NEW ACCESSORY DWELLING UNIT PERMIT APPLICATION

CITY OF SAUSALITO COMMUNITY DEVELOPMENT DEPARTMENT

420 Litho Street | Sausalito, CA 94965

Instructions: This application is to apply for a new Accessory Dwelling Unit (ADU) Permit pursuant to Sausalito Municipal Code Section 10.44.080. Please complete all information required on pages 1-3 of this application. The property owner and applicant must provide signatures and certifications on page 4.

Property Address	- TO BE COMPLETED BY		State:	7in Code				
i i oponiy Audies	APN:	Zonina Distric						
Property Address: Street: State: Zoning District: APN: Zoning District: Phone Number: Property Owner: Name: Phone Number:								
	Mailing Address: Street:							
	Email Address:							
Applican	t: Name:	Р	hone Number:					
• •	t: Name: Mailing Address: Street: _		State:	Zip Code:				
	Email Address:			_ ,				
Parcel Size	squar	e feet						
Parking	: Number of Spaces on Par	Number of Spaces on Parcel: □ 1 □ 2 □ 3 □ 4 □						
Primary Units	Number of Primary Units							
This application is fo	pplication is for: A detached ADU. Size of ADU: square feet							
	☐ An attached ADU. Size							
	■ An internal conversion							
D 1.4	B III II II (ABIDI C	TO DE CC	MADIETED DV ADDIL	SANIT				
Proposed Accessory	Dwelling Unit (ADU) Info	rmation - 10 BE CC	MPLETED BY APPLIC	ANI				
ls there an existing ADL	J on the Parcel? 🗖 Yes 🔲 N	lo						
Will alteration/modific	ation of any existing structure	es be necessary to cons	struct the ADU? TYes	□ No				
· · · · · · · · · · · · · · · · · · ·	ve construction of a detached							
<u> </u>								
	conversion of a garage, carp	<u> </u>						
Will the ADU have an e	entrance which is separate fro	om the primary unit? $lacksquare$	Yes 🗖 No					
Where will the entrance	e to the ADU be located?							
Distance from the ADU	to the property lines: North: _	ft West: ft East:	ft South: ft					
Height of ADU from av	erage natural grade: fee	et						
	erage added as a result of A		feet					
	dded as a result of ADU:							
	urfaces added as a result of	· ·	- foot					
			е теет	_				
	d* off-street parking spaces of							
	d* off-street parking spaces t	to property lines: North	n: ft West: ft Eas	t: ft South: ft				
Number of bedrooms in	ı the ADU:							
*i.e., not tandem or of ϵ	a slope greater than 5%							
Existina Primary Uni	t Information — TO BE CO	MPLETED BY APPLIC	CANT					
Primary	Address	Living Area Size	Number of Parking	Size of Parking				
Unit		(Square Feet)	Spaces for Unit	Spaces for Unit				
1:								
2:								
Z:								
		1	1					
3:								
3: 4:	for additional stress 200							
3: 4:	for additional primary units)							
3: 4:		or Staff Use Only						
3: 4: (Use a separate sheet	F	or Staff Use Only	eived:					
3: 4:	F	or Staff Use Only Date Rec	eived:					

Compliance with Development Standards

	TO BE COMPLETED BY APPLICANT		STAFF USE ONLY		
Item	Existing Conditions	Proposed Addition and/or Alteration	Proposed Total	Required	Compliance?
Parcel Size	s.f.	s.f.	s.f.	s.f.	☐ Yes ☐ No
Setbacks					☐ Yes ☐ No
North	feet	feet	feet	feet	
West	feet	feet	feet	feet	
East	feet	feet	feet	feet	
South	feet	feet	feet	feet	
Height (from					☐ Yes ☐ No
average natural	feet	feet	feet	feet	
grade)					
Building Coverage					☐ Yes ☐ No
Area Covered	s.f.	s.f.	s.f.		
Percent of Parcel	%	%	%	s.f.	
				%	
Floor Area					☐ Yes ☐ No
Area Covered	s.f.	s.f.	s.f.	s.f.	
Percent of Parcel	%	%	%	%	
Impervious Surfaces					☐ Yes ☐ No
Area Covered	s.f.	s.f.	s.f.	s.f.	
Percent of Parcel	%	%	%	%	
Parking	spaces	spaces	spaces	spaces	☐ Yes ☐ No

Compliance with Accessory Dwelling Unit Standards

	TO BE COMPLETED BY APPLICANT				STAFF USE ONLY
ltem	Acknowledgement of ADU Standards A "No" answer may disqualify the ADU from staff-level permitting			No	Compliance?
Location	Is the parcel in an R-1-20, R-1-8, R-1-6, R-2-5, R-2-2.5 or R-3 Zoning District?				☐ Yes ☐ No
	Does the ADU have a separate entrance?				☐ Yes ☐ No
Access & Facilities	Does the ADU have a separate kitchen with a sink; a refrigerator of more than five cubic feet capacity; and a range or cooktop?				☐ Yes ☐ No
	Does the ADU have a separate bathroom facility?				☐ Yes ☐ No
Size	For interior conversions ADUs:	Is the ADU floor area at least 275 square feet and no greater than 40% of the primary unit up to a 1,000 square foot maximum?	0	_	☐ Yes ☐ No
		Does the ADU have two bedrooms or less?			☐ Yes ☐ No
	For attached and detached ADUs:	Is the ADU floor area at least 275 square feet and no greater than 30% of the primary unit up to a 700 square foot maximum?	0	0	☐ Yes ☐ No
		Does the ADU have one bedroom or less?	0	_	□ Yes □ No

