner Occupancy. Unless owned by another governmental agency, land trust, or housing organization, will the property owner reside on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4d.	Deed Restriction. Will a deed restriction be recorded prior to final building permit inspection and state the following: <input type="checkbox"/> Sale of the JADU separate from the sale of the single-unit dwelling is prohibited; and <input type="checkbox"/> The deed restriction may be enforced against future purchasers; and <input type="checkbox"/> The JADU shall conform to issued building permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4e.	Is there a separate entrance from the main entrance to the proposed or existing dwelling unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4f.	If the JADU does not include a separate bathroom, is there a separate entrance from the main entrance to the structure, with an interior entry to the main living area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4g.	Does the JADU(s) contain an efficiency kitchen including a cooking facility with appliances, a food preparation counter, and storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Maximum Area</b></p> <p>The calculation of floor area for an ADU includes all floor area within the ADU building envelope, excluding garages and accessory structures per <a href="#">City Code Section 17.228.105(B)</a>.</p> <p>“Accessory structure” means a detached or attached structure, the use of which is appropriate, subordinate, and customarily incidental to that of the primary building or structure on, or the primary use of, the lot. Accessory structure includes a detached building, deck, gazebo, attached covered patio, garage, trellis, solar panel, and swimming pool per <a href="#">City Code Section 17.108.020</a>.</p>					
5.	Does each attached ADU(s) comply with the area allowed? <u>Studio or 1 Bedroom:</u> Attached ADU may be up to 50% of the floor area of the existing primary dwelling or 850 square feet (whichever is greater). <u>2+ Bedrooms:</u> Attached ADU may be up to 50% of the floor area of the existing primary dwelling or 1,000 square feet (whichever is greater). <i>Square footage of primary dwelling: _____ square feet</i> <i>Attached ADU 1 Number of Bedrooms: _____</i> <i>Square footage of Attached ADU 1: _____ square feet</i> <i>Attached ADU 2 Number of Bedrooms: _____</i> <i>Square footage of Attached ADU 2: _____ square feet</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A	Staff
6.	<p>Does the detached ADU(s) comply with the area allowed?</p> <p>The maximum combined total square footage of all detached ADU(s), excluding garages and accessory structures, is 1,200 square feet.</p> <p><i>Square footage of Detached ADU 1:</i> _____ square feet</p> <p><i>Square footage of Detached ADU 2:</i> _____ square feet</p> <p><i>Total combined square footage of Detached ADU(s):</i> _____ square feet</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development Standards</b>					
7.	<p>Is the distance between the primary dwelling and detached ADU(s) at least 4 feet?</p> <p><i>Distance between detached ADU 1 and primary dwelling:</i> _____ feet</p> <p><i>Distance between detached ADU 2 and primary dwelling:</i> _____ feet</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<p>Does the height of the ADU(s) comply with the maximum height allowed by the zoning?</p> <p><i>Maximum height allowed:</i> _____ feet</p> <p><i>Height of ADU 1:</i> _____ feet</p> <p><i>Height of ADU 2:</i> _____ feet</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<p>Does the ADU(s) occupy less than 800 square feet total in lot coverage or comply with the lot coverage requirements applicable to the lot?</p> <p><i>A. Total square footage of the lot:</i> _____ square feet</p> <p><i>B. Total first floor square footage of all structures on the lot (include garages sheds, covered patios, and proposed ADU):</i> _____ square feet</p> <p><i>Divide the total square footage in (B.) by the total square footage in (A.):</i> _____ %</p> <p><i>Maximum lot coverage permitted in the zone:</i> _____ %</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<p>Does the ADU(s) occupy less than 800 square feet in total lot coverage or comply with the minimum open space requirements?</p> <p><i>Minimum open space required:</i> _____ square feet</p> <p><i>Minimum open space provided:</i> _____ square feet</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A	Staff
