



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" and one 8.5"x11"** 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*.** Please refer to the current fee schedule.
- 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. Interior garage dimensions and garage door opening measurements are required.
 - 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.**

Accessory Dwelling Unit Application Checklist

- Location, species, and size (measured 54 inches above the ground), of all existing trees.
- Floor area in square feet for all buildings. Roof overhang areas are also required to be included in the project data and lot coverage calculation.
- EXISTING ACCESSORY BUILDING DOCUMENTATION.** When a project is proposed through the conversion of an existing accessory building, documentation verifying the structure legally passed a final building inspection by or before January 1, 2017 is required. Documentation shall be subject to review and approval by Planning Division staff.
- PARKING EXEMPTION DOCUMENTATION.** For projects requesting a parking exemption, documentation verifying the applicable exemption finding must be provided, including but not limited to: current on-street parking permit, radius map noting the ADUs distance from public transit or car share vehicle site or alternative documentation.
- BUILDING ELEVATIONS.** Plans shall be drawn at 1/8 in. = 1 ft. or larger scale and shall include dimensions and details of the proposed project area or structure (height, width, overhang, materials, colors, doors, windows, etc.) for all four sides of the building.
- FLOOR PLAN(S).** Detailed floor plans for the ADU space and a general floor plan layout is required for the principal dwelling. Plan(s) shall be drawn at 1/8 in. = 1 ft. or larger.
- PHOTOS.** Photos of the site and adjacent development including all elevations of the existing dwelling.

PLEASE NOTE: This application is the first part of the process for an Accessory Dwelling Unit approval. A building permit review and approval is also required. Prior to issuance of a building permit for an Accessory Dwelling Unit, the City will collect impact fees. In April 2016 the City reduced impact fees for small Accessory Dwelling Units in an effort to reduce impediments for ADUs. Impact fees for Large Accessory Dwelling Units were not changed. Impact fees are in addition to building permit fees. Please note the impact fees are updated every July, refer to the current fee schedule for impact fees in place at the time of the building permit submittal.

Contra Costa Water District

- New service water connection fee Contact CCWD at (925) 688-8014

Mt. Diablo Unified School District

- School fees for units greater than 500 sq. ft. Contact MDUSD at (925) 682-8000

- DEED RESTRICTION.** A copy of a deed restriction recorded by the County Clerk requiring the legal owner to occupy one of the two units shall be submitted for a Junior Accessory Dwelling Unit prior to the issuance of a building permit.

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____



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:

Project Site / Address:	APN:
Proposed Accessory Dwelling Unit Size:	Bedroom Count:
Type of Accessory Dwelling Unit Proposed: <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	
Is the site within one-half mile of an existing Bay Area Rapid Transit (BART) station? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Property Owner Name(s):	
Telephone:	Email:

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
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