



DEVELOPMENT CODE SECTION:  
DESCRIPTION:

**Chapter 18.200, Section 18.200.180**  
**Standards for Specific Uses: Accessory Dwelling Units**

**What is an Accessory Dwelling Unit?**

An Accessory Dwelling Unit is an independent dwelling located on the same lot as an existing legal single-family residence. The unit may be created by converting existing floor space, converting an existing accessory building, a new addition to the principal dwelling, or constructing a new building. The purpose of allowing Accessory Dwelling Units is to provide the opportunity for the development of small rental housing units designed to meet the needs of families and individuals. The subdivision of land or air rights is prohibited.

**What is Junior Accessory Dwelling Unit?**

Junior Accessory Dwelling Units are a type of Accessory Dwelling Unit, which has a maximum floor area of 500 square feet and is contained entirely within an existing single-family residence and may include separate sanitation facilities or share sanitation facilities with the existing residence. Junior Accessory Dwelling units must be constructed within existing walls of the principal dwelling and must include a bedroom and an efficiency kitchen<sup>3</sup>. The subdivision of land or air rights is prohibited.

**Where are Accessory Dwelling Units permitted?**

Accessory Dwelling Units are allowed in all single-family residential districts (RR, RS), low-density residential districts (RL), and in other districts where a legal single-family residence exists. An accessory dwelling unit shall meet all provisions of the district in which they are located, please contact the Planning Division for zoning information.

**What are the required setbacks?**

Accessory Dwelling Units that are constructed as an addition to an existing residence or as a freestanding detached building must be setback a minimum of 5 feet from the rear and side property lines. Accessory Dwelling Units shall comply with the minimum required front and corner-side setbacks required for the principal dwelling, except as allowed through a conversion as described below.

For accessory dwelling units proposed as a conversion<sup>1</sup> of existing living space within a principal dwelling or through the conversion<sup>1</sup> of an existing accessory building<sup>2</sup>, no additional setback is required so long as the distance is sufficient for fire safety as determined by the Building Division. For second-story Accessory Dwelling Units

<sup>1</sup> "Conversion" means the act of modifying an existing legal building or a portion of an existing legal building from its existing use to an accessory dwelling unit.

<sup>2</sup> "Existing Accessory Building" means any legally built accessory building that passed a final building inspection by or before January 1, 2017.

<sup>3</sup> "Efficiency Kitchen" includes a sink with a maximum waste line diameter of 1.5 inches, a food preparation counter with storage cabinets, and a cooking facility for appliances that do not require electrical service greater than 120 volts or natural or propane gas.

proposed above a garage or above a principal dwelling, a minimum setback of 5 feet from the side and rear property line is required and additional privacy design features are required as discussed in 18.200.180(E)(9)(e).

**How many Accessory Dwelling Units are allowed?**

One small Accessory Dwelling Unit is allowed per single-family residence on lots less than 12,000 sq. ft. in net area. Either a Small or a Large Accessory Dwelling Unit is allowed on lots measuring 12,000 sq. ft. or greater in net area.

**How large can the accessory dwelling unit be?**

Small Accessory Dwelling Units are between 150 sq. ft. and 640 sq. ft. and Large Accessory Dwelling Units are up to 1,200 sq. ft. The allowed 640 sq. ft. and 1,200 sq. ft. are maximums subject to the overall maximum lot coverage for the site. An Accessory Dwelling Unit constructed as an addition to an existing residence shall not exceed 50% of the floor area of the existing principal residence. If an attached garage or carport is proposed as part of the Accessory Dwelling Unit, the maximum floor area for both structures combined shall not exceed 75% of the floor area of the principal dwelling and is limited to a maximum size of 460 square feet. The attached garage or carport shall be excluded from the square footage for the Accessory Dwelling Unit.

