

# ACCESORY DWELLING UNIT APPROVAL BY DIRECTOR



DEPARTMENT OF DEVELOPMENT SERVICES

10601 Magnolia Avenue, Santee, CA 92071-1222, (619) 258-4100, x167

**What is an Accessory Dwelling Unit “ADU”?** An ADU is a second, habitable structure or addition to a single-family residence on a residential lot. An ADU can either be attached or detached from the existing residence, but must include provisions for living, sleeping, eating, cooking, and sanitation. The City allows ADU’s in all residential zones, subject to standards and design criteria in the Zoning, Building, and Fire Codes (see SMC 17.10.030 for more detail).

## **What is the review process for an ADU?**

1. The first step is to apply for a Development Review Permit. This is a discretionary permit reviewed under the Director’s authority. Development impact fees apply to the ADU, but there is no fee to apply.
2. If a Development Review Permit is granted, it will be necessary to obtain a building permit for the ADU. Building permit fees will apply.

## **Accessory Dwelling Unit Criteria:**

1. Owner occupancy of the main or secondary residence is required and shall be ensured by a deed restriction.
2. ADU’s are subject to all Municipal Code and other standards applicable to any new structure, including but not limited to height, setback, lot coverage, and other zoning, building, and development requirements generally applicable to a dwelling unit or structure in the zone in which the property is located.
3. An ADU is only permitted on a residentially-zoned lot that:
  - a. Contains an existing single-family dwelling, which has been approved for occupancy.
  - b. Meets the minimum lot size of the underlying residential district.
  - c. Can be served by adequate water and sewer service.
  - d. Does not already contain an ADU.
4. An ADU must be a minimum of 150 ft.<sup>2</sup>, and cannot exceed the following maximum size criteria:
  - a. Attached to primary dwelling: no larger than 50% of the primary dwelling or 1,200 ft.<sup>2</sup>, whichever is less.
  - b. Detached from primary dwelling: 1,200 ft.<sup>2</sup>
5. Secondary dwelling units shall be architecturally compatible with the existing structure in terms of scale, design, materials, colors, and texture. An attached ADU must also:
  - a. Be designed to appear as an enlargement of the primary dwelling unit with a logical extension of roof and walls.
  - b. Shall have an entrance that is not visible from the street fronting the property.
  - c. If constructed above a garage; must be setback from side and rear property lines at least five feet.
6. No additional on-site parking is required for the ADU, but the minimum parking requirement for the primary dwelling must be met (two parking spaces in a garage with a minimum interior dimension of 20’ x 20’).
7. With development of an ADU, the minimum parking requirements for the primary dwelling unit must be met (including for garage conversions). There is no additional on-site parking requirement for an ADU.

## PROCEDURE

### Step 1 – Discretionary Permit Submittal

The following items must be submitted:

1. One copy of completed and signed application forms for a Development Review Permit and associated sheets.
2. Eight copies of the following plans **collated, stapled, and folded in sets (8 ½ x 11” or 8 ½ x 14”)**:
  - a. Scaled site plan showing all existing easements on-site and all structures, uses, and driveways within 100 feet of the subject property.
  - b. Building elevations (with callouts showing building materials and colors to be used).
  - c. Preliminary grading plan showing all cut and fill areas, pad elevations, slope heights, and retaining walls (if grading is proposed).
3. One reduced set of plans (11 inches x 17 inches).
4. For project sites which have areas of natural slope of 10% or greater, the following must be submitted (see also Hillside Development Handout):
  - a. Two sets of slope analysis maps.
  - b. Eight copies each of two separate cross-sections of the site.
5. Completed sewer and water service availability form reviewed by Padre Dam Municipal Water District (9300 Fanita Parkway, Santee). Padre Dam will require a plot plan and processing fee for this review.
6. A copy of current Title Report and Grant Deed.
7. Two copies of any additional materials required by the Department of Development Services.
8. Fees: Development Review Permit requests for an ADU do not have an application fee. There will be fees associated with the CEQA process. Prior to issuance of an associated building permit, Development Impact Fees will need to be paid, as well as any fee required by the Santee School District or Grossmont Union High School District.

### Step 2 - Review

The application will be reviewed by the Planning Division, Engineering Division, and Fire Department, as well as the any other relevant departments or outside agencies. Staff will evaluate possible General Plan and zoning requirements, traffic, siting and design criteria, etc. Shortly after submittal the applicant will receive written comments on the application with any identified issues.

Accessory Dwelling Units will typically be exempt from the California environmental process (CEQA) unless the project is impacting natural habitat, is located in the Hillside Overlay Zone, or has negative visual impacts.

The Director of Development Services may approve the Development Review Permit, approve it with modifications, or issue a denial. The decision is written with any conditions which may have been applied. Copies of the decision are sent to the applicant and the City Council. The decision may be appealed within 10 calendar days of the action.

After an approval, applicants shall submit grading plans (if applicable) to the Engineering Division and building plans to the Building Division for plan check. The Uniform Building Code requires all dwelling units to have separate kitchens and heating systems. Additionally, Development Impact Fees (DIF) will need to be paid prior to building permit issuance (DIF worksheet: <http://cityofsanteeca.gov/home/showdocument?id=8858>).