

§ 17.60.070 **Accessory dwelling units.**

**A. Purposes.** The purposes of this section are to authorize accessory dwelling units and junior accessory dwelling units; to establish a procedure for reviewing and approving their development to ensure and maintain healthy and safe residential living environments; to establish location and development standards for accessory dwelling units; to implement the general plan; and to comply with Government Code Sections 66314-66332, which require local agencies to consider applications for accessory dwelling unit and junior accessory dwelling unit permits ministerially without discretionary review or a public hearing, as well as any successor statutes on accessory dwelling units or junior accessory dwelling units, subject to the following requirements.

**B. Definitions.** For purposes of this section, the following words and phrases have the following meanings:

1. "Accessory dwelling unit" or "ADU" has the meaning set forth in Government Code Section 66313, as it may be amended: an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An ADU also includes the following: (a) an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code; and (b) a manufactured home, as defined in Section 18007 of the Health and Safety Code. The ADU may be either attached to or located within the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or it may be within an existing or proposed accessory structure that is detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.
2. "Attached accessory dwelling unit" means an ADU attached to a primary dwelling unit.
3. "Detached accessory dwelling unit" means an ADU detached from a primary dwelling unit.
4. "Efficiency unit" shall have the same meaning as specified in the International Building Code of the International Code Council, as incorporated by reference in Part 2 of Title 24 of the California Code of Regulations; have occupancy by no more than two persons; have a maximum floor area of one hundred fifty square feet; and which may also have partial kitchen or bathroom facilities.
5. "Internal conversion" means the establishment of an ADU or junior accessory dwelling unit within an existing or proposed primary dwelling unit or, in the case of an ADU, within an existing detached accessory building.

**6.** "Junior accessory dwelling unit" or "JADU" has the meaning set forth in Government Code Section 66313, as it may be amended: a unit that is no more than five hundred square feet of interior livable space in size and contained entirely within an existing single-family residence. Enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence. A JADU is required to include a separate entrance from the main entrance to the proposed or existing single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. In cases where the JADU shares sanitation facilities with the existing structure, the JADU shall include an interior entry to the main living area of the proposed or existing single-family residence. It is required to include an efficiency kitchen which shall include a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the unit.

**7.** "Livable space" means a space in a dwelling intended for human habitation, including facilities for living, sleeping, eating, cooking, or sanitation.

**7.8.** "Primary dwelling" means either the single-family dwelling unit or the multifamily building on the same lot as one or more ADUs or JADUs, as applicable.

**C. Permitting Procedure and Allowances.** Except as otherwise provided in subsection **D** of this section, an application for a permit to establish an ADU will be approved ministerially without discretionary review or public hearing if the ADU meets: the location requirements specified in subsection **E** of this section; the development standards specified in subsections **D** and **F** of this section; all applicable building standards in Title **15** that are incorporated into this section and made applicable by reference; and all applicable sanitary sewer, water, and stormwater requirements.

**1.** Appeals. A denial of an ADU or JADU permit or decision of incompleteness for an ADU or JADU may be appealed in accordance with the appeal procedures set forth in Municipal Code Section 17.16.080, Appeals.

**D. Accessory Dwelling Unit Provisions for Existing or Proposed Development.** An application for a permit to establish any of the following types of ADUs in a residential or mixed-use zoning district will be approved ministerially without discretionary review or public hearing or will be denied with a full set of comments issued with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant within sixty days of receipt of a complete application if there is an existing or proposed single-family or multifamily dwelling on the lot. Applicable zoning districts are identified in subsection **E** of this section.

**1. Single-Family Development.**

**a.** Up to one attached ADU, one detached ADU, and one JADU may be allowed on each lot with an existing or proposed single-family dwelling. This

may consist of one internal conversion or attached ADU to an existing or proposed single-family dwelling or an existing accessory structure or one new detached ADU; in either case, a JADU is also allowed. A JADU must be contained within or as an addition to the primary residence or attached garage and is not allowed as a new detached accessory building or as a conversion of a detached accessory building.

