



ACCESSORY DWELLING UNIT PERMIT APPLICATION

City of Sausalito | Community Development Department
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WHAT IS AN ACCESSORY DWELLING UNIT (ADU)?

An Accessory Dwelling Unit (ADU) is the official term for a dwelling unit that is accessory to a primary dwelling unit. ADUs must have a separate exterior access, kitchen, and bathroom facilities. The City of Sausalito permits three different types of ADUs: Detached ADUs; Attached ADUs; and Conversion ADUs.

WHAT IS A JUNIOR ACCESSORY DWELLING UNIT (JADU)?

A Junior Accessory Dwelling Unit (JADU) is accessory to a primary dwelling unit and is limited to 500 square feet in size. JADUs are created from floor area of an existing or proposed single-family dwelling and must contain a separate exterior entrance. JADUs are required to have separate cooking facilities (such as a kitchenette), but are allowed to share bathroom facilities with the primary dwelling.

Attached ADU	Detached ADU	Conversion ADU	JADU
Shares at least one common wall with the primary dwelling unit on the lot.¹ ☐ Attached to primary dwelling unit (i.e., addition) ☐ Attached garage converted to ADU ☐ Installation of a new basement underneath existing primary dwelling unit	Constructed as a separate structure from the primary dwelling unit on the lot. ☐ New construction ADU which has no shared walls with primary dwelling unit	Converted entirely within the existing or proposed space of a single-family or multi-family dwelling on the lot, or within the space of an existing accessory structure. ☐ Single-family: Conversion of space entirely within an existing or proposed single-family dwelling or an existing detached accessory structure (e.g., existing basement, existing detached garage or shed) ☐ Multi-family: conversion within portions of existing structures that are <u>not used</u> as livable space (e.g., storage rooms, attics, basements, or garages)²	☐ Conversion entirely within the walls of a proposed or existing single-family residence.³
¹ All Attached ADUs are Class 2 ADUs. ² All converted multi-family ADUs are Class 1 ADUs. ³ Enclosed uses within the single-family residence (including an attached garage), are eligible to be a JADU.			

The information in this packet summarizes the ADU and JADU regulations in the Sausalito Municipal Code (SMC). To review the full set of regulations related to ADUs and JADUs, please refer to SMC Section 10.44.080 at: <https://ecode360.com/47135313#47135430>. If any information in this packet conflicts with SMC Section 10.44.080, the latter governs.

THE ADU/JADU PERMIT PROCESS OVERVIEW

Ministerial permits for an ADU or JADU are considered and approved without discretionary review or a hearing.

Step 1 (Recommended): Meet with the Planning and Building Divisions. Planners are available for consultation during Community Development Department office hours. A Planner will go over the ADU or JADU requirements with you and the Permit Technician will be available to troubleshoot any questions related to the ADU permit and/or building permit.

Step 2: Prepare plans and application materials. The plans do not need to be drawn by an architect, but must be accurate, neat and to-scale. Use the Application Submittal Checklist below to ensure that the application contains all necessary information prior to submittal.

Step 3: Submit your application and plans. City staff will determine whether an application is complete and will provide written notice of the determination within 15 business days after the city receives the application submittal. If the city determines the application is incomplete, the city will provide a list of incomplete items and an explanation of how to complete those items. The city will approve or deny a complete application within 60 days from the date that the city receives the complete application.

Step 4: ADU Permit Issuance. If the application meets all requirements stipulated in SMC Section 10.44.080 and contains all the materials listed in the Application Submittal Checklist (see Section 1 below) for an ADU or JADU, staff will issue an ADU Permit. ADU Permits are processed ministerially, without discretionary review or a public hearing. If the application is denied, the city will provide written comments identifying deficient items. Appeals of completeness determinations or denials may be filed with the City Clerk and heard by the City Council.

Step 5: Building Permit Issuance: Once your ADU Permit is approved, you may apply for a Building Permit. To apply for a Building Permit, please complete a [Building Application Form](#) and submit your plans to the Building Division. Please note, the applicant is required to obtain a Building Permit prior to commencing any construction activity.

