



# City of Santa Barbara

## ACCESSORY DWELLING UNIT (ADU) / JUNIOR ACCESSORY DWELLING UNIT (JADU) SUBMITTAL AND INFORMATIONAL PACKET

### *New Laws Effective May 24, 2018*

Effective May 24, 2018 City Council adopted new regulations to permit Accessory Dwelling Units and Junior Accessory Dwelling Units, consistent with State law. See Santa Barbara Municipal Code Section 30.185.040, available on the [City's website](#). The purpose of these new regulations is to expand opportunities in the City to create additional housing, promote new dwelling units with high-quality designs that are compatible with the surrounding neighborhood, and contribute to a desirable living environment.

- Permitting Process
- Building Permit Submittal Requirements – *Required for Submittal*
- ADU/JADU Worksheet – *Required for Submittal*
- Architectural Review Questionnaire – *Required for Submittal*
- Accessory Dwelling Unit (ADU) Regulations
- Junior Accessory Dwelling Unit (JADU) Regulations

### ***What is an ADU?***

An Accessory Dwelling Unit (ADU) is a small, self-contained housing unit that is accessory to the main residence. ADUs are sometimes referred to as “Granny units” or “Mother-In-Law units.” ADUs can take many forms: attached as an addition to the house, a stand-alone unit like a small house or cottage, or as a second story over a garage, or the garage itself may be converted to an ADU.

### ***What is a JADU?***

A JADU is a simple and affordable type of residential unit that bridges the gap between a roommate and a tenant by offering an interior connection between the JADU and the primary unit. A JADU must be created by converting an existing bedroom, must have cooking facilities, including a sink, but is not required to have a private bathroom. JADUs require no fire separation, thus reducing development costs.

### ***Prior Applications.***

Applications for Accessory Dwelling Units received on or after January 1, 2017 and before the effective date of amendments to Section 30.185.040 may be processed in accordance with [California Government Code Section 65852.2](#) and shall comply with all other applicable City ordinances and standards.

*Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.*

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# City of Santa Barbara

## PERMITTING PROCESS

1. **PRE-APPLICATION (optional).** If you would like Planning staff to review the proposal for *zoning compliance* prior to submitting for a building permit, you may apply for a preliminary plan check. The pre-application review will outline any zoning concerns for the project and is optional (not required). The review period is approximately 30-45 days.
  - a. **Forms.** Submit a *Pre-Application form* and submit **1 set of plans and color photos**. Include all items listed on the *Building Permit Plan Submittal Requirements*, described below, to the Planning Counter, with the Preliminary Plan Check fee (ranges from \$67.50 to \$517.50 as of July 1, 2017, subject to change every fiscal year). This fee is half of the current zoning plan check fee.
  
2. **COASTAL REVIEW.** Applicability of Section 30.185.040 within the Coastal Zone will follow certification of Title 30 by the California Coastal Commission, tentatively expected in early 2019. In the meantime, applications for ADUs in the Coastal Zone will continue to be subject to State law. If the property is located in the Coastal Zone, either a Coastal Exemption/Exclusion or a Coastal Development Permit (CDP) is required to permit an Accessory Dwelling Unit. You may contact the Planning Counter to discuss the appropriate level of coastal review for your project and additional fees. A detached Accessory Dwelling Unit always requires a Coastal Development Permit.
  - a. **If a Coastal Exemption/Exclusion is required,** submit the *Coastal Exemption Submittal Packet* or *Coastal Exclusion Submittal Packet* with all of the required information to the Planning Counter **concurrently with building permit submittal**. The fee is \$440 and the review period is approximately 2-4 weeks. Zoning clearance for a building permit cannot be granted until the Coastal Exemption/Exclusion is approved.
  - b. **If a Coastal Development Permit is required,** submit the *Coastal Development Permit Submittal Packet* and the *DART Submittal Packet* with all of the required information to the Planning Counter **prior to building permit submittal**. Zoning clearance for a building permit cannot be granted until the Coastal Development Permit is approved. A Coastal Development Permit for an Accessory Dwelling Unit requires approval by the Staff Hearing Officer with a public notice, but without a public hearing. The fee for a Coastal Development Permit is approximately \$1,500 and may take approximately 3 months to process (if there are no coastal or environmental issues).
  
3. **BUILDING PERMIT.** Approval of a building permit is necessary to allow an Accessory Dwelling Unit / Junior Accessory Dwelling Unit. Each building permit application will be reviewed by staff from various City Divisions to determine whether it is complete (i.e., contains all of the required information necessary for project analysis and decision) and for compliance with applicable plans, policies, ordinances, and codes. If additional information is required, the City will specify the required additional information in writing. The application will be returned to the applicant to make the necessary changes and provide the additional required information.
  - a. **Forms.** A completed *Accessory Dwelling Unit / Junior Accessory Dwelling Unit Worksheet* and *Architectural Review Questionnaire* (see attached), as well as the information required on the *Residential Plan Submittal Checklist* on the [Building and Safety Handouts](#) webpage.
  - b. **Combined Permits.** Other than the abatement of related violations, or minor site work, an Accessory Dwelling Unit / Junior Accessory Dwelling Unit permit shall not be combined

with other proposed construction unrelated to the Accessory Dwelling Unit / Junior Accessory Dwelling Unit. The Accessory Dwelling Unit / Junior Accessory Dwelling Unit cannot be added to an existing building permit or revision. Plans shall identify all other pending building permits for the project site.

- c. ***Vacant Lots:*** If the Accessory Dwelling Unit is on a lot where a primary residence is proposed, but not yet constructed, the permit for the primary residence must be issued prior to the Accessory Dwelling Unit permit. In the Residential Single Unit (RS) Zone, proof that one of the units is owner-occupied must be submitted prior to final sign-off on the permit for the Accessory Dwelling Unit.
  - d. ***Timing.*** Accessory Dwelling Unit / Junior Accessory Dwelling Unit applications are ministerially reviewed within 120 days of receiving a complete application. The 120-day time period only includes time the City of Santa Barbara spends reviewing the submitted information. The “clock” stops when the City has completed its review and, either corrections are available for pick up or permit is “ready to issue”. Multiple resubmittals without correcting noted deficiencies may lead to the disapproval of an application. Applicants seeking a permit approval within 120 days, should allow the City at least 4 weeks from the date of the last submittal to the end of the 120-day period.
  - e. ***Disapproval.*** If a complete application is not submitted, the application will be disapproved. Submittal of a **new permit application**, and associated fees, may be required to review a revised application.
4. **RECORDED COVENANT.** After the initial building permit submittal but prior to permit issuance, the property owner shall submit a completed and executed Accessory Dwelling Unit / Junior Accessory Dwelling Unit Covenant. When the rest of the application is deemed acceptable and the building permit is ready to issue, the City will record the Covenant. Once the Covenant is recorded, a building permit will be issued for the project, and construction may commence.
  5. **ARCHITECTURAL REVIEW.** The creation of an Accessory Dwelling Unit / Junior Accessory Dwelling Unit is subject to administrative architectural review. The administrative review occurs as part of the building permit plan review and does not require a separate submittal nor additional fees. If all the design review criteria are met, the Community Development Director will approve the design. An applicant may propose an Accessory Dwelling Unit / Junior Accessory Dwelling Unit that does not meet these design criteria subject to approval by the Single Family Design Board or Historic Landmarks Commission, as appropriate. See the *Architectural Review Questionnaire* in this packet for details.
    - a. ***Primary Residence.*** Design review approval by the SFDB or HLC is required for work to the primary residence if that work requires design review pursuant to Chapters 22.22, 22.68, or 22.69 of the Municipal Code. If any work to the primary residence requires design review, submit a completed *Design Review Application* to the Planning Counter. Remove references to the Accessory Dwelling Unit / Junior Accessory Dwelling Unit from the design review submittal (as feasible).
  6. **OTHER APPLICATIONS REQUIRED.** Existing zoning standards may require additional applications. If a project requests relief from applicable zoning standards please consult the Planning Counter to discuss viable options.