**b. Internal Conversions of a Primary Residence or Attached Accessory Structure.** Up to one ADU and one JADU are permitted within an existing or proposed single-family dwelling or an existing attached accessory structure, subject to the following requirements:

**i.** The ADU and the JADU must have separate exterior access from each other and from the existing or proposed single-family dwelling.

**ii.** When converting an attached accessory structure, the attached accessory structure may be expanded by no more than one hundred fifty square feet beyond its physical dimensions at the time of the application to accommodate ingress and egress.

**iii.** A proposed JADU must comply with all of the requirements of Government Code Section 66333 and may not exceed five hundred square feet in area of interior livable space.

**iv.** The side and rear setbacks must be sufficient for fire and safety.

**v.** No replacement of any off-street parking spaces or attached garage spaces removed due to an internal conversion for an ADU or JADU shall be required. No new off-street parking spaces will be required for detached units created under this section that meet the requirements of Gov. Code section 66323(a)(4).

**vi.** A local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee, unless constructed with a new single-family residence.

**c. Attachments to a Primary Residence or Attached Accessory Structure.** Up to one ADU is permitted as an attachment to an existing or proposed single-family dwelling or an existing attached accessory structure, subject to the following requirements:

**i.** The ADU and the JADU must have separate exterior access from each other and from the existing or proposed single-family dwelling.

**ii.** The attached ADU is permitted to be at least eight hundred fifty square feet for a studio/one-bedroom unit or one thousand square

feet for two or more bedrooms, but shall not exceed the smaller of the following:

**(A)** One thousand square feet for a studio or one-bedroom unit or one thousand two hundred square feet for a unit with more than one bedroom.

**(B)** Fifty percent of the existing primary dwelling unit size or eight hundred square feet of interior livable space, whichever is larger.

**iii.** Attached ADUs may be up to the maximum allowed height in the zoning district or twenty-five feet, whichever is less.

**iv.** A proposed JADU must comply with all of the requirements of Government Code Section 66333 and may not exceed five hundred square feet of interior livable space in area.

**v.** Side and rear setbacks shall be at least four feet. Front yard setbacks shall be as required in the district in which the lot is located, unless the front setback requirement would be prohibitive of an ADU of up to eight hundred square feet of interior livable space with side and rear setbacks of at least four feet and a height not exceeding the limitations set forth in subsection (D)(1)(c)(iii) of this section.

**vi.** No replacement of any off-street parking spaces or attached garage spaces removed due to creation of an attached ADU or JADU shall be required.

**vii.** A local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee, unless constructed with a new single-family residence.

**d.** Internal Conversions of an Existing Detached Accessory Structure. Up to one ADU is permitted within an existing detached accessory structure, subject to the following requirements:

**i.** The ADU must have independent exterior access.

**ii.** The existing detached accessory structure may be expanded by no more than one hundred fifty square feet beyond its physical dimensions at the time of the application to accommodate ingress and egress.

**iii.** The side and rear setbacks must be sufficient for fire and safety.

**iv.** No replacement of any off-street parking spaces or garage spaces removed due to an internal conversion of an existing detached accessory structure for an ADU shall be required.

**v.** A local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related a connection fee, unless constructed with a new single-family residence.

**e.** Detached ADU Units. Up to one detached new construction ADU on a lot with a proposed or existing single-family dwelling may be allowed subject to the following requirements. The following limits shall apply:

**i.** The ADU must have independent exterior access.

**ii.** The ADU shall not exceed:

**(A)** One thousand square feet for a studio or one-bedroom unit; or

**(B)** One thousand two hundred square feet for a unit with more than one bedroom.

**iii.** The ADU shall not exceed:

**(A)** A height of up to sixteen feet for an ADU on a lot with an existing or proposed single-family dwelling unit.

**(B)** A height of up to eighteen feet for an ADU on a lot with an existing or proposed single-family dwelling unit that is within one-half mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. Up to an additional two feet in height is permitted to accommodate a roof pitch on the ADU to allow for alignment with the roof pitch of the primary dwelling unit.