SECTION 1 – APPLICATION SUBMITTAL CHECKLIST

Please submit the following items along with this form. Please check the column to the right to indicate you acknowledge you are submitting the required item.

Item	Description	Applicant: Check If Submitted
Application Form	Completed ADU Permit Application Form with all required signatures.	
Fees	☐ \$1,320 for ADU Permit; or ☐ \$445 for JADU Permit ☐ \$38 for Plan Retention	

Plans and Required Documents	Electronic plans that meet the City's Electronic Plans and Digital Submittal Requirements and include all of the following: • Title Page: ○ Index of all sheets ○ Project Summary Table ○ Residential/Commercial Site Data Table • Project Plan Sheets: (Required on all project plan sheets) ○ Date of submission or re-submission ○ Name and address of the applicant and owner ○ Address and APN of the project site or property ○ A north arrow on plan view renderings ○ Drawing scale • Site Plan (existing and proposed): ○ Must be fully dimensioned and drawn to scale showing all property lines, required setbacks, path of travel, location of existing dwelling unit(s), and the proposed ADU/JADU(s). Site plans shall include locations and dimensions of parking spaces (if required). Indicate the size of all units in square feet. ○ Location, width and purpose of all existing and proposed public and private easements on the property ○ Locations and species of existing trees on private property over 10 inches in diameter at 4.5 feet above the ground. • Topographic And Boundary Survey (for detached and attached ADUs only): ○ Shall be sealed/wet stamped and signed by a licensed surveyor or qualified registered civil engineer (a qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965) • Floor Plans (existing and proposed): ○ Accurately scaled and dimensioned at 1/4" scale for ADUs and JADUs. Floor plans must indicate location of all bedrooms, living areas, kitchens, bathrooms, entrances, and any connection(s) between the primary dwelling unit and the ADU/JADU(s). Floor plans must include the total square footage of the ADU/JADU's interior livable areas. • Elevations (existing and proposed): ○ Accurately scaled architectural elevations at 1/4" scale, depicting exterior elements, windows, doors and decks, all colors and materials, and height from grade directly beneath the ADU/JADU(s). Height is measured from the existing legal grade or the level of the lowest floor, whichever is lower, to the peak of the structure. Please also indicate the location of the ADU/JADU(s). • Roof Plan: ○ Showing roofing materials to be used, direction of roof slope (indicated by downslope arrows), and roof pitch. • Building Coverage Diagram (for detached and attached ADUs only): ○ Showing existing and proposed building coverage (See SMC Section 10.40.050(B)) • Impervious Surface Coverage Diagram (for detached and attached ADUs only): ○ Showing existing and proposed impervious surface coverage (See SMC Section 10.40.050(C))
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	• Title Report: ○ Must include the legal description of the parcel, vestees, and all easements, encumbrances, and exceptions (not required if use is to be conducted in existing structure and no structural changes are proposed, otherwise, this report is required). • Accessory Dwelling Unit Self-Assessment Checklist (California Health and Safety Code Section 17920.3) (Only required for legalization of unpermitted ADUs/JADUs pursuant to Government Code Section 66332)	
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SECTION 2 – CONTACT INFORMATION

Property Owner Name	
Property Owner Address	
Property Owner Telephone	
Property Owner Email	
Applicant Name (Primary Project Contact)	
Applicant Address	
Applicant Telephone	
Applicant Email	

SECTION 3 – PROPOSED ADU/JADU INFORMATION

Primary Dwelling Unit Address(es)	
Proposed ADU/JADU Address	
Assessor's Parcel Number (APN)	
Zoning District	
ADU Type (Conversion, Attached, Detached, or JADU)	
ADU Class Type (Class 1 or Class 2)	
Number of Existing Dwelling Units (including ADUs and JADUs)	
Size of Proposed ADU/JADU (sq. ft.)	

Size of interior livable space of proposed ADU/JADU (sq. ft.)	
Exemption for Required Off-Street Parking (if applicable)	

SECTION 4 – SUMMARY OF ADU/JADU REGULATIONS FROM SMC SECTION 10.44.080

Please initial to acknowledge you have read the ADU/JADU Regulations and verified that your project complies.