# City of Santa Barbara

## BUILDING PERMIT SUBMITTAL REQUIREMENTS

**SUBMITTAL REQUIREMENTS.** The following information is required for a complete Accessory Dwelling Unit / Junior Accessory Dwelling Unit application. You may review this checklist with City Staff at the public counter to confirm specific requirements and to determine if other applications or materials are required. *Please note this information is intended to be a guide for submittal requirements and may not include additional information needed for specific projects.*

All plans below shall be complete, accurate, fully dimensioned and drawn to scale (e.g., 1/4" = 1'). **THREE (3) sets of plans are required for all applications.** All sheets must be on the same size paper. The minimum paper size is 18" x 24", maximum paper size is 36" x 42". All sheets must be numbered with a sheet index and sheet count. Plans drawn or prepared by a licensed professional must be stamped at submittal and "wet"- signed before a permit can be issued.

- 1. **COMPLETED MASTER APPLICATION.** The [Master Application](#) must include required signatures or an [Owner/Agent Authorization](#) form.
- 2. **FILING FEE.** Ranges from approximately \$580 to \$9,500 (depending on the scope) as of July 1, 2017, subject to change every fiscal year.
- 3. **ADU/JADU WORKSHEET.** Completed and signed by the Applicant. See attached, page 13.
- 4. **ARCHITECTURAL REVIEW QUESTIONNAIRE.** Completed and signed by the Applicant. See attached, page 15.
- 4. **PHOTOGRAPHS.** Current, color, **legible** photographs of the site and adjacent development including the FRONT and all elevations of the existing building(s). Photographs shall be printed or mounted on 8½" x 11" regular white paper, or reproduced on the plans.
- 5. **PLAN COVER SHEET.** The plans shall include a cover sheet that includes the following project information:
  - a. **Vicinity Map.** Major streets and surrounding properties to the project and Project Site identified. *If using the transit stop or car share parking exemption*, identify the nearest transit stop or car share location and the walking distance (in feet) to the Project Site on the Vicinity Map.
  - b. **Project Data.**
    - Project Address
    - Parcel Number (APN)
    - Land Use Zone District
    - Lot Size
    - Average Slope of the Property
    - Property Owner and Architect/Designer Name and Contact Information
    - Grading (if proposed, in cubic yards, includes recompaction)
    - Construction Type and Occupancy Group
    - High Fire (YES/NO). If yes, indicate whether Foothill or Extreme Foothill.
    - Flood Zone (YES/NO)

- c. **Applicable Codes.**
  - List of applicable Building Codes for the project (i.e., Indicate that all construction shall comply with the California Residential Code, 2016 Edition; The California Plumbing Code, 2016 Edition; The California Electrical Code, 2016 Edition; The California Mechanical Code, 2016 Edition; The California Fire Code, 2016 Edition; The California Energy Code, 2016 Edition; The California Green Building Standards Code, 2016 Edition and all Amendments as adopted in Santa Barbara City Ordinance 5780);
  - Indicate the applicable Zoning Ordinance (Title 28 – Coastal Zoning Ordinance or Title 30 – Inland Zoning Ordinance) for the project.
- d. **Scope of Work.** Project description shall include **all** work proposed as part of the project. Include whether any work is to abate violations from outstanding enforcement cases and/or a Zoning Information Report (reference the appropriate ENF and/or ZIR case number).
- e. **Identify the Accessory Dwelling Unit / Junior Accessory Dwelling Unit.**
  - The scope of work shall state the following: *Accessory Dwelling Unit / Junior Accessory Dwelling Unit is proposed pursuant to SBMC §30.185.040.*
  - Spell out the title Accessory Dwelling Unit / Junior Accessory Dwelling Unit in all locations, do not abbreviate to “ADU” or “JADU”.
  - Label the Primary Residential Unit and the Accessory Dwelling Unit / Junior Accessory Dwelling Unit on all site plans, elevations, floor plans, and parking spaces.
  - If applicable, identify on the plans which of the units will be “owner-occupied” as the owner’s “principal place of residence.”
- f. **Floor Area.** Provide both NET and GROSS floor area on the Cover Sheet of plans. *The “Net” Floor Area is the sum of all floors of a structure measured from the interior perimeter of the exterior walls (See SBMC §30.15.070). The “Gross” Floor Area includes the exterior walls.*
  - Existing Floor Area:
    - Primary Residential Unit – net sq. ft./gross sq. ft.
    - Garages/Carports – net sq. ft./gross sq. ft.
    - Detached Accessory Buildings – net sq. ft./gross sq. ft.
  - Proposed Floor Area:
    - Primary Residential Unit – net sq. ft./gross sq. ft.
    - Accessory Dwelling Unit / Junior Accessory Dwelling Unit – net sq. ft./gross sq. ft.
  - Multiple Stories. If multiple stories/levels, provide the floor area of each story or level (including mezzanines, basements, cellars, etc.) separately, and the total.
  - Area of Remodel, Additions, Demolition. Indicate total amount of remodel, and total additional (new) floor area, or demolished floor area, if proposed.
  - Floor to Lot Area Ratio (FAR). If the development on site is subject to the Maximum Floor Area requirements per SBMC §30.20.030.A, complete and reproduce the City’s *FAR Calculator* on the plans (available on the City’s website).

Identify the Existing FAR, Proposed FAR, and areas that are excluded from the FAR such as Below Grade Floor Area.

