

# Guide

## Applying for a Site Development Review for Accessory Dwelling Units (ADUs)

### What is it?

Site Development Review for Accessory Dwelling Unit(s) ensures that they are compatible with the main building, the site and surrounding environment, other development, and traffic circulation. Please visit the ADU webpage for handouts and more information:

<http://acgov.org/cda/planning/landuseprojects/secondary-units.htm>

### When is a Site Development Review for an Accessory Dwelling Unit (ADU) required?

In the R-1 (Single-Family Residence), A (Agriculture) and other Districts based on these zoning districts, a Site Development Review is required to approve the following, without regard to lot size:

Site Development Review	
District	Required
<b>R-1 and other Districts based on R-1 use, such as some PD and RS Districts</b>	<ul style="list-style-type: none"> <li>• <u>Detached</u> ADUs over 16 feet in height and/or 1,200 sq ft in area;</li> <li>• <u>Attached</u> ADUs over 1,200 sq ft in area;</li> <li>• The proposed ADU shall in no case exceed 50% of the primary dwelling living area.</li> </ul>
<b>A and other Districts based on A use, such as some PD Districts</b>	<ul style="list-style-type: none"> <li>• <u>Detached</u> ADUs over 16 ft in height or 1,200 sq ft in area;</li> <li>• <u>Attached</u> ADUs over 1,200 sq ft in area.</li> </ul>
<ul style="list-style-type: none"> <li>• These thresholds apply to ADUs created by new construction and conversion</li> <li>• ADUs not exceeding the above development standards may be approved ministerially with a Building Permit</li> </ul>	

### Who approves it?

The Planning Director.

### What is the process?

1. **Prior to Submitting** – Talk to Planning Department staff and other relevant reviewing agencies to determine what materials you will need to prepare. The other relevant reviewing agencies include the Building Department, Fire Department, Public Works Agency, Department of Environmental Health for septic systems, Zone 7 for well-water in East County.
2. **Application Filing** – Submit the required applications and materials to the Planning Department. You should contact the Planning Department and set up an appointment with a Planner to review the proposed application.
3. **Staff Review** – Planning Department staff will review the materials to ensure that the proposed project meets the minimum zoning requirements, and then refer your application to the other public agencies. Staff will visit your property, write a staff report and notify you if a public hearing will be held.
4. **CEQA Review** – Generally, ADUs are exempt from the California Environmental Quality Act (CEQA). However, in special circumstances, when an ADU may be built in or near environmentally sensitive areas, an environmental study pursuant to CEQA may be necessary.
5. **Public Hearings** – A public hearing may be required with the local Municipal Advisory Council (MAC) for projects located in Fairview, Sunol, Eden (Ashland, Cherryland, Hayward Acres, and San Lorenzo), and Castro Valley. For other projects, a Planning Director hearing may be held, if warranted and based on the specific application. Staff will notify you if and when a public hearing is scheduled. Ten days before the hearing, the Planning Department will also notify all adjacent property owners when and where it will be held. At the hearing, a staff member will present the application, written agency and public comments, and staff

Alameda County Planning Department

224 West Winton Avenue, Room 111, Hayward, CA 94544

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Revised 8/4/2020

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recommendations. No action will be taken at the meeting. Usually within two weeks after the hearing, the Planning Director will make a decision to approve, deny or require changes or conditions in the proposed project.

6. **Appeal Period** – There is a 10-day appeal period. After this time the Planning Director's action will be final unless a written appeal has been filed with the Board of Supervisors.

### What must I submit?

- A complete **Standard Application** form signed by the property owner.
- A complete **Application Supplement Site Development Review for ADUs** form.
- A deposit of **\$1,500** for the Planning Department. Please confirm the latest fee schedule with Planning Department staff.
- Ten (10) copies of all required drawings drawn to a reasonable (legible) scale, for referral to necessary agencies and departments. Additional copies may be requested by the planner.

