



# *Accessory Dwelling Unit*

---

## Counter Complete Checklist

The following is a checklist of the required information for submitting an ACCESSORY DWELLING UNIT APPLICATION. Applications will not be processed until ALL of the following information is submitted.

- Application for Accessory Dwelling Unit completed and signed by property owner
- One site plan, drawn to a minimum scale of 1" = 200', on a sheet no larger than 24" x 36", including the following information:

- Property owner's name, address and phone number
- North arrow, scale and date
- Dimensions of the property with property lines indicated
- Location of off-street parking spaces (one space for primary residence and one space for ADU)
- Locations of all existing structures and proposed structures

- One set of elevation drawings of the front, sides and back of the primary structure, accessory structures and proposed ADU, indicating types of finish materials, roof pitch, trim and windows (ADU needs to match all primary structure styles)
- Fee for Planning Services Department review