- g. **Parking.** Provide a Parking Calculation that includes the following (indicate the number of both **covered** and **uncovered** spaces):

Parking Spaces	Existing	Proposed
Primary Residential Unit	___ Covered ___ Uncovered	___ Covered ___ Uncovered
ADU / JADU	N/A	___ Covered ___ Uncovered

- 6. **SITE PLAN.** Site plans shall be drawn to scale and shall include the following:
  - a. **Property Lines.** Exterior boundaries of property indicating dimensions of all property lines, all public and private streets, alleys, driveways, paseos, and turnarounds that abut the property.
  - b. **Setbacks.** Show distances from structures to the property lines and distance between structures. Show the required setbacks per the zone with a dashed line and dimensions (Front, Interior, Rear).
  - c. **Building Footprint.** Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, mechanical equipment, new trash enclosures, and other accessory structures. Clearly label plans showing what is existing and proposed and identify any structures to be demolished. Identify which of the units will be the “Owner’s Unit”.
  - d. **Open Yard.** Identify all paved areas and landscaped areas and show location and dimensions of required open yard area (for the primary residential unit) and any proposed encroachments into the open yard area.
  - e. **Parking Spaces.** Location and dimensions of parking spaces for the primary residential unit and the Accessory Dwelling Unit / Junior Accessory Dwelling Unit. Indicate materials, slope and width of the driveway.
  - f. **Fences.** Identify the location, height, and materials of all existing and proposed fences or hedges. Clearly show where the fence or hedge begins and ends. (See SBMC §30.140.110 for fence, wall and hedge height limitations)
  - g. **Easements.** If new buildings or additions are proposed, show the location, dimensions and purpose of all easements (e.g., sewer, water, etc.). *Visit the Public Works Counter to find more information on the location of public easements.*
  - h. **Right-of-Way.** Identify any alterations in the right-of-way such as new or replaced curb, gutter, sidewalks, utilities, water and gas meters, and driveway entrances. If work in the right-of-way is proposed (including a new water meter), note the Public Works permit application number (PBW) on the plans.
  - i. **Topography.** If grading is proposed, provide topography and a grading plan.
  - j. **Drainage.** If new buildings or additions are proposed, show existing and proposed lot drainage.
  - k. **Fire Hydrant, Nearest Manhole Location, and Oil Wells.** Identify location of nearest fire hydrant and elevation of nearest upstream manhole cover. (Installation of a backwater valve in the drainage piping will be required if the flood level rim of the



lowest fixture is below the next upstream manhole cover.) Verify the location of any abandoned oil wells (For oil well information, contact the [Division of Oil, Gas, & Geothermal Resources](#).)

- 1. **Flood Hazard Area.** Verify if project is located within the Special Flood Hazard Area. Contact City’s Floodplain Coordinator at (805) 560-7512 or visit FEMA website <http://msc.fema.gov/portal>.
- m. **Utility Connections.** Existing and proposed utility connections.
- 7. **FLOOR PLANS.** Complete floor plans of the Accessory Dwelling Unit / Junior Accessory Dwelling Unit are required. Floor plans of the Primary Residential Unit are only required when the Accessory Dwelling Unit / Junior Accessory Dwelling Unit is attached to the Primary Residential Unit, or if there are other interior alterations proposed to the Primary Residential Unit. Floor plans shall include the following:
  - a. **Rooms.** Provide complete (not partial) floor plans of all floors of all buildings. Show all walls, windows, doors, cabinets, and counters. Clearly indicate what is being removed, replaced, and/or altered. Label use of all rooms (e.g., bedroom #1, bedroom #2, kitchen, bathroom).
  - b. **Electrical, Mechanical, Plumbing.** Show minimum required electrical outlets and circuits, switches, lights, smoke detectors, mechanical equipment, plumbing fixtures, and appliances.
  - c. **Fire Separation, Sound Transmission.** If applicable, show 1-hour separation required from floor to roof sheathing, between units when attached. Show the required wall, or floor-ceiling, fire-resistive assembly on the floor plans or cross sections. A minimum rating of STC-45 for air-borne and structural-borne sound is required between units, when attached.
  - d. **Configuration.** The Accessory Dwelling Unit must include permanent provisions for living, sleeping, eating, cooking and sanitation, see SBMC §30.185.040.H. The Junior Accessory Dwelling Unit must meet the configuration requirements specified in SBMC §30.185.040.I.
- 8. **ELEVATIONS.** Elevations are only required if there are any proposed exterior alterations to an existing building(s), or if a new building(s) is proposed. Elevations shall include the following:
  - a. **Buildings.** Dimensions and details of the proposed building to be altered. Include all sides of the building involved in the project – clearly indicate all existing, to be demolished, and proposed new work. Identify materials of all doors, windows, roofing, siding etc. and label as either new or existing. Label each elevation (i.e., North, South, East, West) and label the area of the Primary Residential Unit and the Accessory Dwelling Unit / Junior Accessory Dwelling Unit.
  - b. **Architectural Compatibility.** If the Accessory Dwelling Unit / Junior Accessory Dwelling Unit is required to be compatible with the Primary Residential Unit regarding style, fenestration, materials, colors and details, show on the elevations how the unit complies. Include additional supporting material (color boards, details, etc.) as necessary. If the project received approval by a Design Review body, plans shall match the approved design.
  - c. **Grade.** Show surrounding grade and indicate existing or proposed.