11.	<p>If any portion of the ADU(s) is located within 60 feet of the front property line, does it comply with the following setback requirements?<sup>1, 2, 3</sup>:</p> <p><u>Front yard setback</u>: Requirements applicable to the lot</p> <p><u>Side-yard setback</u>: 3 feet</p> <p><u>Street side-yard setback</u>: Requirements applicable to the lot</p> <p><u>Rear-yard setback</u>: 3 feet</p> <p><i>ADU 1 Proposed Setbacks:</i></p> <p><i>Front yard setback</i>: _____ feet</p> <p><i>Side-yard setback</i>: _____ feet</p> <p><i>Side-yard setback</i>: _____ feet</p> <p><i>Rear-yard setback</i>: _____ feet</p> <p><i>ADU 2 Proposed Setbacks:</i></p> <p><i>Front yard setback</i>: _____ feet</p> <p><i>Side-yard setback</i>: _____ feet</p> <p><i>Side-yard setback</i>: _____ feet</p> <p><i>Rear-yard setback</i>: _____ feet</p> <p>1. No setback is required for an existing living area or accessory structure, or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU.</p> <p>2. An ADU unit may not project into the required setback from the landside toe of a levee</p> <p>3. The applicability of Government Code Section 66321(b)(3) will be determined on an individual project basis.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<p>If the ADU(s) is located further than 60 feet from the front property line, does it comply with the following setback requirements?<sup>1, 2</sup>:</p> <p>First floor:</p> <p><u>Side-yard and Rear-yard setback</u>: No requirement</p> <p><u>Street side-yard setback</u>: Requirements applicable to the lot</p> <p>Second floor:</p> <p><u>Side-yard and Rear-yard setback</u>: 3 feet</p> <p><u>Street side-yard setback</u>: Requirements applicable to the lot</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A	Staff
<p><i>ADU 1 Proposed Setbacks:</i></p> <p><i>Front yard setback:</i> _____ <i>feet</i></p> <p><i>Side-yard setback:</i> _____ <i>feet</i></p> <p><i>Side-yard setback:</i> _____ <i>feet</i></p> <p><i>Rear-yard setback:</i> _____ <i>feet</i></p> <p><i>ADU 2 Proposed Setbacks:</i></p> <p><i>Front yard setback:</i> _____ <i>feet</i></p> <p><i>Side-yard setback:</i> _____ <i>feet</i></p> <p><i>Side-yard setback:</i> _____ <i>feet</i></p> <p><i>Rear-yard setback:</i> _____ <i>feet</i></p> <p><sup>1</sup> An ADU may not project into the required setback from the landside toe of a levee</p> <p><sup>2</sup> No setback is required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU</p>					
<b>City Code Section 17.228.105(F) Objective Design Standards</b>					
13.	No portion of an ADU balcony, deck, or open-stair landing within 10 feet of the rear lot line or side lot line is higher than 3 feet from the ground unless the rear or side lot line abuts a nonresidential use, alley, public street, or approved private street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective Infill Housing Design Standards Applicable to ADU(s) (<a href="#">click here</a>)</b>					
14.	There are no publicly visible walls that contain blank area of greater than 400 square feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	The main entrances to residential buildings face the adjacent roadways and/or open space features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Mechanical equipment (e.g., heating, cooling, antennas, satellite dishes, air conditioners or similar mechanical devices) are concealed with ground mounted walls or fencing if not roof mounted, with mechanical screens or roof wells.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Utility equipment such as transformers, electric and gas meters, electrical panels and junction boxes on primary public street views are screened by walls and/or landscaping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No	N/A	Staff
18.	Fencing materials include tubular architectural metal, wrought iron/brick mix, hedges, brick, split faced concrete block, or wood. Chain link fencing, barbed wire, and security tops to metal tubular fencing are not allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Upper story windows are recessed from the wall surface by a minimum of 2" or have surface trim and sills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Objective Design Standards for Historic Districts (<a href="#">click here</a>)</b>					
20.	Properties located within a historic district, containing a contributing resource, and/or a historic landmark are subject to additional objective design standards for historic properties that vary by district and resource type. Please consult with a Preservation Planner to determine the objective standards applicable by contacting <a href="mailto:Planning@cityofsacramento.org">Planning@cityofsacramento.org</a> .				