**(C)** A height of up to 20 feet at the eave and 25 feet at roof peak for a two-story ADU may be allowable subject to an Administrative Use Permit.

**iv.** Side and rear setbacks shall be at least four feet. Front yard setbacks shall be as required in the district in which the lot is located.

**v.** A detached ADU that complies with the following development standards shall be permitted, notwithstanding any other development standards:

**(A)** The ADU is has eight hundred square feet or less of interior livable space ~~or smaller~~.

**(B)** The ADU is set back at least four feet from the side and rear of the property.

**(C)** The ADU does not exceed the following height limitations:

**(1)** A height of up to sixteen feet for a detached ADU on a lot with an existing or proposed single-family dwelling unit.

**(2)** A height of up to eighteen feet for a detached ADU on a lot with an existing or proposed single-family dwelling unit that is within one-half mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. Up to an additional two feet in height is permitted to accommodate a roof pitch on the ADU to allow for alignment with the roof pitch of the primary dwelling unit.

**vi.** No replacement of any off-street parking spaces or garage spaces removed due to a new detached ADU shall be required.

**vii.** A local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee, unless constructed with a new single-family residence.

**viii.** Newly constructed non-manufactured detached ADUs for which permit requests are submitted on or after January 1, 2020, require compliance with 2019 Energy Code photovoltaic (PV) systems requirements (Section 150.1(c)14).

**f.** No certificate of occupancy shall be issued for an ADU or JADU prior to issuance of a certificate of occupancy for the primary residence.

**g.** If the permit application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, action on the permit application for the ADU or the JADU may be delayed until action on the permit application to create the new single-family dwelling. In this case, the sixty-day time period shall be tolled for the period of the delay.

## **2. Multifamily Development.**

**a. Internal Conversions.** One or more ADUs that are internal conversions within the nonlivable space of an existing multiple-family dwelling, including, but not limited to, storage rooms, boiler rooms, passageways, attics,

basements, or garages, are permitted. Each internal conversion under this subsection must meet all applicable building standards in Title 15 as well as any applicable sanitary sewer, water, and stormwater requirements. The following limits shall apply:

- i. Internal ADU conversions within an existing multiple-family dwelling may total at least one conversion but shall not exceed twenty-five percent of the number of existing multiple-family units in the primary dwelling.
- ii. No replacement of any off-street parking spaces removed due to internal conversion ADUs of multifamily dwellings shall be required.
- iii. No new off-street parking shall be required for new ADUs added as internal conversions of multiple-family dwellings.

**b. Detached Units.** Up to eight detached ADUs are allowed on a lot with an existing multifamily dwelling, so long as the number of ADUs does not exceed the number of existing units. One or two detached ADUs on a lot with an existing a proposed multifamily dwelling are allowed. ~~if Detached ADUs on lots with existing or proposed multifamily dwellings must~~ meets all applicable building standards in Title 15 and all applicable sanitary sewer, water and stormwater requirements. The following limits shall apply:

i. The following height limitations are applicable:

**(A)** A height of up to sixteen feet for a detached ADU on a lot with an existing or proposed multifamily dwelling unit.

**(B)** A height of up to eighteen feet for a detached ADU on a lot with an existing or proposed multifamily dwelling unit that is within one-half mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. Up to an additional two feet in height is permitted to accommodate a roof pitch on the ADU to allow for alignment with the roof pitch of the primary multifamily dwelling unit.

**(C)** A height of up to eighteen feet for a detached ADU on a lot with an existing or proposed multifamily, multistory dwelling. Up to an additional two feet in height is permitted to accommodate a roof pitch on the ADU to allow for alignment with the roof pitch of the primary multifamily dwelling unit.

