



PRE-APPROVED SITE SPECIFIC ACCESSORY DWELLING UNIT PLAN SUBMITTAL CHECKLIST – FOR HOMEOWNERS

City of Sausalito | Community Development Department
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PRE-APPROVED DETACHED ADU - GENERAL INFORMATION

The City of Sausalito has developed a process to expedite the review process for new detached Accessory Dwelling Units (ADU) in accordance with State Law AB1332. Qualified design professionals can now apply to have their detached ADU designs and plans pre-approved (detached ADU structure only not tied to a specific site) and featured on the City website. Design professionals may also submit their detached ADU plans tied to a specific site to be pre-approved for future use on other properties through the pre-approval process.

Homeowners may review pre-approved plans online and contact design professionals to purchase pre-approved plans for detached ADU structures. Design professionals will then work with the homeowner to submit site-specific information as part of a building permit application to construct the unit.

To review the full set of regulations related to ADUs, please refer SMC Section 10.44.080 at <https://www.codepublishing.com/CA/Sausalito/#!/Sausalito10/Sausalito1044.html#10.44.080>.

SECTION 1 – PRE-APPROVED ADU MASTER PLAN SUBMITTAL CHECKLIST

Item	Description	Check If Submitted
Application Form	Completed Building Permit Application Form with all required signatures	
Plans	<p>Pre-approved ADU Construction set (See ADU Master Plan Submittal Checklist above) as well as Title 24 and Green Building compliance sheets. Plans for Group R, Division 3 and Group U occupancies and accessory building must be signed by the person who drew the plans Business & Professions code 5536.1). Pre-approved ADU plans must contain the following information:</p> <ul style="list-style-type: none"> • <i>Title Block:</i> <ul style="list-style-type: none"> ○ Name of the owner(s), ○ Address of the project ○ Assessor’s parcel number ○ City assigned pre-approved ADU plan number or name ○ Information if the site is in a flood zone or in a Wildland Urban Interface (WUI) Zone ○ Statement: “all construction regardless of the details on the plans shall comply with the following California Code Standards: 2022 Building Code, 2022 Residential Code, 2022 Plumbing Code, 2022 Mechanical Code, 2022 Electrical Code, 2022 Building Energy, 2022 Fire Code, and 2022 Cal Green Building Code.” • <i>Site Plan:</i> <ul style="list-style-type: none"> ○ Site data table 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

	<ul style="list-style-type: none"> ○ Zoning ○ Required setbacks ○ Lot coverage (existing & proposed) ○ Floor area ratio (existing & proposed) ○ Dimensioned property lines, easements and overhead electrical power lines, where applicable. Pre-Approved design may trigger required undergrounding of utility service connections ○ Utility locations ○ Building footprints of all structures (existing & proposed) ○ Sheet index of the complete drawing set ○ Designer contact information ○ Grading, direction and daylight of drainage, streets, driveways, off-street parking (for both the primary residence and the ADU, if required) and utilities. ○ Erosion control measures ● <i>Vicinity Map:</i> <ul style="list-style-type: none"> ○ Show all adjacent properties, structures, and nearby streets around the project site. ○ If applicable, show transit located within one-half mile walking distance from the project site. ● Site-specific details: Provide other site-specific details for any special features (e.g., access to the ADU, landscaping and/or defensible space, site-related retaining walls, stairs, handrails, guardrails or other site-related information) ● Topographic/Boundary Survey, if required ● Geotechnical soils report, if required ● Information on finished floor elevation, elevation certificate may be required in flood zones ● Demolition plans as applicable ● New Address Request Application 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Notes	<ol style="list-style-type: none"> 1. All drawings and calculations must be signed by the person who prepared them as required by the California Business and Professions Code. 2. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted 3. The property information shall indicate if the existing residence has sprinkler system or not. The ADU shall be required to be equipped with fire sprinklers if the existing residence is sprinklered. Fire sprinkler drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals. 4. Qualified Professional must indicate in writing to the City of Sausalito if they do not wish for these plans to be published on the City of Sausalito website. 	

SECTION 2 – CONTACT INFORMATION

Property Owner Name	
Property Owner Address	
Property Owner Telephone	
Property Owner Email	
Applicant Name (Primary Project Contact)	
Applicant Address	
Applicant Telephone	
Applicant Email	

SECTION 3 – SUMMARY OF ADU REGULATIONS FROM SMC 10.44.080

Please initial to acknowledge you have read the ADU Regulations and verified that your project complies.

ADU Regulation	Description	Applicant Initial	STAFF USE ONLY
ALL ADUS			
Location	ADUs are only allowed in single-family residential (R-1-20, R-1-8, R-1-6), two-family residential (R-2-5, R-2-2.5), multiple-family residential (R-3), planned residential (PR), houseboats (H), arks (A), central commercial (CC), mixed commercial and residential (CR) and neighborhood commercial (CN) zoning districts. <i>ADUs are not permitted on any lot in single-family residential zoning districts where (1) an urban lot split has been approved pursuant to SMC 9.70, or (2) where a two-unit development has been approved for construction pursuant to SMC 10.44.350.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Density	<u>Single-family dwelling (existing or proposed):</u> No more than one ADU and one JADU that complies with Section 10.44.085 is allowed. Parcel must contain at least one existing or proposed primary dwelling unit. <u>Multifamily dwelling (existing or proposed):</u> No more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot with an existing multifamily dwelling, if each detached ADU satisfies all of the following: 1) The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the city will not require any modification to the multifamily dwelling as a condition of approving the ADU. 2) The peak height above grade does not exceed the applicable height limit provided in the Height section below.		<input type="checkbox"/> Yes <input type="checkbox"/> No