Project plans to include: site plans, floor plans, building elevations of all exterior walls, building cross-sections, cross-sections of exterior materials and fenestration details, preliminary grading plans, and preliminary landscaping plans.

The sample plot plan is included at the back of the **Application Supplement Site Development Review** form.

- 1 electronic copy, in PDF format
- 1 set of project drawings reduced to 11" x 17".
- Any additional materials requested by the Planning Department, such as but not limited to: color perspective of the building exterior, and colors and materials board.

### How long is the process?

In most cases three to four months, depending on the proposed use and the complexity of the project. Some applications will require much more time to process. Appeals will add approximately two months to the processing time.

### What is the filing fee?

The filing fee is a deposit which covers the costs of processing the Site Development Review. The total deposit is \$1,500. Please confirm the latest fee schedule with Planning Department staff. Environmental Review may be extra. Your required fee deposit may be more or less than this amount, depending on the complexity or magnitude of the proposed Site Development Review. If the deposit is depleted, additional money must be deposited for application processing to continue. Any excess funds will be refunded to you.

### What if my application is denied?

You or any other person may appeal the Planning Director's action by filing a written appeal and paying the required fee (appeal is at-cost for the applicant; \$250 for other interested parties) within 10 calendar days. The appeal fee varies according to the nature of the proposed project. Consult with the Planning Department to determine the appropriate fee. Usually the Planning Commission hears the appeal. If the appeal is denied you may re-appeal to the Board of Supervisors. However, if your Site Development Review requires a concurrent Variance, the appeal goes directly to the Board of Supervisors.

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**S-**

# Site Development Review for ADUs – Application Supplement

## Site Development Review

- For complete filing instructions, see the **Standard Application** form.
- For general procedures and guidelines, read the handout “*Applying for a Site Development Review for ADUs*”
- It is advisable to make an appointment with a Planning Department staff member to determine if materials or information (in addition to those listed below) are needed to evaluate your project.
- If you have any questions, please call (510) 670-5400.

1. Applicant Name: \_\_\_\_\_
2. Submit the following materials in person to the Alameda County Planning Department (Permit Center) at 399 Elmhurst Street, Suite 141, Hayward, California. **Incomplete applications will not be accepted.** Please use the following checklist to ensure the application is complete.

### Submittal Requirements

- Standard Application** form.
- Application Supplement.** *Site Development Review for ADUs* form.
- Filing Fee Deposit: \$1,500.** Make check payable to “**Treasurer, County of Alameda.**”
- Project Drawings** (*additional copies may be requested by the planner after submittal*):
  - Ten (10) black line prints of each sheet, folded to 8.5” x 11”
  - One (1) - 11” x 17” photo reduction of all drawings submitted
  - One (1) electronic file in .pdf format of all drawings submitted
- Plot plan:** Show all information described on the **Sample Plot Plan** on the back of this form.
- Floor Plan** drawn to a scale of not less than 1/4” = 1’-0.
- Building Elevations** (include two (2) color prints) drawn to a scale of not less than 1/4” = 1’-0.
- Preliminary Landscape Plan** (if applicable, include two (2) color prints)
- Preliminary Grading Plan** (if applicable)
- Other Information requested by the planner:** \_\_\_\_\_
- Applicant Signature verifying that the applicant understands the application process:**

\_\_\_\_\_  
Applicant Signature, acknowledging the above requirements

\_\_\_\_\_  
Date

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**S-**

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- The following preliminary plans must be prepared and signed by a registered Civil Engineer or a licensed Land Surveyor, Architect, Landscape Architect, or Building Designer
- Graphic Information must be drawn to scale and must be legible on originals and reductions.
- The Planning Department may request more information as needed to fully review the project.
- The Planning Department may allow certain site Development Plan requirements to be consolidated, reduced or deleted depending on the size, nature and complexity of the proposed project.