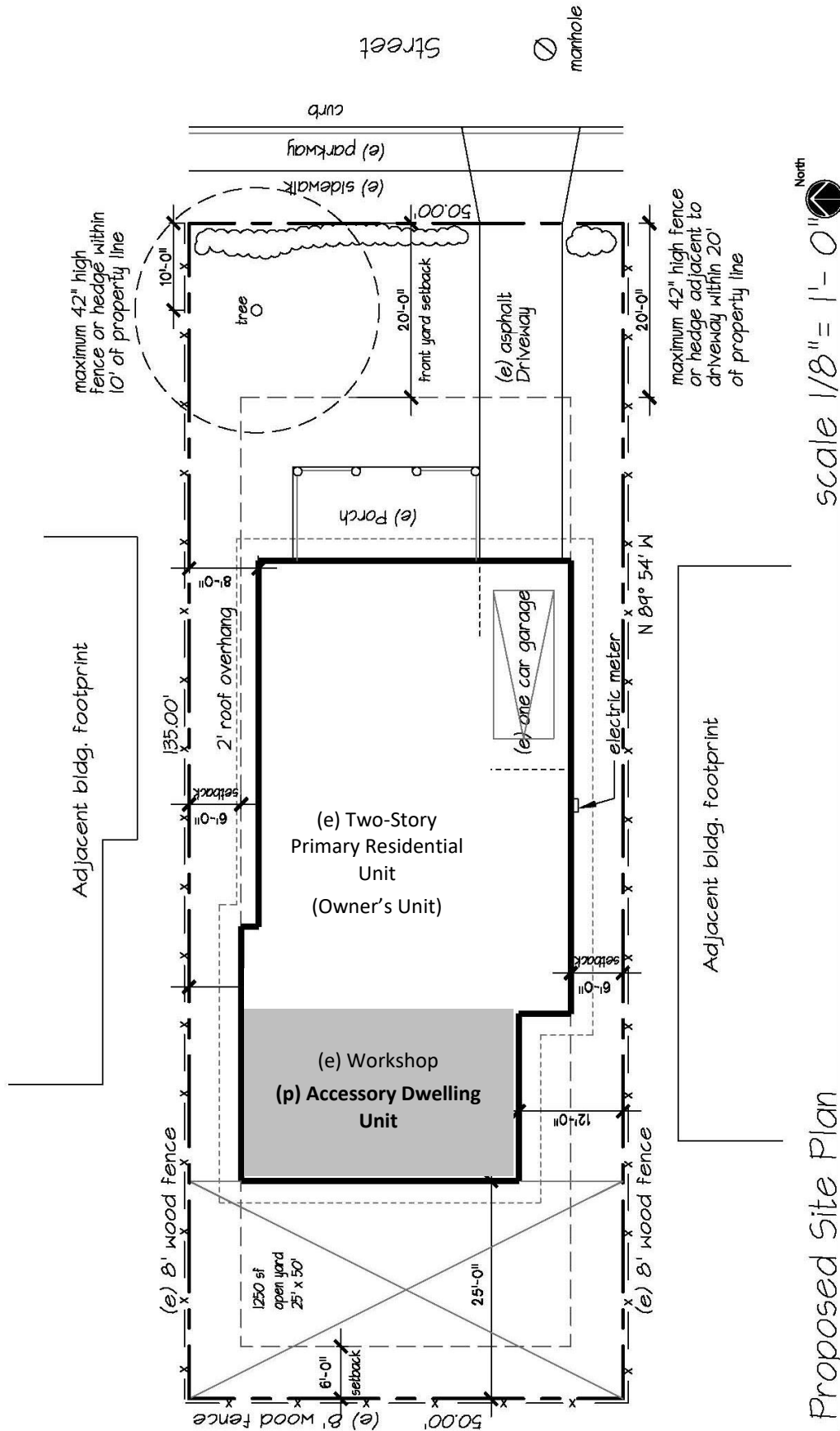


- d. **Building Height.** Indicate the height of the existing building, and any additions, measured from existing or finished grade (whichever is lower) to top of ridge, of all proposed buildings and structures involved in the project, on all elevations. Indicate the roof pitch.
  - e. **Solar Access Ordinance.** If a new building is proposed, or additions or changes to roof height are proposed, show how the project complies with the Solar Access Height Limitations (SBMC §30.140.170). Refer to the *Solar Access Packet*.
9. **LANDSCAPE PLANS.** If the Accessory Dwelling unit is located in the High Fire Hazard Area, submit a landscape plan consistent with the Fire Department High Fire Hazard Area Defensible Space Requirements. These standards apply to all parcels within the high fire hazard area. See [High Fire Hazard Landscape Requirements](#) handout, available online.

**ADVISORY INFORMATION:**

1. **FIRE SPRINKLERS.** New Accessory Dwelling Units / Junior Accessory Dwelling Units must have an automatic residential sprinkler system when the existing Primary Residential Unit has an automatic residential sprinkler system. **Contact:** Fire Department (805) 564-5702 for questions.
2. **WATER METER.** The existing City water meter serving the property must be adequately sized to serve all existing and proposed improvements per the California Plumbing Code. Where an Accessory Dwelling Unit is either: (1) located in a detached structure that is newly constructed from the ground up, or (2) part of new development on the lot where the primary residence and the Accessory Dwelling Unit (either attached or detached) are both newly constructed from the ground up, the water service to the Accessory Dwelling Unit shall be measured by a privately owned and maintained submeter or a City water meter. If the existing water meter is used to serve both the Accessory Dwelling Unit and the primary residence, then the existing City water/sewer utility account will be reclassified to multi-family residential with two dwelling units. **Contact:** Dana Hoffenberg, Water Resources Specialist, (805) 560-7585 | [dhoffenberg@santabarbaraca.gov](mailto:dhoffenberg@santabarbaraca.gov).
3. **DOCUMENTATION OF OWNER'S PRINCIPAL PLACE OF RESIDENCE.** If required, additional documentation that the property is the owner's principal place of residence may be required if the property does not qualify for the homeowner's tax exemption, (<https://mytaxes.sbtaxes.org/>). If the property does not qualify for the homeowner's tax exemption, the Applicant shall provide at least 3 pieces of evidence that the property is owner-occupied such as: voter registration, car registration, bank accounts, state income tax filings, or other official documents with the owner's name and the street address (not a PO Box).
4. **RECORDED COVENANT.** After the initial building permit submittal, the Applicant will be contacted by City staff to pick up a completed Accessory Dwelling Unit / Junior Accessory Dwelling Unit Covenant prepared by the Planning Division. Once all other plan check corrections are completed, the Applicant shall submit the executed Covenant to the Planning Division and the City will record the document prior to permit issuance. **The Applicant should wait until contacted by City staff before resubmitting plans for the final time.** If a Zoning Compliance Declaration (ZCD) was previously recorded against the property, a *Release from Zoning Compliance Declaration* will allow the creation of an Accessory Dwelling Unit / Junior Accessory Dwelling Unit.
6. **REQUIRED OR OPTIONAL DISCRETIONARY PERMIT.** An application shall not be considered complete until a final decision on any required or optional discretionary permit or approval for the project becomes effective, including but not limited to: Modifications, Minor Zoning Exceptions, Architectural Review by the Design Review bodies, or a Coastal Development Permit.