**(D)** A height of up to 20 feet at the eave and 25 feet at roof peak for a two-story ADU may be allowable, subject to an Administrative Use Permit.

**ii.** Side and rear setbacks for new detached ADUs shall be at least four feet. Front yard setbacks shall be as required in the district in which the lot is located unless (1) the front setback requirement would be prohibitive of an ADU of up to eight hundred square feet of interior livable space with side and rear setbacks of at least four feet and a height that does not exceed the limitations set forth in subsection (D)(2)(b)(i) of this section, and (2) detached ADUs constructed pursuant to Gov. Code section 66323(a)(4) shall not be subject to front setback requirements.

**iii.** No replacement of any off-street parking spaces or garage spaces removed due to construction of a new detached ADU shall be required.

**iv.** Newly constructed detached ADUs for which permit requests are submitted on or after January 1, 2020, require compliance with 2019 Energy Code photovoltaic (PV) systems requirements.

#### **E. Location.**

**1.** Subject to the requirements of this section, ADUs may be located on any lot in a single-family residential district (R-1, R-2), multifamily residential district (R-3, R-4), residential or commercial mixed-use district (RMU, CMU, PD, MUCW, EMU), or multifamily overlay district (MF); or in the low density residential, medium density residential, high density residential, residential mixed-use, commercial mixed-use, mixed-use center north, and mixed-use center south districts of the San Pablo Avenue Specific Plan (SP2). Where associated with existing single-family or multiple-family residential development, ADUs and JADUs may also be located in the NC, CR, and IMU districts.

**2.** No subdivision rights are authorized that would result in the accessory dwelling unit being located on a separate lot from the primary dwelling.

#### **F. Additional Development Standards.**

**1. Types of Accessory Dwelling Units.** An ADU may be attached to a primary dwelling or detached from a primary dwelling.

**a.** If an ADU is attached to a primary dwelling, the ADU may consist of an internal conversion of an attached garage or other area within the primary dwelling unit and/or an addition to the primary dwelling unit.

**b.** If an ADU is detached from a primary dwelling unit, the ADU may be an internal conversion of a detached garage or other accessory building, or new construction. A detached ADU must be located on the same lot as the primary dwelling.

**2. Required Yards.**

**a.** An ADU must comply with all requirements relating to yards (front setbacks, side, and rear) and building height that are generally applicable to residential construction in the zone in which the property is located, except as otherwise provided in this section.

**b.** A setback is not required for an ADU that is an internal conversion or that is constructed in the same location and to the same dimensions as an existing building; provided, that the existing side and rear setbacks are sufficient for fire and safety.

**c.** A minimum setback of four feet from the side and rear lot lines is required for an ADU that is not an internal conversion and is not constructed in the same location and to the same dimensions as an existing building.

**d.** Notwithstanding the setback requirements set forth in subsections (F)(2)(a) and (c) of this section, a building separation of at least six feet between buildings shall be maintained, as required by the building code; provided, however, that this standard shall not prevent the development of any ADU developed pursuant to Gov. Code section 66323(a).

### **3. Off-Street Parking.**

**a.** A lot containing an ADU must provide at least one additional off-street parking space to serve the ADU, except as otherwise provided in this subsection as set forth below. The additional space(s) may be provided as tandem parking on a driveway or within a setback area, unless specific findings are made that parking in these locations is not feasible based on specific site or regional topographical or fire and life safety conditions.

**b.** Replacement parking spaces are not required if a garage, carport, or covered parking structure that provides off-street parking is demolished or converted in conjunction with the construction of an ADU.

**c.** No additional off-street parking is required for an ADU in any of the following instances:

**i.** The ADU is located within one-half mile walking distance of public transit, as defined by Government Code Section 66313.