## 1. Site Plan

- Title Block** showing: **Applicant** name, address, signature and phone number;  
**Property Owner** name, address, signature and phone number  
**Plan Preparer** name address and phone number  
**Project Address**  
**Assessor's Parcel Number(s)**  
**Note** (if applicable) "Proposed modifications to approved S- \_\_\_\_\_"

- Statement by Plan Preparer**

"I, \_\_\_\_\_, certify that this Site Plan has been prepared by me or under my direction and do attest to the accuracy of all information indicated hereon. Signature \_\_\_\_\_  
Title \_\_\_\_\_ Reg no. \_\_\_\_\_ Date \_\_\_\_\_"

- North Arrow and Scale:** Minimum scale is 1" = 20".
- Boundaries:** show parcel dimensions in distance and bearing. Show distance from parcel to nearest street intersection and distance from parcel to centerline of street.
- Buildings and Structures (existing and proposed):** Show dimensions, location and proposed uses. Delineate each residential unit or space.
- Adjacent Properties:** State use of all abutting properties. Show location, height and number of stories of buildings.
- Building Appurtenances:** Show location and dimensions of balconies, exterior corridors, steps, stairs, and roof lines.
- Access:** Show driveways, pedestrian walks, access, internal circulation, location and access of service areas (including trash enclosures), and all points of entry to all structures.
- Yards and Open Space between Buildings:** Show dimensions between structures. Indicate ground material such as paving, lawn, ground cover or other landscaping. Show signs, mailboxes, and trash enclosures.
- Statistical Data:** Indicate total square footage of site area, building coverage and usable open space (as defined by the Alameda County Zoning Ordinance) on project site. Indicate number of parking spaces. Indicate number of bedrooms and floor area of the proposed Accessory Dwelling Unit.
- Utilities:** Show the location and type of all existing and proposed utility systems, including fire hydrants, PG&E transformers, meter boxes, water pumps, and underground lines.

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**2. Floor Plan**

- Floor Area:** Show dimensions, size height, conceptual floor plan, and total square footage of floor area in existing and proposed buildings. Drawings shall be drawn to a scale not less than 1/4" = 1'-0.
- Use:** Indicate use of each room.

**3. Preliminary Grading Plan (if applicable)**

- Topography:** Indicate existing and proposed contour lines extending 60 feet beyond project site boundaries. Use one (1) foot contours for slopes of less than 5% and two (2) foot contours for slopes in excess thereof.
- Grading:** Show finished grades, uniform cut and fill slopes, and finished floor elevations. Quantify the amount of cut and fill and off-haul off materials required. Show finished ground elevations at all corners of buildings, basements, grade breaks, lot corners and all drainage connection points.
- Retaining Walls:** Indicate location, height and materials used for all retaining walls. Indicate finished ground elevations at top and bottom.
- Storm Drainage:** Indicate storm water disposal plan. Show all catch basin elevations, pipe type, and size.

**4. Preliminary Landscape Plan**

- Landscape Structures:** Show location and dimensions of major landscape structures such as fences, walls, walks, pools and trellises.
- Paving Materials:** Indicate paving materials to be used.
- Planting Plan:** Show proposed generalized planting plan.
- Existing Trees:** Indicate location and size of all trees four (4) inches in diameter or larger.

**Note: A final landscaping plan, prepared by a licensed Landscape Architect, must be submitted and approved before a Building Permit can be issued.**

**5. Building Elevations**

- Building Exterior:** Show front, rear and side views of existing and proposed buildings, including color finishes.
- Materials and Color Board:** Indicate colors and materials for proposed building facades.
- Section Details:** Indicate the detailing of fenestration (windows and doors) to show whether fenestration is recessed from the face of the building exterior, and/or there is framing around the fenestration.
- Context:** Show exterior building elevations of residential buildings within abutting parcels. County staff will check the residential proposal against the buildings at residential parcels on the same side of the street and within 300 feet of the subject parcel and those directly opposite these lots, to review if the prevailing buildings (60% of those surveyed) on residential lots are single story. If so, then the second story of the proposed residential building is to be stepped back at least 12 feet from the exterior front façade.