# "Sample" Site Plan



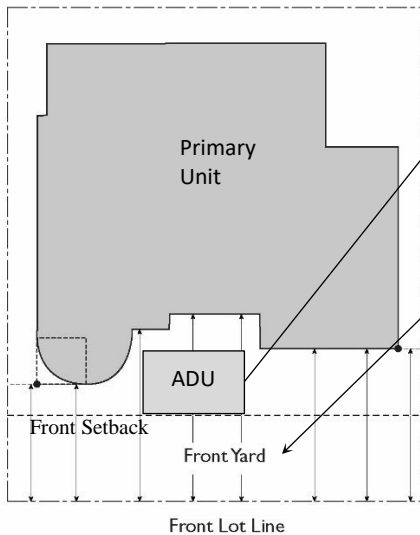
Proposed Site Plan

**“Sample” Project Data – RESIDENTIAL**

<b>OWNER:</b>	John and Jane Smith 12345 Santa Barbara St. Santa Barbara, CA 93101 (805) 555-1235	<b>ARCHITECT:</b>	Santa Barbara’s Finest Architect 56789 Garden St. Santa Barbara, CA 93101 (805) 555-1234
<b>PROJECT ADDRESS:</b>	12345 Santa Ynez St.	<b>OCCUPANCY GROUP:</b>	R-3 (Single Family Residential) U (Garage/Workshop)
<b>APN:</b>	053-123-123	<b>CONSTRUCTION TYPE:</b>	V-N
<b>ZONE:</b>	RS-7.5 (SBMC §Title 30)	<b>FLOOD PLAIN:</b>	No
<b>GENERAL PLAN:</b>	Residential	<b>HIGH FIRE:</b>	No
<b>AVERAGE SLOPE:</b>	10% (per City Records)	<b>HILLSIDE DESIGN DISTRICT:</b>	Yes
<b>LOT AREA:</b>	7,500 sq.ft. (Net)	<b>SWMP:</b>	N/A
<b>SCOPE OF WORK:</b>	Proposal to convert an existing 500 sq. ft. (net) /525 sq. ft. (gross) attached workshop to a new 500 sq. ft. (net)/525 sq. ft. (gross) 1 bedroom Accessory Dwelling Unit pursuant to SBMC §30.185.040. Add kitchen and shower. No changes to the exterior, no grading proposed.		
<b>PROPOSED GRADING:</b>	<b>CUT</b>	<b>FILL</b>	
Outside Main Bldg Footprint	0 cu.yd.	0 cu.yd.	
Under Main Bldg Footprint	0 cu.yd.	0 cu.yd.	
<b>TOTAL</b>	0 cu.yd.	0 cu.yd.	
<b>FLOOR AREA:</b>	<b>NET</b>	<b>GROSS</b>	
(E) Residence			
(E) 1st Floor	800 sq.ft.	900 sq.ft.	
(E) 2nd Floor	400 sq.ft.	408 sq.ft.	
(E) Residence Total	1,200 sq.ft.	1,308 sq.ft.	
(E) One-Car Garage	250 sq.ft.	275 sq.ft.	
(E) Attached Workshop	500 sq. ft.	525 sq. ft.	
<b>(E) TOTAL</b>	<b>1,950 sq.ft.</b>	<b>2,108 sq.ft.</b>	
(P) Convert (E) Workshop to new Accessory Dwelling Unit	500 sq.ft.	525 sq.ft.	
<b>(P) TOTAL FLOOR AREA</b> (Existing – Demo + Addition = TOTAL)	<b>1,950 sq.ft.</b>	<b>2,108 sq.ft.</b>	
<b>(P) TOTAL NET FAR FLOOR AREA</b>	N/A	<i>(Reproduce the City’s “FAR Calculator” on the plans only if the FAR applies to the development on site per SBMC §30.20.030.A)</i>	
<b>PARKING</b>	<b>EXISTING</b>	<b>PROPOSED</b>	<b>REQUIRED BY CODE</b>
(E) Primary Residential Unit	1 covered / 0 uncovered	1 covered / 0 uncovered	2 covered (legal nonconforming)
(P) Accessory Dwelling Unit	N/A	0 parking spaces	0 parking spaces
<b>TOTAL PARKING SPACES</b>	1 covered	1 covered	2 covered required by code

## Helpful Diagrams

### MEASURING FRONT YARDS (SBMC 30.15.080)

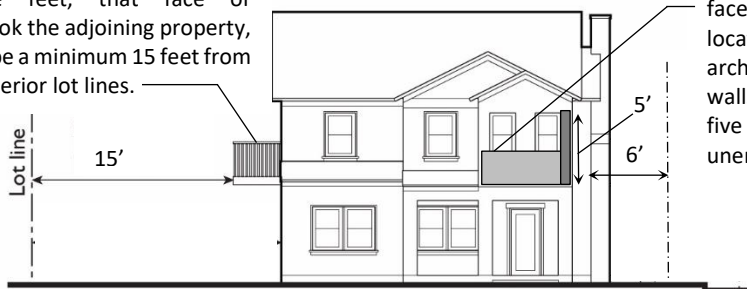


Accessory Dwelling Unit proposed in the FRONT YARD

FRONT YARD is measured by extending perpendicular lines from each point of a front lot line to the nearest wall of the first main building on the lot. Where there is no wall of a main building on the lot which intercepts said perpendicular lines, said yard will terminate at a point determined by extending a line parallel to the front lot line from the corner of the front elevation of the main building to the nearest lot line. The front elevation of a building is any elevation that faces a street.

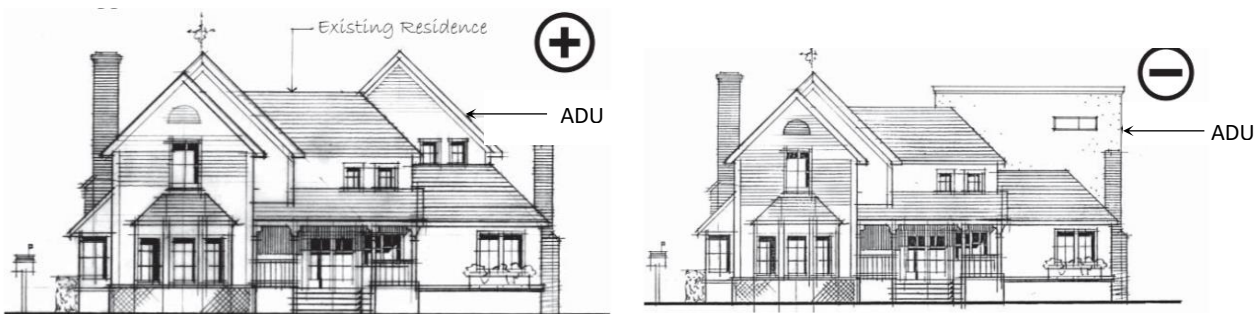
### UPPER STORY LANDINGS, DECKS, AND BALCONIES

Balconies greater than 20 square feet, that face or overlook the adjoining property, must be a minimum 15 feet from the interior lot lines.



Balconies greater than 20 square feet, that do not face or overlook the adjoining property, may be located at the minimum interior setback line if an architectural screening element such as enclosing walls, trellises, awnings or perimeter planters with a five foot minimum height is incorporated into the unenclosed landing, deck or balcony.

### ARCHITECTURAL COMPATIBILITY



New detached or attached Accessory Dwelling Units shall be compatible with the design of the Primary Residential Unit regarding style, fenestration, materials, colors and details if the Accessory Dwelling Unit meets any of the following:

- Attached to, or if any portion of the Accessory Dwelling Unit is located within 20 feet of, the Primary Residential Unit;
- Located in the Hillside Design District and 20% or greater average slope;
- Two or more stories tall, or 17 feet or taller in building height;
- Located on a site on which there is a historical resource listed on the National Register of Historic Places or the California Register of Historic Places, or designated as a City of Santa Barbara Landmark or Structure of Merit, or located in a designated historic district; or
- Located in the front yard



# City of Santa Barbara

## ACCESSORY DWELLING UNIT / JUNIOR ACCESSORY DWELLING WORKSHEET

For Staff Use Only:

1-ADU Covenant (RS Zone)

2-ADU Covenant (other)

3-JADU Covenant

Supersedes

ZCD Release

Inst. # \_\_\_\_\_

TLV Ordered

APPLICATION SUBMITTAL DATE: \_\_\_\_\_ BLD APPLICATION #: \_\_\_\_\_

PROJECT STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT NAME (AGENT/ARCHITECT/DESIGNER): \_\_\_\_\_

APPLICANT PHONE NUMBER: \_\_\_\_\_ APPLICANT E-MAIL: \_\_\_\_\_

PROPERTY OWNER NAME (S)\*: \_\_\_\_\_ OWNER E-MAIL: \_\_\_\_\_

\*LIST ALL OWNER NAMES, AS SHOWN ON TITLE

ARE THERE OTHER RELATED PENDING OR APPROVED MST OR BLD APPLICATIONS?  Yes  No If yes, Case# \_\_\_\_\_

**SELECT ONE:**

ACCESSORY DWELLING UNIT (ADU)