<b><u>If you selected Review Criteria A above, you do not need to fill out Review Criteria B.</u></b>					
<b>B. Application Review Criteria for ADU(s) Created Under <u>State ADU Standards</u> 17.228.105(G)</b>					
<b>State ADU Standards for Properties with a Single-Unit Dwelling</b>					
		Yes	No	N/A	Staff
1.	Is there an existing single-unit dwelling on the subject property or proposed to be built concurrently with the proposed ADU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are no more than 3 ADUs, consisting of one attached ADU, one junior ADU, and/or one detached ADU proposed? <i>Type(s) of ADU(s) proposed: (Check all that apply)</i> <input type="checkbox"/> ADU Converted from Existing Space (complete section 5 below) <input type="checkbox"/> Junior ADU (complete section 6 below) <input type="checkbox"/> Detached ADU (complete section 7 below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If located within the <a href="#">EA-2 or EA-3 Overlay zone</a> , is only 1 ADU proposed on the lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The ADU(s) will not be rented for terms less than 30 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. ADU Converted from Existing Space of a Single-Unit Dwelling</b>					
5a.	Is the ADU located within the space of a single-unit dwelling or accessory structure <sup>1</sup> ?  <sup>1</sup> An expansion of 150 square feet or less beyond the physical dimensions of the accessory structure to accommodate ingress and egress is allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A	Staff
5b.	Does the space have exterior access from the proposed or existing single-unit dwelling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5c.	Side-yard and rear-yard setbacks will be determined through the building permit review process, but are not more than 4 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Junior ADU (JADU)</b>					
6a.	Is the JADU located within the space of a single-unit dwelling or attached accessory structure <sup>1</sup> ?  <sup>1</sup> An expansion of 150 square feet or less beyond the physical dimensions of the accessory structure to accommodate ingress and egress is allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b.	Does the space have exterior access from the proposed or existing single-unit dwelling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6c.	Side-yard and rear-yard setbacks will be determined through the building permit review process, but are not more than 4 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6d.	Does the junior accessory dwelling unit comply with <a href="#">California Government Code Title 7, Division 1, Chapter 13, Article 3</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The JADU does not exceed 500 square feet. <i>Size of proposed JADU: _____ sq ft</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Owner Occupancy. Unless owned by another governmental agency, land trust, or housing organization, will the property owner reside on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Deed Restriction. Will a deed restriction be recorded prior to final building permit inspection and state the following:  <input type="checkbox"/> Sale of the JADU separate from the sale of the single-unit dwelling is prohibited; and <input type="checkbox"/> The deed restriction may be enforced against future purchasers; and <input type="checkbox"/> The junior accessory dwelling unit shall conform to issued building permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a separate entrance from the main entrance to the proposed or existing dwelling unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the JADU does not include a separate bathroom, is there a separate entrance from the main entrance to the structure, with an interior entry to the main living area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A	Staff
	Does the JADU(s) contain an efficiency kitchen including a cooking facility with appliances, a food preparation counter, and storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Detached, New Construction ADU with a Single-Unit Dwelling</b>					
7a.	Is the floor area of the ADU 800 square feet or less? <i>Floor Area of Proposed ADU: _____ sq ft</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7b.	Does the ADU have at least 4 foot side-yard and rear-yard setbacks? <i>ADU Proposed Setbacks:</i> <i>Side-yard setback: _____ feet</i> <i>Side-yard setback: _____ feet</i> <i>Rear-yard setback: _____ feet</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7c.	Does the ADU comply with the maximum height of 16 feet <sup>1</sup> ? <i>Proposed height of ADU: _____ feet</i> <sup>1</sup> A height of 18 feet is allowed if located within ½ mile walking distance of a major transit stop, or a high quality transit corridor, as defined in <a href="#">Public Resources Code Section 21155</a> . An additional two feet in height is allowed for ADUs to accommodate a roof pitch aligned with the primary dwelling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>State ADU Standards for Properties with Multi-Unit Dwellings</b>					
1.	Is there an existing multi-unit dwelling already on the subject property or proposed to be built concurrently with the proposed ADU(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the number of ADU(s) comply with the maximum number of ADUs allowed? <u>Converted ADU(s) Allowed:</u> 1-25% of the number of existing multi-unit dwellings. <u>Detached ADUs Allowed:</u> 2 <i>Type(s) of ADU(s) proposed: (Check all that apply)</i> <input type="checkbox"/> <i>Converted ADUs (complete section 5 below)</i> <i>Number of existing units: _____</i> <i>Number of ADUs proposed: _____</i> <input type="checkbox"/> <i>Detached ADU(s) (complete section 6 below)</i> <i>Number of ADUs proposed: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If located within the <a href="#">EA-2 or EA-3 Overlay zone</a> , is only 1 ADU proposed on the lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The ADU(s) will not be rented for terms less than 30 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. ADU(s) Converted from Existing Space of a Multi-Unit Dwelling Structure**