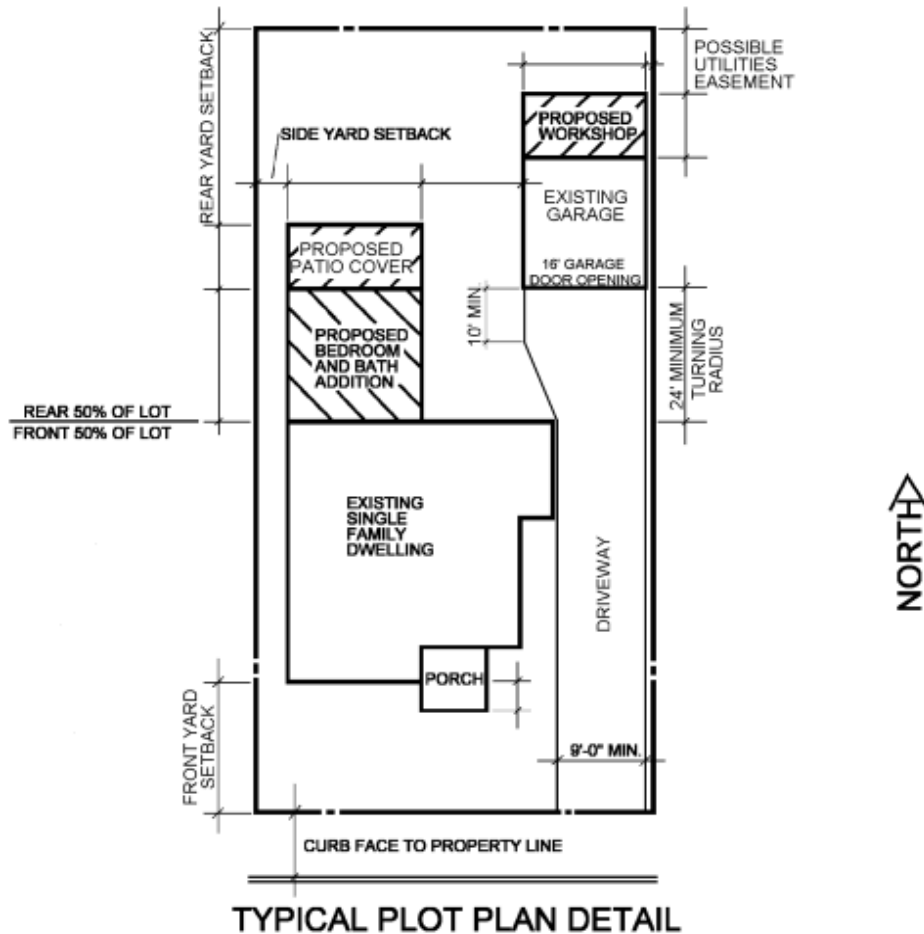
**Planner Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Sample Site Plan

*Site Plan should include the following:*

1. North direction arrow.
2. Scale. You must use 1 inch = an even number of feet (i.e. 20 feet, 40 feet, 100 feet, or 600 feet depending on the size of your property).
3. Boundaries of the parcel, including dimensions (you may need a plot map of your property).
4. Location, dimensions, and purpose of rights-of way and easements within the property.
5. Location, dimensions, and use of all existing and proposed structures.
6. Distances of existing and proposed structures from all property lines, from rights-of way, easements, and other structures.
7. Location of all utilities labeled existing or proposed, including septic tank and drainfield, water, power, phone etc.
8. Location and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways, and other impervious (paved) area(s).
9. Location of any surface water (streams, culverts, drainage ways), or any distinguishing land features such as slopes within or adjacent to the parcel.
10. Extent of area which will be disturbed by construction activity, clearing, digging, or earth moving.
11. On the back of your site plan, please provide detailed directions to the site.
12. Vicinity map.



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