	3) If the lot has an existing multifamily dwelling, the quantity of detached ADUs does not exceed the number of primary dwelling units on the lot.		
Access	An ADU shall have a separate entrance.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Kitchen and Bathroom Facilities	Except for an efficiency unit, an ADU shall contain its own kitchen facility and bathroom facility separate from the primary dwelling unit. The kitchen facility must include the following features: (a) a sink; (b) a refrigerator of more than five cubic feet capacity; and (c) a range or cooktop.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Restrictions	If the ADU application is received after January 1, 2025 and the subject property is located in an R-1-20, R-1-8 or R-1-6 Zoning District the property owner must occupy either the primary unit or accessory dwelling unit as their primary residence.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Sprinklers	ADUs are not required to have fire sprinklers if they are not required in the single-family or multifamily dwelling unit on the lot. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in any existing dwelling unit.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Short-Term Rentals	An ADU may <u>not</u> be rented for fewer than 30 days.		<input type="checkbox"/> Yes <input type="checkbox"/> No
DETACHED ADUs			
Setbacks	New detached ADUs must provide side and rear setbacks of at least four feet. No additional setbacks are required to convert an existing accessory structure to an accessory dwelling unit. If an existing multifamily dwelling has a rear or side setback of less than four feet, modification of the existing multifamily dwelling is not required as a condition of constructing the accessory dwelling unit.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor Area, Coverage, Impervious Surfaces	Construction of a new detached ADU shall conform with the floor area, coverage, and impervious surfaces regulations applicable to the primary dwelling unit parcel. Limits on lot coverage, floor area ratio, open space, and size shall be waived to allow an ADU up to a maximum of 800 square feet with four-foot side and rear yard setbacks.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Size	No less than an efficiency unit (150 sq. ft.), and no greater than 850 sq. ft. for a studio or one bedroom or 1,000 sq. ft. for more than one bedroom. <u>Only an ADU 800 sq. ft. or less in size qualifies for a waiver of floor area ratio and building coverage development standards of the applicable zoning district.</u>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Height	<i>As measured at any point along roofline of the proposed ADU to the existing or created grade (whichever is lower) directly below the unit.</i> <u>Detached:</u> (1) No greater than 16 feet if on a lot with an existing or proposed single-family or multifamily dwelling unit. (2) If within ½-mile walking distance to public transit stop, ADU may not exceed 18 feet in height, with an additional 2 feet permitted to accommodate roof pitch aligned with that on primary dwelling unit. (3) A height limit of 18 feet if on a lot with an existing or proposed multifamily, multistory dwelling.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Parking	One parking space is required for detached ADUs unless located within ½-mile walking distance of public transit stop, located within a historic district, within one block of designated car-share vehicle parking, or if on-street parking permits are required but not offered to the occupant of the ADU.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Utilities and Impact fees	May be required to have a new or separate utility connection, including a separate sewer lateral, between the accessory dwelling unit and the utility. No impact fees imposed on ADU under 750 sq. ft. in size. If the ADU is 750 sq. ft. or larger in size, impact fees are charged proportionately in relation to the area of the primary dwelling unit. No ADU shall be permitted if it is determined there is not adequate water or sewer service to the property.		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4 – PROPOSED DETACHED ACCESSORY DWELLING UNIT INFORMATION

Primary Dwelling Unit Address	
Proposed ADU Address	
Assessor’s Parcel Number (APN)	
Size of Proposed ADU (sq. ft.)	
Is Proposed ADU in Required Off-Street Parking Area? (Use info provided by City staff)	

SECTION 5 – FOR COMPLETION BY CITY STAFF ONLY

DATE RECEIVED (MM-DD-YYYY)	
PROJECT NUMBER	
ZONING DISTRICT	

PRINTED NAME	
TITLE	
SIGNATURE	

SECTION 6 – Advisory Notes*

1. An accessory dwelling unit may not be rented for fewer than 30 calendar days.
2. Appropriate Building Permits are required prior to the occupancy of the Accessory Dwelling Unit.
3. Fire Sprinklers shall be required in the ADU if the primary dwelling unit contains fire sprinklers.

4. A Fire District Inspection shall be required in order to determine final occupancy requirements.
5. The applicant shall contact the Marin Municipal Water District and the Sausalito Marin City Sanitary District for additional permitting requirements.
6. For an Accessory Dwelling Unit, elimination of any of the required access and/or facilities elements (i.e., the separate entrance, kitchen, bathroom facilities) or noncompliance with any requirements shall require the property owner to demonstrate compliance of the property with all applicable development standards in the Zoning Ordinance.
7. A Change of Address Application shall be filed with the Department of Public Works for all new ADUs following approval of an ADU Permit.

Additional Applicable Advisory Notes:

***Where advisory notes are found to be non-compliant with state law related to ADUs, state law supersedes.**