JUNIOR ACCESSORY DWELLING UNIT (JADU)

**INDICATE TYPE:**

CONVERT EXISTING LIVING AREA OR ATTACHED GARAGE

CONVERT EXISTING DETACHED GARAGE OR ACCESSORY BUILDING

ADDITIONS TO AN EXISTING STRUCTURE ARE PROPOSED

NEW DETACHED BUILDING

Project Statistics		
Assessor Parcel Number (APN):	Net Lot Area (sq. ft.):	Zone:
Coastal Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	High Fire Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Extreme Foothill or Foothill: <input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Primary Unit Building Height (ft.):	Proposed ADU Building Height (ft.):	

*"Net" floor area includes all space within a structure that is below the roof and within the interior perimeter of the exterior walls. "Gross" floor area includes the exterior walls.*

Floor Area	Existing (Net & Gross sq. ft.)	Proposed (Net & Gross sq. ft.)	
Primary Residential Unit Living Area	_____ Net _____ Gross	<input type="text"/> Net	_____ Gross
Garage/Carport	_____ Net _____ Gross	_____ Net	_____ Gross
Accessory Bldgs. (shed, storage, etc.)	_____ Net _____ Gross	_____ Net	_____ Gross
Junior/Accessory Dwelling Unit Area	N/A	<input type="text"/> Net	_____ Gross
<b>Total Floor Area on Site</b>	_____ Net _____ Gross	_____ Net	_____ Gross

*The information provided on this worksheet will be used by City Staff to prepare a Recorded Covenant. It is important that all information is complete and accurate. Do not leave any information blank. Please sign and date this sheet to acknowledge that you have read and understand all the information above.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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# City of Santa Barbara

## ARCHITECTURAL REVIEW QUESTIONNAIRE

*Accessory Dwelling Units / Junior Accessory Dwelling Units must meet the following design criteria to be approved ministerially. If the project does not comply with all of the following criteria, property owners have the option to submit an application to Design Review for variations of these standards. If the project has no exterior alterations, or received Design Review approval prior to building permit submittal, CHECK THIS BOX  and you are not required to complete the remainder of this form.*

<b>ARCHITECTURAL REVIEW QUESTIONNAIRE</b>	
<b>Review each item below, and check the box to show that your project complies.</b>	
<input type="checkbox"/>	<b>1. Prohibition of Shiny Roofing and Siding.</b> Proposed roofing and siding materials are not shiny, mirror-like, or of a glossy metallic finish, or no new roofing or siding is proposed.
<input type="checkbox"/>	<b>2. Roof Tile.</b> At least one of the following must apply to the project: <ul style="list-style-type: none"> <li><input type="checkbox"/> a. The project proposes the use of two-piece terra cotta (Mission "C-tile") roof.</li> <li><input type="checkbox"/> b. S-tile is not proposed for this project.</li> <li><input type="checkbox"/> c. S-tile is proposed in order to match the roof of the existing Primary Residential Unit.</li> </ul>
<input type="checkbox"/>	<b>3. Skylights.</b> Skylights have flat glass panels or no skylights are proposed. No "bubble" or dome skylights proposed.
<input type="checkbox"/>	<b>4. Glass Guardrails.</b> At least one of the following must apply to the project: <ul style="list-style-type: none"> <li><input type="checkbox"/> a. No glass guardrails are proposed.</li> <li><input type="checkbox"/> b. Glass guardrails are proposed to match the approved guardrails of the Primary Residential Unit.</li> </ul>
<input type="checkbox"/>	<b>5. Garage Conversion.</b> At least one of the following must apply to the project: <ul style="list-style-type: none"> <li><input type="checkbox"/> a. No garage conversion is proposed.</li> <li><input type="checkbox"/> b. The garage conversion includes the replacement of the garage door opening with siding, or residential windows and doors, to match the existing garage walls and detailing.</li> </ul>
<input type="checkbox"/>	<b>6. Height.</b> At least one of the following must apply to the project: <ul style="list-style-type: none"> <li><input type="checkbox"/> a. The construction of the proposed Accessory Dwelling Unit does not exceed the height or the number of stories of the Primary Residential Unit or 17 feet, whichever is greater.</li> <li><input type="checkbox"/> b. The Accessory Dwelling Unit is proposed to be constructed above a garage.</li> </ul>
<input type="checkbox"/>	<b>7. Upper-Story Landings, Decks, and Balconies.</b> At least one of the following must apply to the project: <ul style="list-style-type: none"> <li><input type="checkbox"/> a. No new upper-story unenclosed landings, decks or balconies greater than 20 square feet, that face or overlook the adjoining property, are proposed.</li> <li><input type="checkbox"/> b. New upper-story unenclosed landings, decks or balconies greater than 20 square feet, that face or overlook the adjoining property, are located a minimum of 15 feet from all interior lot lines.</li> <li><input type="checkbox"/> c. New upper-story unenclosed landings, decks or balconies greater than 20 square feet are located less than 15 feet from the interior lot lines; however they do not face or overlook the adjoining property, and an architectural screening element such as enclosing walls, trellises, awnings or perimeter planters with a 5-foot minimum height is incorporated into the structure.</li> </ul>



**ARCHITECTURAL REVIEW QUESTIONNAIRE**

8. **Upper-Story Windows.** At least one of the following must apply to the project:

- a. No new upper-story windows that face or overlook the adjoining property, are proposed within 15 feet of the interior lot lines.
- b. All new upper-story windows that face or overlook the adjoining property, and located within 15 feet of the interior lot lines, are installed a minimum of 42 inches above finish floor.

**CHECK THIS BOX IF THE NEW DETACHED ACCESSORY DWELLING UNIT IS LOCATED IN THE FRONT YARD.**

*The “front yard” is an area extending across the full width of the lot between the front lot line and the nearest wall of the closest main building on the lot. It is not the same as the front setback.*

**If you checked the box above, answer Questions 9, 10, 11 and 12. If not, go to Question 13.**

9. **Front Yard Location.** The new detached Accessory Dwelling Unit is located a minimum of 20 feet back from a front lot line, or meets the minimum front setback for the zone, whichever is greater.

10. **Front Yard Height.** At least one of the following must apply to the project.

a. The new detached Accessory Dwelling Unit located in the front yard is no more than one-story and less than 17 feet in height.

b. The new Accessory Dwelling Unit is proposed to be constructed above a garage.

11. **Front Yard Screening.** At least one of the following must apply to the project.

a. The new detached Accessory Dwelling Unit is screened from the street by location, landscape, or topography in a manner designed to blend into the surrounding architecture or landscape, so as to minimize visibility of the Accessory Dwelling Unit to the casual observer.

b. The new Accessory Dwelling Unit is proposed to be constructed above a garage.