ADU/JADU Regulations	Description	Applicant Initial(s)	STAFF USE ONLY
ALL ADUs & JADUs			
Location	ADUs are allowed in single-family residential (R-1-20, R-1-8, R-1-6), two-family residential (R-2-5, R-2-2.5), multiple-family residential (R-3), planned residential (PR), houseboats (H), arks (A), central commercial (CC), mixed commercial and residential (CR) and neighborhood commercial (CN) zoning districts. JADUs are only allowed within an existing or proposed single-family dwelling on lots zoned to allow single-family residences.		☐ Yes ☐ No
Density	<u>Class 1 (Statutorily Regulated):</u> <u>Single-family dwelling (existing or proposed):</u> (1) One interior conversion ADU (within single-family dwelling or existing accessory structure), (2) one JADU (up to 500 square feet of interior livable space in size), and (3) one detached ADU (up to 800 square feet of interior livable space in size) that comply with SMC Section 10.44.080.E(1)(a)-(B), as applicable, are allowed. <u>Multifamily dwelling (existing):</u> At least one converted ADU is allowed within an existing multifamily dwelling, up to a quantity equal to 25 percent of the existing multifamily dwelling units. Conversions are limited to spaces within existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages. In addition, up to eight detached ADUs are allowed on a lot with an existing multifamily home; however, the number of ADUs allowed shall not exceed the number of existing units on the lot. <u>Multifamily dwelling (proposed):</u> No more than two detached ADUs. <u>Class 2 (Locally Regulated):</u> One Attached ADU or one Detached ADU that is over 800 square feet of interior livable space.		☐ Yes ☐ No
Access	ADUs and JADUs shall have exterior access that is independent of that for the primary dwelling.		☐ Yes ☐ No
Kitchen and Bathroom Facilities	Except for an efficiency unit, an ADU shall contain its own kitchen facility and bathroom facility separate from the primary dwelling unit. The kitchen facility must include the		☐ Yes ☐ No

	following features: (a) a sink; (b) a refrigerator of more than five cubic feet capacity; and (c) a range or cooktop. JADUs shall contain their own kitchen facility and may contain an efficiency kitchen as defined in SMC Section 10.44.080(C)(4). JADUs are permitted to share sanitation facilities with the primary dwelling unit.		
No Separate Conveyance	An ADU or JADU may be rented, but, except as otherwise provided in Government Code section 66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).		☐ Yes ☐ No
Fire Sprinklers	ADUs and JADUs are required to have fire sprinklers if they are required in the single-family or multifamily dwelling unit on the lot. The construction of an ADU and/or JADU shall not trigger a requirement for fire sprinklers to be installed in any existing primary dwelling.		☐ Yes ☐ No
Short-Term Rentals	An ADU or JADU may <u>not</u> be rented for fewer than 30 days.		☐ Yes ☐ No
Unpermitted ADUs and JADUs	As required by state law, the city may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds: (i) The ADU or JADU violates applicable building standards, or (ii) The ADU or JADU does not comply with state ADU or JADU law or the provisions of this section. Exceptions: (i) Notwithstanding SMC Section 10.44.080 (i)(2)(A), the city may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the city makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code section 17920.3. (ii) SMC Section 10.44.080 (i)(2)(A) does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code section 17920.3.		☐ Yes ☐ No
CONVERSION ADUs			
Size	No less than an efficiency unit (150 sq. ft.) Note: An expansion of not more than 150 square feet beyond the same physical dimensions of the existing or proposed single-family dwelling, or existing accessory structure, is permitted to accommodate ingress and egress.		☐ Yes ☐ No
Parking	No parking is required for Conversion ADUs.		☐ Yes ☐ No
Utilities and Impact fees	Exempt from any requirement to install a new or separate utility connection and to pay any associated connection or capacity fees or charges unless the unit is constructed within a new single-family home.		☐ Yes ☐ No