**How many rooms can I have?**

One bedroom is permitted for Small Accessory Dwelling Units and two bedrooms are permitted for Large Accessory Dwelling units

**How should the Accessory Dwelling Unit look?**

The Accessory Dwelling Unit and any attached covered parking shall be clearly subordinate to the principal dwelling in size, height, location, and exterior appearance as defined below:

**What are the design standards?** The exterior appearance of the Accessory Dwelling Unit shall match the principal dwelling by using the same colors and materials for the roof and siding. Additionally, the accessory dwelling unit shall be subordinate to the principal dwelling in size, height, and location.

**How much parking is required?**

A one bedroom unit shall provide one (1) parking space and a two bedroom unit shall provide two (2) parking spaces. The spaces are in addition to the required off-street parking spaces for the principal residence and may be uncovered, may be a tandem space and may be located in the front yard setback if contained within the space of an existing paved driveway. When a garage, carport, or covered parking structure for the principal dwelling unit is demolished in conjunction with the construction of an Accessory Dwelling Unit, the replacement spaces may be located in any configuration on the same lot as the Accessory Dwelling Unit, including, but not limited to, as covered spaces, uncovered spaces or tandem spaces contained within an existing paved driveway. Additional parking may not be required in certain situations. Please review the Compliance Checklist for parking exemptions.

**What are the permit requirements?** New Accessory Dwelling Units require Planning Division Application Approval and an approved Building Division Permit. A Submittal Checklist that outlines the requirements for the Planning Application is attached for reference.



## Accessory Dwelling Unit Submittal Requirements Checklist

**Submittal Requirements.** The following information is required for a complete application. Please review this checklist with the City of Concord Planning Division to confirm specific requirements and to determine if other applications and/or materials are required.

All plans below shall be fully dimensioned and drawn to scale. **Three (3) sets of plans no smaller than 11" x 17"** are required for all applications. All **plans shall be collated, stapled, and folded** to 8 1/2" x 11" (approximately).

- APPLICATION FORM.** Include signature and contact information of the legal property owner, applicant or authorized agent.
- FILING FEE\*.** \$990.00
- TITLE REPORT.** Prepared within the past three months (two copies).
- COMPLIANCE CHECKLIST.** Filled in and signed by the legal property owner.
- SITE PLAN.** Plan shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
  - Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.
  - Dimensions of setbacks from property lines and between structures.
  - Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, and other accessory structures. Clearly label plans showing what is existing and proposed and identify all structures to be demolished.
  - Location, dimension and purpose of all easements (i.e., water, sewer, access, etc.).
  - Location and dimensions of parking spaces for principal dwelling and proposed Accessory Dwelling Unit.
  - Existing topography and proposed grading at two-foot contour intervals for slopes up to 5 percent and less than five (5) feet in height; and contour internals of five (5) feet for slopes over 5 percent or five (5) feet in height.
  - Preliminary drainage information showing spot elevations, pad elevators, existing catch basins, and direction of proposed drainage.

**\*The City adjusts all fees and charges on an annual basis in accordance with the San Francisco - San Jose - Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.**





DEVELOPMENT CODE SECTION:  
 DESCRIPTION:

**Chapter 18.200, Section 18.200.180**  
**Standards for Specific Uses: Accessory Dwelling Units**

## Accessory Dwelling Unit Compliance Checklist

**SUBMITTAL REQUIREMENTS.** The following information and checklist is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

Accessory Dwelling Unit applications are ministerially reviewed within 120 days of receiving a complete application including this Compliance Checklist and listed items on the Application Checklist.