**ii.** The ADU is located within an architecturally and historically significant historic district.

**iii.** The ADU is an internal conversion.

**iv.** A car share vehicle pickup location is within one block of the ADU. A "car share vehicle" has the same meaning as in Vehicle Code Section 22507.1.

v. When on-street parking permits are required but not offered to the occupant of the ADU.

vi. When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the accessory dwelling unit or the parcel satisfies any other criteria listed in subsection (F)(3)(c) of this section.

4. **Living Provisions.** An ADU must provide complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. A JADU may share sanitation facilities with the primary residence.
  5. **Permanent Foundation.** A permanent foundation is required for all ADUs.
  6. **Independent Access.** An ADU must have independent exterior access separate from that of the primary dwelling unit.
  7. **Sewage and Water.** ADUs shall be connected to sanitary sewer and water lines in accordance with local utility requirements. Verification that the standards have been met is required prior to final inspection. For purposes of providing service for water, sewer, or power, including a connection fee, a JADU shall not be considered a separate or new dwelling unit.
- G. Building Code Compliance.** Notwithstanding any other provision of this section, ADUs shall be developed in compliance with Title [15](#), Buildings and Construction. Newly constructed non-manufactured detached ADUs for which permit requests are submitted on or after January 1, 2020, require compliance with 2019 Energy Code photovoltaic (PV) systems requirements.
- H. Occupancy Limits.**
1. No ADU or JADU may be rented or offered for rent for a term of less than thirty days.
  2. An ADU is not subject to an owner-occupancy requirement.
  3. Where a JADU is added to a single-family residence, either the JADU or the single-family residence shall be owner-occupied, unless the owner is another governmental agency, land trust, or housing organization.
- I. Deed Restrictions for JADUs.** Prior to issuance of a Certificate of Occupancy for a JADU, the applicant shall do the following:
1. Enter into an agreement of restrictions with the city that refers to the deed under which the property was acquired by the applicant and provides the following:
    - a. The JADU shall not be sold separately from the primary dwelling.
    - b. The JADU is restricted to the maximum size allowed under the permit.

- c. Where a JADU is added to a single-family residence and the JADU shares sanitation facilities with the primary residence, either the JADU or the single-family residence shall be owner-occupied, unless the owner is another governmental agency, land trust, or housing organization.
    - d. The restrictions are binding upon any successor in ownership of the property and lack of compliance may result in legal action by the city against the property owner.
    - e. The JADU shall not be rented for a term of less than 30 days.
  2. Record the agreement with the county recorder.
  3. Prepare a disclosure statement that shall be included in any future offer or sale documents. The statement shall read as follows:

You are purchasing a property with a permit for a junior accessory dwelling unit. This permit carries with it certain restrictions that must be met by the owner of the property. You are prohibited from selling the junior accessory dwelling unit separately. The junior accessory dwelling unit is restricted to the maximum size allowed under the permit. The junior accessory dwelling unit may not be rented or offered for rent for a term of less than thirty days. A copy of the permit is available from the current owner or from the city of San Pablo Community Department.

**J. Provisions for Separate Sale.**

1. A JADU may not be sold or otherwise conveyed separately from the parcel and the primary dwelling (in the case of a single-unit dwelling) or from the parcel and all of the dwellings (in the case of a multiple-unit dwelling).
2. An ADU may be sold or conveyed separately from the primary residence to a qualified buyer either as a Condominium, pursuant to Section K.2 below, or as tenancy in common.
3. Tenancy in Common for ADUs is allowed if the property is held pursuant to a recorded tenancy in common agreement that includes all of the following:
  - a. The agreement allocates to each qualified buyer an undivided, unequal interest in the property based on the size of the dwelling each qualified buyer occupies.
  - b. A repurchase option that requires the qualified buyer to first offer the tenant in common to buy the property if the buyer desires to sell or convey the property.
  - c. A requirement that the qualified buyer occupies the property as the buyer's principal residence.
  - d. A grant deed naming the grantor, grantee, and describing the property

interests being transferred shall be recorded in the county. A preliminary change of ownership report shall be filed concurrently with this grant deed pursuant to Section 480.3 of the Revenue and Taxation Code.