ATTACHED AND DETACHED ADUs			
Setbacks	New detached or attached ADUs must provide side and rear setbacks of at least four feet. Class 2 ADUs are subject to 10-foot front setbacks, unless the front setback precludes the development of an ADU of 800 square feet of interior livable space. No setbacks are required to convert an existing accessory structure to an accessory dwelling unit.		☐ Yes ☐ No
Floor Area, Coverage, Impervious Surfaces (Class 2 ADUs only)	Construction of a new attached or detached ADU shall conform with the floor area, coverage, and impervious surfaces regulations applicable to the zoning district, as set forth in Section 10.44.080(G). However, these regulations will not apply to the extent they preclude the development of an ADU of 800 square feet of interior livable space.		☐ Yes ☐ No
Size	No less than an efficiency unit (150 sq. ft.). Class 1 detached ADUs are limited to 800 square feet of livable space in size. For Class 2 ADUs, the ADU may be no greater than 850 sq. ft. of interior livable space for a studio or one bedroom or 1,000 sq. ft. of interior livable space for an ADU of two or more bedrooms.		☐ Yes ☐ No
Height	<u>Attached ADU:</u> Shall not exceed 25 feet, or the height limitation of the underlying zone, whichever is lower. Height is measured from existing legal grade or the level of the lowest floor, whichever is lower, to the peak of the structure. <u>Detached ADU:</u> (1) A height limit of 16 feet if on a lot with an existing or proposed single-family or multifamily dwelling unit. (2) A height limit of 18 feet if within ½-mile walking distance to public transit stop, with an additional 2 feet permitted to accommodate roof pitch aligned with that on primary dwelling unit. (3) A height limit of 18 feet if on a lot with an existing or proposed multifamily, multistory dwelling. Height is measured from existing legal grade or the level of the lowest floor, whichever is lower, to the peak of the structure.		☐ Yes ☐ No
Parking	One parking space is required for attached and detached Class 2 ADUs unless located within ½-mile walking distance of public transit stop, located within a historic district, within one block of designated car-share vehicle parking, or if on-street parking permits are required but not offered to the occupant of the ADU. When a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced. Parking is not required for Class 1 Statutorily Exempt ADUs pursuant to Government Code Section 66323.		☐ Yes ☐ No
Utilities and Impact fees	May be required to have a new or separate utility connection, including a separate sewer lateral, between the accessory dwelling unit and the utility. No ADU shall be permitted if it is determined there is not adequate water or sewer service to the property. No impact fees will be imposed on an ADU under 750 sq. ft. of interior livable space in size. If the ADU is 750 sq. ft. of interior livable		☐ Yes ☐ No

	space or larger in size, impact fees are charged proportionately in relation to the area of the primary dwelling unit. An ADU or JADU under 500 sq. ft. of interior livable space will not be subject to school impact fees under Education Code Section 17620.		
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SECTION 5 - STATEMENT OF PROPERTY OWNERSHIP AND ACKNOWLEDGEMENT & CERTIFICATION OF APPLICATION

Property Owned by Individual(s)

I, _____, hereby state under penalty of perjury under the laws of the State of California that I am the record owner of the above-described subject property. I authorize the applicant designated in this application to act as my representative during consideration of this project by the City. I agree to be responsible for all costs incurred in connection with the processing of my application and appeals, if any. I shall defend, indemnify (including reimbursement of all fees and costs reasonably incurred by separate counsel retained by the City) and hold harmless the City and its elected and appointed officials, officers, agents and employees, from and against any and all liability, loss, damage, or expense, including without limitation reasonable attorney's fees which City may suffer or incur as a result of any claims relating to or arising from the City's approval of the project or any portion of the project. I furthermore acknowledge that if I intend to construct a Junior Accessory Dwelling Unit, and am not exempt under Government Code § 66333(b), I must occupy either the primary unit or Junior Accessory Dwelling Unit as my primary residence. I understand that the contents of this document are a Public Record.

Signature of Owner: _____ Date: _____

Property Owned by a Trust, LLC, Corporation, Partnership, or Other Entity

For a property owned by a trust, please attach the trust document or a certificate of trust, including any attachments thereto. For an LLC, corporation, partnership, or other entity, please attach proof of ownership and certification of the signer's authorization to enter into contracts on behalf of the entity.