		Yes	No	N/A	Staff
5a.	<p>Is the proposed ADU(s) located within the portions of existing multi-unit dwelling structures that are not used as livable space? <i>Check all that apply.</i></p> <p><input type="checkbox"/> Storage Rooms</p> <p><input type="checkbox"/> Boiler Rooms</p> <p><input type="checkbox"/> Passageways</p> <p><input type="checkbox"/> Attics</p> <p><input type="checkbox"/> Basements</p> <p><input type="checkbox"/> Garages</p> <p><input type="checkbox"/> Other: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Detached ADU(s) with New or Existing Multi-Unit Dwellings**

6a.	<p>Does the ADU(s) have at least 4 foot side-yard and rear-yard setbacks?</p> <p><i>ADU 1 Proposed Setbacks:</i></p> <p>Side-yard setback: _____ feet</p> <p>Side-yard setback: _____ feet</p> <p>Rear-yard setback: _____ feet</p> <p><i>ADU 2 Proposed Setbacks:</i></p> <p>Side-yard setback: _____ feet</p> <p>Side-yard setback: _____ feet</p> <p>Rear-yard setback: _____ feet</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b.	<p>Does the ADU(s) comply with the maximum height of 16 feet<sup>1</sup>?</p> <p><i>Proposed height of ADU 1:</i> _____ feet</p> <p><i>Proposed height of ADU 2:</i> _____ feet</p> <p><sup>1</sup>A height of 18 feet is allowed if:</p> <ul style="list-style-type: none"> <li>• Located within ½ mile walking distance of a major transit stop, or a high quality transit corridor, as defined in <a href="#">Public Resources Code Section 21155</a>. An additional two feet in height is allowed for ADUs to accommodate a roof pitch aligned with the primary dwelling; or</li> <li>• There is an existing or proposed multi-unit, multi-story dwelling.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Parking Requirements (applicable to ADUs created under either A or B)**

When parking is removed in conjunction with the construction of an ADU, no replacement parking is required for the ADU or other dwelling units on the same lot.

There are no minimum vehicle or bicycle parking requirements for ADUs.

If a garage or carport is provided, the following dimensions apply per [City Code Chapter 17.624](#):

Minimum dimensions of attached garages and carports:

- Single-unit and duplex dwellings. Unless a parking pad that meets the requirements of section [17.624.060](#) is provided, the minimum interior dimensions for an attached garage or attached carport are 10 feet wide and 20 feet deep. The width may be reduced to 8 feet if the existing interior side-yard setback between the existing residence and the property line is 8 feet.
- Multi-unit dwellings. Minimum interior dimensions of an attached garage are 8 feet wide by 18 feet deep. Minimum dimensions of an attached carport are 10 feet wide and 20 feet deep. The width may be reduced to 8 feet if the existing interior side-yard setback between the existing residence and the property line is 8 feet.

Minimum dimensions of detached garages and carports:

- Single-unit or duplex dwellings. Unless a parking pad that meets the requirements of section [17.624.060](#) is provided, the minimum interior dimensions of a detached garage or attached carport are 10 feet wide and 20 feet deep. The width may be reduced to 8 feet if the existing interior side-yard setback between the existing residence and the property line is 8 feet.
- Multi-unit dwellings. The minimum interior dimensions of a detached garage are eight feet wide by 18 feet deep. The minimum dimensions of a detached carport are 10 feet wide and 20 feet deep. The width may be reduced to 8 feet if the existing interior side-yard setback between the existing residence and the property line is 8 feet.

**FOR CITY STAFF USE ONLY**

Application complies with all objective zoning standards:  yes  no

Based on staff's review, the ADU(s) proposed to be created under the Local Ordinance (City Code Section 17.228.105(A)-(F)) conforms to all applicable zoning standards. The reviewed plans are attached hereto as Exhibit A.

Based on staff's review, the ADU(s) proposed to be created under State Standards (City Code Section 17.228.105(G) and Government Code Section 66323) conforms to all applicable zoning standards. The reviewed plans are attached hereto as Exhibit A.

