



PRE-APPROVED SITE SPECIFIC ACCESSORY DWELLING UNIT PLAN SUBMITTAL CHECKLIST – FOR HOMEOWNERS

City of Sausalito | Community Development Department
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PRE-APPROVED DETACHED ADU - GENERAL INFORMATION

The City of Sausalito has developed a process to expedite the review process for new detached Accessory Dwelling Units (ADU) in accordance with State Law AB1332. Qualified design professionals can now apply to have their detached ADU designs and plans pre-approved (detached ADU structure only not tied to a specific site) and featured on the City website. Design professionals may also submit their detached ADU plans tied to a specific site to be pre-approved for future use on other properties through the pre-approval process.

Homeowners may review pre-approved plans online and contact design professionals to purchase pre-approved plans for detached ADU structures. Design professionals will then work with the homeowner to submit site-specific information as part of a building permit application to construct the unit.

To review the full set of regulations related to ADUs, please refer SMC Section 10.44.080 at <https://ecode360.com/47135430>.

SECTION 1 – PRE-APPROVED ADU MASTER PLAN SUBMITTAL CHECKLIST

Item	Description	Check If Submitted
Application Form	Completed Building Permit Application Form with all required signatures	
Plans	Pre-approved ADU Construction set (See ADU Master Plan Submittal Checklist above) as well as Title 24 and Green Building compliance sheets. Plans for Group R, Division 3 and Group U occupancies and accessory building must be signed by the person who drew the plans Business & Professions code 5536.1). Pre-approved ADU plans must contain the following information: <i>Title Block:</i> - Name of the owner(s), - Address of the project - Assessor's parcel number - City assigned pre-approved ADU plan number or name - Information if the site is in a flood zone or in a Wildland Urban Interface (WUI) Zone - Statement: "all construction regardless of the details on the plans shall comply with the following California Code Standards: 2022 Building Code, 2025 Residential Code, 2025 Plumbing Code, 2025 Mechanical Code, 2025 Electrical Code, 2025 Building Energy, 2025 Fire Code, and 2025 Cal Green Building Code." <i>Site Plan:</i> - Site data table	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

	○ Zoning ○ Required setbacks ○ Lot coverage (existing & proposed) ○ Floor area ratio (existing & proposed) ○ Dimensioned property lines, easements and overhead electrical power lines, where applicable. Pre-Approved design may trigger required undergrounding of utility service connections ○ Utility locations ○ Building footprints of all structures (existing & proposed) ○ Sheet index of the complete drawing set ○ Designer contact information ○ Grading, direction and daylight of drainage, streets, driveways, off-street parking (for both the primary residence and the ADU, if required) and utilities. ○ Erosion control measures • <i>Vicinity Map:</i> ○ Show all adjacent properties, structures, and nearby streets around the project site. ○ If applicable, show transit located within one-half mile walking distance from the project site. • Site-specific details: Provide other site-specific details for any special features (e.g., access to the ADU, landscaping and/or defensible space, site-related retaining walls, stairs, handrails, guardrails or other site-related information) • Topographic/Boundary Survey, if required • Geotechnical soils report, if required • Information on finished floor elevation, elevation certificate may be required in flood zones • Demolition plans as applicable • New Address Request Application	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
Notes	1. All drawings and calculations must be signed by the person who prepared them as required by the California Business and Professions Code. 2. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted 3. The property information shall indicate if the existing residence has sprinkler system or not. The ADU shall be required to be equipped with fire sprinklers if the existing residence is sprinklered. Fire sprinkler drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals. 4. Qualified Professional must indicate in writing to the City of Sausalito if they do not wish for these plans to be published on the City of Sausalito website.	

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 – SUMMARY OF ADU REGULATIONS FROM SMC SECTION 10.44.080

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

ADU Regulation	Description	Applicant Initial	STAFF USE ONLY
ALL ADUs			
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.		☐ 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.		☐ Yes ☐ No

	Class 2 (Locally Regulated): One Attached ADU or one Detached ADU that is over 800 square feet of interior livable space.		
Access	An ADU 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 following features: (a) a sink; (b) a refrigerator of more than five cubic feet capacity; and (c) a range or cooktop.		☐ Yes ☐ No
Fire Sprinklers	ADUs are not required to have fire sprinklers if they are not required in the single-family or multifamily dwelling unit on the lot. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in any existing dwelling unit.		☐ Yes ☐ No
Short-Term Rentals	An ADU may <u>not</u> be rented for fewer than 30 days.		☐ Yes ☐ No
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.		☐ Yes ☐ No
Floor Area, Coverage, Impervious Surfaces	Construction of a new 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	Detached ADUs are subject to the following height limitations: (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, or (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 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		☐ Yes ☐ No

	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.		
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 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.		☐ Yes ☐ No

SECTION 4 – PROPOSED DETACHED ACCESSORY DWELLING UNIT INFORMATION

Primary Dwelling Unit Address	
Proposed ADU Address	
Assessor's Parcel Number (APN)	
Zoning District	
ADU Class Type (Class 1 or Class 2)	
Size of Proposed ADU (sq. ft.)	
Size of interior livable space of proposed ADU/JADU (sq. ft.)	
Exemption for Required Off-Street Parking (if applicable)	

SECTION 5 – FOR COMPLETION BY CITY STAFF ONLY

DATE RECEIVED (MM-DD-YYYY)	
PROJECT NUMBER	
ZONING DISTRICT	
PRINTED NAME	

TITLE	
SIGNATURE	

SECTION 6 – 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.
3. Fire Sprinklers shall be required in the ADU 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 may be rented, but, except as otherwise provided in Government Code section 66341, no ADU 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 an ADU Permit.

Additional Applicable Advisory Notes:

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