- e. Notwithstanding subsection (J)(3)(d) of this section, if requested by a utility providing service to the primary residence, the ADU has a separate water, sewer, or electrical connection to that utility.

**K. Accessory Dwelling Unit Condominiums.**

1. Purpose. The purpose of this Section is to establish standards, requirements, and procedures to allow separate sale or conveyance of a primary unit and an ADU or ADUs as condominiums pursuant to the regulations set forth in Government Code Section 66342, added by State Assembly Bill 1033 (AB 1033).
2. Separate Sale or Conveyance of ADUs as Condominiums. An ADU or ADUs shall be separately sold or conveyed as condominiums only under the conditions outlined in this Section.
3. ADU Condominium Requirements. All condominium projects subject to this Section shall be subject to the following requirements:
  - a. All condominium projects subject to this Section shall comply with all applicable provisions of the San Pablo Municipal Code.
  - b. The condominiums shall be created pursuant to the Davis-Stirling Common Interest Development Act (Part 5 (commencing with Section 4000) of Division 4 of the Civil Code).
  - c. The condominiums shall be created in conformance with all applicable objective requirements of the Subdivision Map Act (Division 2 (commencing with Section 66410)) and all objective requirements of Chapter 16.02.060, 16.04, and 16.10 9.54, Subdivisions. As provided in Section 16.02.060, projects that will result in four or fewer parcels require a tentative map and final parcel map or waiver of parcel map and are not subject to a final subdivision map and Planning Commission review.
  - d. All condominium projects subject to this Section shall comply with the requirements of the California Government Code and Chapter 15.44, Condominium Conversion.
  - e. Before recordation of the condominium plan, a safety inspection of the ADU shall be conducted as evidenced either through a certificate of occupancy from the local agency or a housing quality standards report from a building inspector certified by the United States Department of Housing and Urban Development.
  - f. Lienholder's consent required. Lienholder's consent shall be required as

follows:

- i. Neither a subdivision map nor a condominium plan shall be recorded with the county recorder in the county where the real property is located without each lienholder's consent. The following shall apply to the consent of a lienholder:
  1. A lienholder may refuse to give consent.
  2. A lienholder may consent provided that any terms and conditions required by the lienholder are satisfied.
- g. Prior to recordation of the initial or any subsequent modifications to the condominium plan, written evidence of the lienholder's consent shall be provided to the county recorder along with a signed statement from each lienholder that states as follows: "(Name of lienholder) hereby consents to the recording of this condominium plan in their sole and absolute discretion and the borrower has or will satisfy any additional terms and conditions the lienholder may have."
- h. The lienholder's consent shall be included on the condominium plan or a separate form attached to the condominium plan that includes the following information:
  - i. The lienholder's signature.
  - ii. The name of the record owner or ground lessee.
  - iii. The legal description of the real property.
  - iv. The identities of all parties with an interest in the real property as reflected in the real property records.
  - v. The lienholder's consent shall be recorded in the office of the county recorder of the county in which the real property is located.
- i. The City shall include the following notice to consumers on any ADU or JADU unit submittal checklist or public information issued describing requirements and permitting for ADUs, including as standard condition of any ADU building permit or condominium plan approval:

"NOTICE: If you are considering establishing your primary dwelling unit and accessory dwelling unit as a condominium, please ensure that your building permitting agency allows this practice. If you decide to establish your primary dwelling unit and accessory dwelling unit as a condominium, your condominium plan or any future modifications to the condominium plan must be recorded with the County Recorder. Prior to recordation or modification of your subdivision map and condominium plan, any lienholder with a lien on your title must provide a form of written consent either on the condominium plan, or on the lienholder's

consent form attached to the condominium plan, with text that clearly states that the lender approves recordation of the condominium plan and that you have satisfied their terms and conditions, if any.