Based on staff's review, the ADU(s) proposed to be created under the Local Ordinance (City Code Section 17.228.105(A)-(F)) does not conform to all applicable zoning standards. Please review this application form for the list of standards that are not met. The plans will need to be revised to conform or an application for Director level Site plan and Design Review to deviate from the subject standard will need to be filed per City Code Section 17.228.105(F).

Based on staff's review, the ADU(s) proposed to be created under State Standards (City Code Section 17.228.105(G) and Government Code Section 66323) does not conform to all standards. Please review this application form for the list of standards that are not met. For the ADU(s) to be approved under State Standards, the plans must be revised to conform.

If no, describe reasons why:

Email  Other      Date informed on:      Informed by:

**ADVISORIES:**

**Building Permit Required:** No construction may occur until a building permit is obtained. The accessory dwelling unit is subject to applicable provisions of City Code Title 15 (Buildings and Construction). Compliance with California Building Code Table 602 for one-hour fire rating may be required. Please see <https://www.cityofsacramento.gov/community-development/building> for information on how to submit a building permit application.

**All-Electric New Buildings Requirement:** Pursuant to City Code Chapter 15.30, new buildings of one to three stories will be required to be all-electric beginning on January 1, 2023, and new buildings four stories of more will be required to be all-electric beginning on January 1, 2026. An all-electric building is a building that does not have gas infrastructure or equipment and that uses electricity as the sole source of energy. Complete building permit applications (including payment of all required fees) filed with an accepted by the City's Building Division prior to the effective dates will not be subject to City Code Chapter 15.30.

Applicants are advised to plan for all-electric compliance at the earliest phase of design. This may include but is not limited to: (a) designing projects to create space for electric infrastructure and equipment; (b) utilizing energy efficiency to reduce electrical loads; and (c) consulting with SMUD to address electric infrastructure requirements. Limited exceptions may apply. For more information, please visit the City's website: <https://www.cityofsacramento.gov/community-development/planning/long-range/climate-and-sustainability-planning/new-construction-electrification>

**SMUD Coordination:** Reach out to SMUD for a free consultation. Whether you're converting a garage or building a multi-level unit, each ADU has location and design parameters that pose a unique set of challenges. Working with SMUD early in the process can help you understand service options and determine if adjacent properties are affected. It can also help you avoid redesign costs and project delays. For more information on the SMUD new construction process, or to make an appointment to discuss your ADU project, please go to [smud.org/Construction](https://smud.org/Construction).

**Tree Advisory:** If the site has a Private Protected Tree within the construction area; removal of the tree requires discretionary approval in accordance with Sacramento City Code 12.56. In the event that the request to remove the tree is denied, additional accessory dwelling unit review and approval may be required. If there is a protected tree near to the construction area, tree protection measures may be required. For more information, please visit the City's Public Works Website: <https://www.cityofsacramento.gov/public-works/maintenance-services/urban-forestry>

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**NEXT STEPS:**

If the application demonstrates compliance with all applicable objective standards, please submit a building permit application:

1. Log in to your [Citizen Portal](#) account and select "Create Planning Application or Clearance to Submit to Building" via the Planning tab.
2. After entering the site information and contacts, select "Building Permit Submittal Clearance" as the application type. For assistance submitting through the Citizen Portal, please see the [Electronic Plan Check \(EPC\) Building Permit Complete Submittal Guide](#).

For ADUs created under the Local Ordinance (City Code Section 17.228.105(A)-(F)) only, a request to deviate from the development standards or objective design standards may be made by applying for Director level Site Plan and Design Review per City Code Section 17.228.105(F). Note this requires a public hearing and there is no refund of fees if denied. For more information, please contact [Planning@cityofsacramento.org](mailto:Planning@cityofsacramento.org).

To submit an application requesting a deviation:

1. Log in to your [Citizen Portal](#) account and select "Create Planning Application or Clearance to Submit to Building" via the Planning tab.
2. After entering the site information and contacts, select "Planning Entitlement" as the application type.
3. Upload the [Planning Entitlement Application \(CDD-0063\)](#), along with the listed submittal requirements for Site Plan and Design Review on page 2. For assistance submitting through the Citizen Portal, please see the [e-Planning Registration and Submittal Guide](#).