**Project Information to be filled in by Applicant and/or Property Owner:**

<b>Project Site / Address:</b>	<b>APN:</b>
<b>Proposed Accessory Dwelling Unit Size:</b>	<b>Bedroom Count:</b>
<b>Type of Accessory Dwelling Unit Proposed:</b>  <input type="checkbox"/> Conversion of existing living area or attached garage  <input type="checkbox"/> Conversion of existing accessory building  <input type="checkbox"/> New addition to an existing principal dwelling or garage  <input type="checkbox"/> New detached building	
<b>Is the site within one-half mile of an existing Bay Area Rapid Transit (BART) station? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>Property Owner Name(s):</b>	
<b>Telephone:</b>	<b>Email:</b>

**Owner Agreement for All Accessory Dwelling Units**

**Sale Prohibited:** An Accessory Dwelling Unit may not be sold independently of the principal residential dwelling unit \_\_\_\_\_ (Owners Initials)

**Rental Term:** The Accessory Dwelling Unit may not be rented for less than 30 days \_\_\_\_\_ (Owners Initials). By signing below, the owner acknowledges that the Accessory Dwelling Unit will be subordinate to the property's use as a single-family residence that will comply with the criteria stated herein and listed above. Any violation of these requirements will result in possible fines, penalties, or legal action.

Property Owner Signature(s):	Date
------------------------------	------



### Planning Ministerial Review Compliance Checklist

Compliance		Accessory Dwelling Unit Regulations
Yes	No	
		<b>Allowed</b> in all single-family residential (RR, RS) districts, low density residential districts (RL), and other districts where a legal detached single-family home exists.
		<b>Meeting setbacks based on ADU type:</b> <ul style="list-style-type: none"> <li>• Conversion of existing living area in a residence or structure = No additional setback</li> <li>• New addition to existing dwelling, new detached building, second-story above garage or principal dwelling = 5 feet min from side and rear.</li> <li>• Shall comply with the minimum required front and corner-side setbacks required for the principal dwelling.</li> </ul>
		<b>Within allowed lot coverage <u>OR</u> exceeding lot coverage but limited to 150 square feet</b>
		<b>Maximum size</b> <ul style="list-style-type: none"> <li>• On lots less than 12,000 net sq. ft., the floor area must be between 150 sq. ft. and 640 sq. ft., exclusive of the carport or garage. The ADU shall have no more than one bedroom.</li> <li>• On lots greater than 12,000 net sq. ft., the floor area must be between 150 sq. ft. and 1,200 sq. ft., exclusive of the carport or garage. The ADU shall have no more than two bedrooms.</li> </ul> *Floor area for attached ADUs shall not exceed 50% of principal dwelling unit or 75% of the principal dwelling floor area if an attached garage or carport is proposed for the ADU. The attached garage or carport shall be excluded from the ADU square footage allowed.
		<b>Height</b> <ul style="list-style-type: none"> <li>• Attached ADUs shall be shorter than or equal to the principal dwelling except as allowed above a garage or second-story addition.</li> <li>• Detached structures are limited to one-story, up to 12 feet in height. Height may be increased under applicable setback and height requirements pursuant to Section 18.200.030 of the Development Code, by one foot for every two feet of additional setback, to a max height of 16 feet.</li> </ul>
		<b>Design.</b> The exterior appearance of the accessory dwelling unit shall match the principal dwelling in roof and siding materials and colors.
		<b>Parking.</b> Off-street parking for the principal home must be provided. *When a garage, carport, or covered parking structure for the principal dwelling unit is demolished in conjunction with the construction of an accessory dwelling unit, the replacement spaces may be located in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as covered spaces, uncovered spaces or tandem spaces contained within the space of an existing paved driveway.
		<b>ADU Parking.</b> One off-street parking space per bedroom is required for ADUs. <b>Exemption.</b> Required parking is not required for the following: <ol style="list-style-type: none"> <li>i. The ADU is within one-half mile radius of a BART station.</li> <li>ii. The ADU is located within an architecturally and significant historic district.</li> <li>iii. The ADU is <b>part of the existing principal residential dwelling or an existing legal detached accessory building.</b></li> <li>iv. When on-street parking permits are required but not offered to the occupant of ADU.</li> <li>v. When there is a car share vehicle located within one block of the ADU.</li> </ol>

FILE NUMBER:	DATE APPROVED OR DENIED:
PLANNER:	STATUS:
PROJECT ADDRESS:	ZONING:
APN:	PROJECT NAME: