

Accessory Dwelling Unit Review Application



Planning and Building Department

Complete this form and submit to the Planning and Building Department
2200 Huntington Drive San Marino, CA 91108

Instructions:

The following information must be submitted along with the Accessory Dwelling Unit (ADU) review application (Page 3). Additional information may be required.

- Include on plans, project description of the interior and exterior modifications that will be done to accommodate the ADU
- Site plan showing location of all structures on property to include main residence and proposed ADU, building separation distances between structures, and square footages
- Setbacks of ADU from all property lines
- Floor plans for the ADU to include entry locations, kitchen, and bathroom
- Location and dimensions of enclosed/unenclosed parking on site to serve the main residence and ADU
- Elevation drawings showing ADU if detached or elevations of JADU if an addition
- Location of all mechanical equipment
- Completed Building Permit Application
- Service Availability Letter for water and sewer disposal
- Tree Removal Permit Application (if applicable)
- Property-owner acknowledgement by signature (Page 3)
- For JADUs, signed Affidavit of Owner-Occupancy (Page 4)
- Deed Restriction recorded prior to Building Permit final inspection

Requirements/Restrictions:

	ADUs	JADUs
LOCATION	ATTACHED OR DETACHED	ATTACHED (WITHIN PRIMARY DWELLING)
MIN LOT SIZE	NA	NA
MIN SF	150 SF	150 SF
MAX SF	850 SF (ONE-BEDROOM) 1,000 SF (TWO-BEDROOM) ¹	50% OF PRIMARY DWELLING OR 500 SF
HEIGHT	16 FT (ONE-STORY)	NA
SETBACKS (NEW)	4 FT	NA
SETBACKS (CONVERSION)	NA	NA
PARKING	ONE (1) PARKING SPACE MIN 20 FT LENGTH	NA
OWNER-OCCUPANCY	NA	REQUIRED
DEED RESTRICTION	MAY BE RENTED (>90 DAYS) SHALL NOT BE SOLD SEPARATELY	MAY BE RENTED (>90 DAYS) SHALL NOT BE SOLD SEPARATELY MUST BE OWNER-OCCUPIED
UTILITIES	MAY NOT HAVE SEPARATE UTILITY METERS	SEPARATE OR SHARED SANITATION FACILITIES ALLOWED
FACILITIES	MAY BE EFFICIENCY UNIT ² MAY BE MANUFACTURED HOME ³ KITCHEN FULL BATH	MAY HAVE EFFICIENCY KITCHEN ⁴ SANITATION FACILITIES NOT INCLUDED IN LIVABLE AREA

¹ MAXIMUM TWO-BEDROOM

² A DWELLING UNIT CONTAINING ONLY ONE HABITABLE ROOM; OCCUPANCY BY NO MORE THAN TWO PERSONS WHICH HAVE A MINIMUM FLOOR AREA OF 150 SQUARE FEET AND WHICH MAY ALSO HAVE PARTIAL KITCHEN OR BATHROOM FACILITIES

³ A STRUCTURE THAT WAS CONSTRUCTED ON OR AFTER JUNE 15, 1976, IS TRANSPORTABLE IN ONE OR MORE SECTIONS, IS EIGHT BODY FEET OR MORE IN WIDTH, OR 40 BODY FEET OR MORE IN LENGTH, IN THE TRAVELING MODE, OR, WHEN ERECTED ON SITE, IS 320 OR MORE SQUARE FEET, IS BUILT ON A PERMANENT CHASSIS AND DESIGNED TO BE USED AS A SINGLE-FAMILY DWELLING WITH A FOUNDATION WHEN CONNECTED TO THE REQUIRED UTILITIES, AND INCLUDES THE PLUMBING, HEATING, AIR CONDITIONING, AND ELECTRICAL SYSTEMS CONTAINED THEREIN

⁴ A COOKING FACILITY WITH APPLIANCES; A FOOD PREPARATION COUNTER AND STORAGE CABINETS THAT ARE OF REASONABLE SIZE IN RELATION TO THE SIZE OF THE JUNIOR ACCESSORY DWELLING UNIT

Accessory Dwelling Unit Applications:

Submittal Date: _____ Preliminary Review Case No.: _____

Property Address: _____

Owner(s):

Name: _____ Phone: _____

Mailing Address: _____

City: _____ E-mail: _____

State: _____ Zip Code: _____

APN: _____

Is there an existing Accessory Dwelling Unit (ADU) on the property? Yes No

ADU address (If applicable): _____

Will an addition or conversion to main residence be necessary to create ADU? Yes No

Does the proposal involve new construction of a detached ADU? Yes No

Does the proposal involve conversion of an existing accessory structure for the ADU? Yes No

How many bedrooms are proposed for the ADU? Studio One-bedroom Two-bedroom

For JADUs, will there be shared sanitation facilities? Yes No

Total allowable livable area for property _____ Total livable area proposed for the ADU: _____

How many off-street parking spaces, including those for main residence, currently exist on the property:

_____ Covered _____ Uncovered

Please provide the following proposed dimensions:

Side setback: _____ Rear setback: _____ Height: _____

I certify that I am the owner of this residence and have read the requirements of City Code Section 23.02.25 and the Summary of ADU Regulations attached. I also certify that the information I have given is correct and that I now comply and will continue to comply with all the regulations described in Ordinance No. O-20-1360-U.

I Certify (or declare) under penalty of perjury under the laws of the State of California and the laws of the City of San Marino that the above answers are true and complete to the best of my knowledge.

Owner(s) Signature: _____

Affidavit of Owner-Occupancy (JADUs Only):

I understand that in order to establish an accessory dwelling unit in the City of San Marino, the property owner must reside in either the main residence or the accessory dwelling unit and the property owner must comply with the general requirements for Accessory Dwelling Units as specified in the San Marino Zoning Code. In other words, the property must be owner-occupied.

“Owner-occupied” means the primary and permanent dwelling place of a person who has an ownership interest in it. This person lives in such dwelling despite temporary absences, intends it to be his or her legal residence, and intends to return despite temporary stays elsewhere.

I hereby acknowledge compliance with the owner-occupancy provisions of the San Marino Zoning Code, and with all other general requirements for Accessory Dwelling Units as specified in the San Marino Zoning Code.

I certify (or declare) under penalty of perjury under the laws of the State of California and the laws of the City of San Marino that the above answers are true and complete to the best of my knowledge.

Signature of Applicant (Full Name): _____

Penalty for Violations: In addition to all other penalties provided elsewhere in the San Marino Code, each owner of a structure who maintains or permits an accessory unit therein in violation of any provision of the San Marino Code shall be subject to penalties as specified in the San Marino Municipal Code.