I/We, _____, hereby state under penalty of perjury under the laws of the State of California that the above-described subject property is owned by a trust, LLC, corporation, partnership, or other entity and that my/our signature/s on this application has/have been authorized by all necessary action required by the LLC, corporation, partnership, or other entity. I/We agree to be responsible for all costs incurred in connection with the processing of my/our application and appeals, if any. I/We shall defend, indemnify (including reimbursement of all fees and costs reasonably incurred by separate counsel retained by the City) and hold harmless the City and its elected and appointed officials, officers, agents and employees, from and against any and all liability, loss, damage, or expense, including without limitation reasonable attorney's fees which City may suffer or incur as a result of any claims relating to or arising from the City's approval of the project or any portion of the project. I/We authorize the applicant designated in this application to act as my/our representative during consideration of this project by the City. I/We understand that the contents of this document are a Public Record.

Signature: _____
Date: _____
Title: _____

Signature: _____
Date: _____
Title: _____

☐ Trustee(s) ☐ Partners: ☐ Limited or ☐ General ☐ Corporation ☐ Other

Name of trust, LLC, corporation, or other entity: _____

Applicant Signature

I, _____, hereby make application for approval of the accessory dwelling unit permit/ junior accessory dwelling unit permit requested. I have read this application and hereby

certify that the statements furnished above and in the attached exhibits present the data and information required for the accessory dwelling unit 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 the contents of this document are a Public Record.

Signature of Applicant: _____ Date: _____

SECTION 6 - COPYRIGHT MATERIALS RELEASE

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Sausalito hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review boards and commissions. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application agreeing to publication or reproduction of any such plans or drawings by the City. If signatures are not provided, permission to post the project plans will be deemed granted by submission of this application for City processing unless the applicant submits a site plan or massing diagram with the plans meeting the definitions of Section 65103.5 and directs the City to use only the site plan and massing diagram for distribution to the public and posting online.

Engineer Name: _____ Phone: _____

Email Address: _____

ENGINEER /SURVEYOR'S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS

Architect Name: _____ Phone: _____

Email Address: _____

ARCHITECT/DESIGNER'S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS

Landscape Architect Name: _____ Phone: _____

Email Address: _____

LANDSCAPE ARCHITECT/DESIGNER'S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS

SECTION 7 – FOR COMPLETION BY CITY STAFF ONLY

Date Filed (MM-DD-YYYY)		Zoning District	
Project Number		Type of ADU (Conversion, Attached, Detached, or JADU)	
ADU Class Type (Class 1 or Class 2)			
Project Address			

Permit Decision	☐ Approval ☐ Denial
Date Marked Complete (MM-DD-YYYY)	
Decision Date (MM-DD-YYYY)	
Printed Name	
Title	
Signature	

SECTION 8 – Advisory Notes*

1. An Accessory Dwelling Unit may not be rented for fewer than 30 calendar days.
2. Building Permits and a Certificate of Occupancy are required prior to the occupancy of the Accessory Dwelling Unit or Junior Accessory Dwelling Unit.
3. Fire Sprinklers shall be required in the ADU or JADU if the primary dwelling unit contains fire sprinklers.
4. A Fire District Inspection shall be required in order to determine final occupancy requirements.
5. The applicant shall contact the Marin Municipal Water District and the Sausalito Marin City Sanitary District for additional permitting requirements.
6. For an Accessory Dwelling Unit, elimination of any of the required access and/or facilities elements (i.e., the separate entrance, kitchen, bathroom facilities) or noncompliance with any requirements shall require the property owner to demonstrate compliance of the property with all applicable development standards in the Zoning Ordinance.
7. An ADU or JADU may be rented, but, except as otherwise provided in Government Code section 66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).
8. A Change of Address Application shall be filed with the Department of Public Works for all new ADUs following approval of the ADU Permit.

Additional Applicable Advisory Notes:

*Where advisory notes are found to be non-compliant with state law related to ADUs or JADUs, state law supersedes.