12. **Front Yard Design Style.** The new detached Accessory Dwelling Unit located in the front yard is compatible with the design of the Primary Residential Unit. (See the “Design Style” criteria, #13 below.)

**13. DESIGN STYLE – CHECK ALL THAT APPLY:**

- New unit is within 20’ of the Primary Unit  Located in the Hillside Design District and 20%+ slope
- Additions to an existing structure are proposed  New unit is 2 or more stories, or 17’ or taller in height
- Site contains a historical resource listed on the National Register of Historic Places or the CA Register of Historic Places, or designated as a City Landmark or Structure of Merit, or located in a designated historic district.

*If you checked any of the “Design Style” boxes above, the proposed Accessory Dwelling Unit / Junior Accessory Dwelling unit shall be **compatible** with the design of the Primary Residential Unit regarding style, fenestration (the arrangement of windows and doors on a building), materials, colors and details. Demonstrate how the ADU is compatible with the Primary Unit on the plans and submit any additional supporting information (e.g. photographs, color boards, manufacturer specification sheets, etc.) Additional information [City of Santa Barbara Single Family Residence Design Guidelines](#) and [Historic Resource Design Guidelines](#).*

*The information provided on this questionnaire will be used by City Staff to grant an administrative design review approval. It is important that all information is complete and accurate. Do not leave any information blank. Sign and date this sheet to acknowledge that you have read and understand the information above.*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date



# City of Santa Barbara

## ACCESSORY DWELLING UNIT (ADU) REGULATIONS – SBMC TITLE 30

<b>ACCESSORY DWELLING UNIT (ADU) ZONING REGULATIONS</b>	
<input type="checkbox"/>	<b>(1) ZONE DISTRICT.</b> ADUs are allowed in <b>all zones</b> that allow residential uses.
<input type="checkbox"/>	<b>(2) COASTAL ZONE.</b> Applications for ADUs in the Coastal Zone will continue to be subject to State law until certification of Title 30 by the CA Coastal Commission. a) <i>Detached</i> ADUs require a Coastal Development Permit (CDP) with public notice, but no public hearing. b) <i>Attached</i> ADUs may qualify for a Coastal Exemption.
<input type="checkbox"/>	<b>(3) DEVELOPMENT NEAR HIGHWAY 101.</b> If the project is located within 250' of Highway 101, review SBMC Chapter 22.65 for the Air Quality Design Standards required for a new residential unit.
<input type="checkbox"/>	<b>(4) MINIMUM LOT SIZE.</b> No minimum lot size. Lot shall be developed with <u>only</u> one Primary Unit and one ADU.
<input type="checkbox"/>	<b>(5) ACCESSORY DWELLING UNIT SIZE.</b> a) <i>Maximum Size, New Detached Unit</i> – See Maximum Total Square Feet Table, below. b) <i>Maximum Size, New Attached Unit</i> – The lesser of 50% of the Primary Unit living area or 1,200 sq. ft. c) <i>Maximum Size, Unit within Existing Building</i> – No size limit. d) <i>Minimum Unit Size</i> – 150 sq. ft. minimum for studio units, all other units 400 sq. ft. minimum size.
<input type="checkbox"/>	<b>(6) OTHER ACCESSORY BUILDINGS AND COVERED PARKING.</b> A new detached accessory building shall not exceed the maximum floor area allowed for Accessory Buildings per SBMC §30.140.020. See Maximum Total Square Feet Table, below.
<input type="checkbox"/>	<b>(7) FLOOR TO LOT AREA RATIO (FAR).</b> Any addition of new floor area or new building shall comply with the City's existing Maximum Floor to Lot Area Ratio (FAR) limitations if: 1) located in the RS Zones 2) on lots developed with two stories or 17 feet or more in height. See Maximum Total Square Feet Table, below.
<input type="checkbox"/>	<b>(8) PARKING.</b> a) <i>Primary Residential Unit</i> = 2 covered parking spaces. <ul style="list-style-type: none"> <li>• If the existing parking is demolished or converted, replacement parking for the primary unit is required, but may be covered, uncovered, tandem, and uncovered parking may be allowed in a front or interior setback if located in an existing paved driveway. Parking must meet minimum dimensions and standards and comply with visibility at driveways and intersections per SBMC §30.140.230.</li> </ul> b) <i>Accessory Dwelling Unit</i> = 0 parking spaces are required for the Accessory Dwelling Unit, unless located in the Foothill and Extreme Foothill High Fire Hazard Area, see below. c) <i>Optional Parking.</i> If new parking spaces are proposed, but are not required, those optional parking spaces shall comply with all the setbacks, screening, and other location requirements in the zone.
<input type="checkbox"/>	<b>(9) SETBACKS.</b> New construction shall comply with the setbacks in the zone, with the following exceptions: <ul style="list-style-type: none"> <li>• An ADU proposed over an existing garage may have a 5' interior setback.</li> <li>• Nonconforming first floor additions with a 5' setback are allowed per SBMC §30.165.050.C.</li> </ul> a) An existing main or accessory building that is nonconforming to setbacks may be converted to an ADU. b) Nonconforming garages may be demolished and reconstructed concurrently with a new ADU above.
<input type="checkbox"/>	<b>(10) CONFIGURATION.</b> The ADU shall include all of the following: a) Independent exterior access, with no interior access between the two units. b) Permanent built-in kitchen with a sink, range or built-in stove-top and oven, and refrigeration facilities. c) Bathroom consisting of a toilet, sink, and bathtub or shower. d) Separate living room and sleeping room, except a studio where living and sleeping occur in one room. e) Permanent foundation. f) Property address identifying two units on the lot, minimum 3 ½ inch letters, visible from the street.