	TO BE COMPLETED BY APPLICANT	STAFF USE ONLY		
ltem	Acknowledgement of ADU Standards A "No" answer may disqualify the ADU from staff-level permitting	Yes	No	Compliance?
Parking	For units 700 square feet & less	_	0	☐ Yes ☐ No Meets tandem requirements: ☐ Yes ☐ No ☐ N/A
	For units Greater spaces provided on the parcel for the ADU? Than 700			Meets parking in
	square If "No": Is the parking provided in tandem?	0	_	requirements: Yes No N/A
Floor Area	With the addition of the ADU, will the parcel comply with the floor area limits in the applicable Zoning District?			☐ Yes ☐ No ☐ N/A
Building Coverage	With the addition of the ADU, will the parcel comply with the building coverage limits in the applicable Zoning District?		_	☐ Yes ☐ No ☐ N/A
Impervious Surfaces	With the addition of the ADU, will the parcel comply with the impervious surface limits in the applicable Zoning District?	0	0	□ Yes □ No □ N/A
Setbacks	With the addition of the ADU, will the parcel comply with the setback regulations in the applicable Zoning District?			☐ Yes ☐ No ☐ N/A
Height	Attached Will the ADU comply with the height limitations applicable to the main unit? Will the ADU be 15 feet or less in height from average natural grade?	- 0	_	□ Yes □ No □ N/A
Design	Does the ADU have a roof slope, window arrangement, siding materials, colors and architectural style compatible with the primary residence?			□ Yes □ No □ N/A
Views	Do the installed and certified story poles demonstrate that the ADU does not impair views from neighboring properties?	_	_	☐ Yes ☐ No ☐ N/A ☐ Verified by certified story poles
Privacy	Is the ADU designed so that its exterior windows, decks and doors are not directly opposite the exterior living areas and do not overlap windows or doors to interior living areas of adjoining properties?			□ Yes □ No □ N/A
Light	Is the ADU designed so that there are no adverse light impacts on adjacent properties? The ADU may not impact more than 25% of the light on an adjacent parcel more than 30 days per year.			☐ Yes ☐ No ☐ N/A ☐ Verified by a shadow Study
Owner Restrictions	For ADUs in R-1-20, R-1-8, R-1-6 Zoning Districts, will the property owner occupy either the primary unit or accessory dwelling unit as their primary residence?			□ Yes □ No □ N/A

STATEMENT OF PROPERTY OWNERSHIP AND ACKNOWLEDGEMENT & CERTIFICATION OF APPLICATION. Property Address: Assessor's Parcel Number: Property Owned by Individual(s) _____, hereby state under penalty of perjury under the laws of the State of California that I am the record owner of the above-described subject property. I authorize the applicant designated in this application to act as my representative during consideration of this project by the City. I agree to be responsible for all costs incurred in connection with the processing of my application and appeals, if any. I furthermore acknowledge that if the Accessory Dwelling Unit Permit is approved and the subject property is located in an R-1-20, R-1-8 or R-1-6 Zoning District I must occupy either the primary unit or accessory dwelling unit as my primary residence. I understand that the contents of this document are a Public Record. Signature of Owner Property Owned by a Trust, LLC, Corporation, Partnership, or Other Entity For a property owned by a trust, please attach the trust document or a certificate of trust, including any attachments thereto. For an LLC, corporation, partnership, or other entity, please attach proof of ownership and certification of the signer's authorization to enter into contracts on behalf of the entity. _____, hereby state under penalty of perjury under the laws of the I/We,_ State of California that the above-described subject property is owned by a trust, LLC, corporation, partnership, or other entity and that my/our signature/s on this application has/have been authorized by all necessary action required by the LLC, corporation, partnership, or other entity. I/We authorize the applicant designated in this application to act as my/our representative during consideration of this project by the City. I/We furthermore acknowledge that if the Accessory Dwelling Unit Permit is approved and the subject property is located in an R-1-20, R-1-8 or R-1-6 Zoning District I/We must occupy either the primary unit or accessory dwelling unit as my/our primary residence. I/We understand that the contents of this document are a Public Record. Signature____ Date_____ Title Title \square Trustee(s) \square Partners: \square Limited or \square General \square Corporation \square Other Name of trust, LLC, corporation, or other entity:_____ Applicant Signature _____, hereby make application for approval of the accessory dwelling unit permit requested. I have read this application and hereby certify that the statements furnished above and in the attached exhibits present the data and information required for the accessory dwelling unit to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. I understand that the contents of this document are a Public Record. Signature of Applicant_

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Updated: February 2013