In order to secure lender consent, you may be required to follow additional lender requirements, which may include, but are not limited to, one or more of the following:

A. Paying off your current lender.

You may pay off your mortgage and any liens through a refinance or a new loan. Be aware that refinancing or using a new loan may result in changes to your interest rate or tax basis. Also, be aware that any subsequent modification to your subdivision map or condominium plan must also be consented to by your lender, which consent may be denied.

B. Securing your lender's approval of a modification to their loan collateral due to the change of your current property legal description into one or more condominium parcels.

C. Securing your lender's consent to the details of any construction loan or ground lease.

This may include a copy of the improvement contract entered in good faith with a licensed contractor, evidence that the record owner or ground lessee has the funds to complete the work, and a signed statement made by the record owner or ground lessor that the information in the consent above is true and correct.

- j. If an ADU is established as a condominium, the local government shall require the homeowner to notify providers of utilities, including water, sewer, gas, and electricity, of the condominium creation and separate conveyance.
- k. Existing Association Consent Required. Consent from existing associations shall be required as follows:
  - i. The owner of a property or a separate interest within an existing planned development that has an existing association, as defined in Section 4080 of the Civil Code, shall not record a condominium plan to create a common interest development under Section 4100 of the Civil Code without the express written authorization by the existing association.
  - ii. For purposes of this subdivision, written authorization by the existing association means approval by the board at a duly noticed board meeting, as defined in Section 4090 of the Civil

Code, and if needed pursuant to the existing association's governing documents, membership approval of the existing association

- L.** Nonconforming Structures. Notwithstanding the provisions of Section 17.08.040, if the existing primary dwelling unit is a legal nonconforming structure, an ADU or JADU may be constructed only if the nonconformity of the structure is not expanded and the ADU or JADU otherwise meets all current applicable zoning and building standards.
- M.** Delayed Enforcement of Building Standards. A property owner who receives a notice from the city to correct a violation of any building standard applicable to an ADU constructed prior to January 1, 2020, may submit to the chief building official a request to delay enforcement pursuant to Section 17980.12 of the Health and Safety Code. Such request shall be made in writing and shall include an explanation of the reason for the request. The chief building official shall review the request in accordance with Section 17980.12 of the Health and Safety Code and shall not be required to grant any request pertaining to corrections that are necessary to protect health or safety.
- N.** Applications.
  - 1.** An application for an ADU permit must be made in writing and contain the following information. Individual adjustments to this list of requirements may be made by the zoning administrator in keeping with the general intent of this section.
    - a. Name(s) and address(es) of applicant(s) and property owner(s).
    - b. Address and assessor's parcel number for the lot.
    - c. Current zoning and use of the property.
    - d. Size, indicating dimensions and square footage of the primary dwelling unit and the proposed accessory dwelling unit.
    - e. A legible scale drawing, showing:
      - i. A north arrow to indicate lot orientation.
      - ii. Lot dimensions and labels for all property lines.
      - iii. Siting and location of the primary dwelling unit and the proposed accessory dwelling unit.
      - iv. Floor plan configuration of the primary dwelling unit and the proposed accessory dwelling unit.
      - v. All other existing improvements, including driveways and parking areas.

- vi. Exterior design of the primary dwelling unit and the proposed accessory dwelling unit. "Exterior design" includes exterior features, such as entrances, windows, and roof.
  - f. Color photographs of the primary dwelling unit and surrounding properties taken from each of the property lines of the project site.
  - g. Location and description of water and sanitary services for both the primary dwelling unit and the proposed accessory dwelling unit.
  - h. Property owner's consent to physical inspection of the premises.
  - i. A written legal description of the property.
- 2.** An application for a JADU permit must be submitted in the same manner and form as an application for an ADU permit.