



## Accessory Dwelling Unit Interim Submittal Requirements Checklist

**Submittal Requirements.** The following information 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.

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 folded** in half to 8 1/2" x 11" (approximately) and submitted **in collated sets**.

- APPLICATION FORM.** Include signature and contact information of the legal property owner, applicant or authorized agent.
- FILING FEE\*.** (Fees and Charges Resolution, No. D1.6 or No. D42.1.1 – D42.1.4)
- TITLE REPORT.** Prepared within the past three months (two copies).
- COMPLIANCE CHECKLIST.** Filled in and signed by the current 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 identifying all structures to be demolished.
  - Location, dimension and purpose (i.e., water, sewer, access, etc.) of all easements.
  - Adjacent streets indicating street name and street width, centerline, and edge of right-of-way.
  - Location and dimensions of parking spaces.
  - 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.

**\*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.**





LEGISLATION:  
 DEVELOPMENT CODE SECTION:  
 DESCRIPTION:

**State Assembly Bill 2299 & Senate Bill 1069**  
**Division V, Chapter 18.200, Section 18.200.180**  
**Standards for Specific Uses: Accessory Dwelling Units**

## Accessory Dwelling Unit Interim 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 Interim Submittal Requirements Checklist.

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

<b>Project site/address:</b>	<b>APN:</b>
<b>Proposed Accessory Dwelling Unit size:</b>	<b>Proposed bedroom count:</b>
<b>Type of Accessory Dwelling Unit Proposal:</b>	
<input type="checkbox"/> Conversion of existing living area in a residence	<input type="checkbox"/> New detached building
<input type="checkbox"/> Existing accessory building conversion	<input type="checkbox"/> New addition to an existing dwelling
<b>Property Owner Name:</b>	
<b>Telephone:</b>	<b>Email:</b>

### Owner Occupancy Agreement

**Owner Occupancy:** Both units shall be occupied as separate single-family residential dwellings only if the legal owner occupies one of the units; otherwise, the two units shall be occupied as if they were one single-family residential dwelling. \_\_\_\_\_ (Owners Initials)

**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 restrictions will result in possible fines, penalties or legal action.

Property Owner Signature	Date
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### Planning Ministerial Review Compliance Checklist

Compliance		Accessory Dwelling Unit Regulations
Yes	No	
		<b>Permitted Zoning Districts.</b> Allowed in all single-family residential (RR, RS) districts, low density residential districts (RL), and other districts where a legal detached single-family residence exists.
		<b>Setbacks</b> <ul style="list-style-type: none"> <li>• Conversion of existing living area in a residence or structure = No additional setback but distance must be sufficient for fire safety.</li> <li>• New addition to existing dwelling or new detached structure = Same setbacks for home</li> <li>• Second-story ADUs above garage or principal dwelling = 5 feet min from side and rear</li> </ul>
		<b>Lot Coverage.</b> Comply with lot coverage or exceed lot coverage but ADU limited to 150 square feet.
		<b>Size</b> <ul style="list-style-type: none"> <li>• Small ADU. On lots less than 12,000 square feet in net area, floor area of ADU is 150 square feet to 640 square feet, excluding carport or garage. The accessory dwelling unit shall have no more than one bedroom.</li> <li>• Large ADU. On a lot 12,000 square feet or greater in net area, floor area may be increased to 1,200 square feet, excluding carport or garage. The accessory dwelling unit shall have no more than two bedrooms.</li> <li>• Floor area for attached ADUs shall not exceed 50% of principal dwelling unit.</li> </ul>
		<b>Height</b> <ul style="list-style-type: none"> <li>• Attached ADUs shall be shorter than principal dwelling except as allowed above a garage or second-story addition.</li> <li>• Detached structures are limited to one-story and 12 feet in height. Height may be increased under applicable setback and height requirements in 18.200.030 up to a max height of 16 feet.</li> </ul>
		<b>Design.</b> Exterior colors and materials for ADU must replicate principal dwelling.
		<b>Principal Dwelling Parking.</b> Off-street parking for the principal dwelling 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, except when the ADU: <ul style="list-style-type: none"> <li>• Is within one-half mile radius of public transit.</li> <li>• Is within an architecturally and significant historic district.</li> <li>• Is <b>part of the existing principal residential dwelling or unit or an existing accessory structure.</b></li> <li>• Is located on a property where on-street parking permits are required but not offered to the occupant of ADU.</li> <li>• Is located within one block of a car share vehicle.</li> </ul>
		<b>Deed.</b> Recorded deed required for large ADUs. Deed restriction shall require that the legal owner of the property must occupy either the principal dwelling or ADU.

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