**ACCESSORY DWELLING UNIT (ADU) ZONING REGULATIONS**

- (11) OPEN YARD.**
  - a) Open yard required for a lot developed with a single unit residence per SBMC §30.140.140 is as follows:
    - *Minimum Area:* 800 sq. ft. lots less than 5,000 sq. ft. 1,250 sq. ft. lots 5,000 sq. ft. or greater.
    - *Minimum Dimensions:* All areas 20 feet long and 20 feet wide.
  - b) Additional open yard is not required to permit an Accessory Dwelling Unit. The existing conforming or nonconforming open yard shall not be reduced for the development, with the following exception:
    - An Accessory Dwelling Unit may reduce the conforming or nonconforming open yard up to a maximum of 20 percent of the required open yard area, or 150 square feet, whichever is greater.
- (12) HEIGHT / SOLAR ACCESS HEIGHT LIMITATIONS.**
  - a) *Attached units* shall meet the maximum height for a residential unit in the zone.
  - b) *Detached units* shall not exceed 30’ in height and a maximum of 2 stories.
  - c) New construction shall not exceed the Solar Access Height Limitations in SBMC §30.140.170.
  - d) See the administrative architectural review standards for additional height limitations.
- (13) ARCHITECTURAL REVIEW AND PROTECTION FOR HISTORIC RESOURCES.**
  - a) The ADU shall be subject to ministerial architectural approval. See *Architectural Review Questionnaire*.
  - b) No ADU shall cause a substantial adverse change in the significance of a historical resource listed on the following: National Register of Historic Places, California Register of Historic Places, Designated as a City of Santa Barbara Landmark or Structure of Merit, or located in a designated historic district.
- (14) HIGH FIRE HAZARD AREA.** ADUs are prohibited in the Foothill and Extreme Foothill High Fire Hazard Area, unless all of the following requirements are met:
  - a) No tandem parking.
  - b) No variance or modification to any Fire Code or high fire construction standards shall be permitted.
  - c) The site must meet defensible space requirements.
  - d) The ADU must meet high fire construction standards.
  - e) One parking space shall be required for an ADU with one or more bedrooms, unless exempt per the ordinance.
- (15) VIOLATIONS FROM ENFORCEMENT (ENF), EXPIRED BUILDING PERMITS (BLD), OR ZONING INFORMATION REPORTS (ZIR).** Projects shall address any outstanding violations if related to the Scope of Work.
- (16) RECORDED COVENANT / RELEASE OF ZCD.** In order to permit an ADU, the Property Owner(s) must execute a Covenant (provided by the City) on the property that includes which outlines the terms of owner occupancy and rental terms for not less than 31 days. If an existing Zoning Compliance Declaration (ZCD) is already recorded against the property, a ZCD Release Form must also be processed prior to zoning clearance on the permit.
- (17) BUILDING CODE / FIRE SPRINKLERS / WATER METER.** State and local building code requirements that apply to detached dwellings shall apply to an ADU. An ADU must have an automatic residential sprinkler system when the existing house has an automatic residential sprinkler system. Service to a new ADU shall be measured by a privately owned and maintained submeter. City water/sewer account may be reclassified to multi-family.

**MAXIMUM TOTAL SQUARE FEET – TABLE**

Lot Size	Detached ADU	Accessory Bldgs.*	All Floor Area (FAR)**
<i>Less than 4,000 sq. ft.</i>	600 sq. ft.	1,000 sq. ft.	2,200 sq. ft.
<i>Less than 5,000 sq. ft.</i>	600 sq. ft.	1,000 sq. ft.	1,200 sq. ft. + (.25 multiplied by lot area)
<i>5,000-9,999 sq. ft.</i>	800 sq. ft.	1,300 sq. ft.	1,200 sq. ft. + (.25 multiplied by lot area)
<i>10,000-14,999 sq. ft.</i>	1,000 sq. ft.	1,500 sq. ft.	2,500 sq. ft. + (.125 multiplied by lot area)
<i>15,000-19,999 sq. ft.</i>	1,200 sq. ft.	1,750 sq. ft.	Not Applicable
<i>20,000 sq. ft. or larger</i>	1,200 sq. ft.	1,950 sq. ft.	Not Applicable

\*Cumulative maximum includes covered parking (garages & carports), detached ADUs, and all other detached accessory buildings (sheds, etc.) on a lot

\*\*FAR only applies if the lot is 1) located in the RS Zones and 2) on lots with two or more stories or over 17 feet in height



# City of Santa Barbara

## JUNIOR ACCESSORY DWELLING UNIT (JADU) REGULATIONS – SBMC TITLE 30

<b>JUNIOR ACCESSORY DWELLING UNIT (JADU) ZONING REGULATIONS</b>	
<input type="checkbox"/>	<b>(1) ZONE DISTRICT.</b> JADUs are allowed in <b>all zones</b> that allow residential uses.
<input type="checkbox"/>	<b>(2) COASTAL ZONE.</b> JADUs may not be approved in the Coastal Zone until certification of Title 30 by the CA Coastal Commission. JADUs may qualify for a Coastal Exemption.
<input type="checkbox"/>	<b>(3) MINIMUM LOT SIZE.</b> No minimum lot size. Lot shall be developed with <u>only</u> one Primary Unit and one JADU.
<input type="checkbox"/>	<b>(4) JUNIOR ACCESSORY DWELLING UNIT SIZE.</b> Maximum floor area of a JADU shall be 500 square feet.
<input type="checkbox"/>	<b>(5) PARKING.</b> a) <b>Primary Residential Unit</b> = 2 covered parking spaces b) <b>Junior Accessory Dwelling Unit</b> = 0 parking spaces are required for the JADU c) <b>Optional Parking.</b> If new parking spaces are proposed, but are not required, those optional parking spaces shall comply with all the setbacks, screening, and other location requirements in the zone.
<input type="checkbox"/>	<b>(6) SETBACKS.</b> An existing main or accessory building that is nonconforming to setbacks may be converted to a JADU. New openings in the setback may be allowed, review the SBMC §30.165.040 for details.
<input type="checkbox"/>	<b>(7) CONFIGURATION.</b> The JADU shall include all of the following: a) A JADU must be created within one of the bedrooms of the existing single residential unit. b) A separate exterior entry shall be provided to serve a JADU c) An interior connection between the Primary Residential Unit and the JADU shall be maintained, however a lockable door in the same location may be added for sound attenuation and privacy. d) A JADU shall include an efficiency kitchen, which shall include: <ul style="list-style-type: none"> <li>• A sink with a waste line not to exceed a diameter of one-and-a-half (1.5) inches;</li> <li>• A cooking facility with appliances which do not require electrical service greater than one-hundred-and-twenty (120) volts, or natural or propane gas; and</li> <li>• A food preparation counter and storage cabinets reasonable to the size of the unit.</li> </ul>
<input type="checkbox"/>	<b>(8) RECORDED COVENANT / RELEASE OF ZCD.</b> In order to permit a JADU, the Property Owner(s) must execute a Covenant (provided by the City) on the property that includes all of the following: <ul style="list-style-type: none"> <li>• The JADU shall not be sold separately from the Primary Dwelling Unit;</li> <li>• The JADU rental terms shall not be less than 31 consecutive days;</li> <li>• Owner shall reside in and maintain one of the units as the Owner’s principal place of residence.</li> <li>• If an existing Zoning Compliance Declaration (ZCD) is already recorded against the property, a ZCD Release Form must also be processed prior to zoning clearance on the permit.</li> </ul>
<input type="checkbox"/>	<b>(9) BUILDING CODE / FIRE SPRINKLERS / WATER METER.</b> For the purposes of any fire or life protection ordinance or regulation, a JADU shall not be considered a separate or new dwelling unit. A JADU must have an automatic residential sprinkler system when the existing house has an automatic residential sprinkler system. For the purposes of providing service for water, sewer, or power, including a connection fee, a JADU shall not be considered a separate or new dwelling unit.
<input type="checkbox"/>	<b>(10) EXTERIOR ALTERATIONS.</b> If exterior alterations are proposed, the JADU is subject to ministerial architectural review and protection for historic resources.

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