



# ACCESSORY DWELLING UNIT PERMIT APPLICATION

City of Sausalito | Community Development Department  
420 Litho Street | Sausalito, CA 94965 | (415) 289-4128 | [cdd@sausalito.gov](mailto:cdd@sausalito.gov)

## WHAT IS AN ACCESSORY DWELLING UNIT (ADU)?

An Accessory Dwelling Units (ADU) is the official term for a smaller dwelling unit that is accessory to a primary dwelling unit. ADU's must have a separate exterior access, kitchen, and bathroom facilities. The City of Sausalito permits three different types of ADUs: Detached ADUs; Attached ADUs; and Interior ADUs. See the table below to determine which category your project.

Attached ADU	Detached ADU	Interior ADU
<p>Shares a common wall with the primary dwelling unit on the lot.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Attached to primary dwelling unit (i.e., addition)</li><li><input type="checkbox"/> Attached garage converted to ADU</li><li><input type="checkbox"/> Installation of a new basement underneath existing primary dwelling unit</li></ul>	<p>Constructed as a separate structure from the primary dwelling unit on the lot.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> New-construction ADU which has no shared walls with primary dwelling unit</li><li><input type="checkbox"/> Conversion (full or partial) of an existing detached accessory structure (i.e., garage, shed, or outbuilding)</li></ul>	<p>Constructed entirely within an existing legal interior space on the lot.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Conversion of space entirely within an existing or proposed primary dwelling unit (i.e., existing basement)</li></ul>

The information in this packet summarizes the ADU regulations in the Sausalito Municipal Code (SMC). To review the full set of regulations related to ADUs, please refer SMC Section 10.44.080 at <https://www.codepublishing.com/CA/Sausalito/>. Additionally, the City of Sausalito permits Junior Accessory Dwelling Unit (JADU) approval under the separate JADU Application on the Planning Division website.

## THE ADU PERMIT PROCESS OVERVIEW

Applications for an ADU are reviewed at the ministerial (staff level) without a requirement for a public hearing.

**Step 1 (Recommended): Meet with the Planning and Building Divisions.** A Planner and the Permit Technician are available for consultation during Community Development Department hours. The Planner will go over the ADU requirements with you and the Permit Technician will be available to troubleshoot any questions related to the building permit. If your project does not meet the ministerial ADU requirements, ask the Planner about requesting an exception through the Conditional Use Permit process.

**Step 2: Prepare plans and application materials.** The plans do not need to be drawn by an architect, but must be accurate, neat and to-scale. Use the Application Submittal Checklist on Page 2 of this form to ensure that the application contains all necessary information prior to submittal.

**Step 3: Submit your application and plans.** Staff will review your application and let you know if you are missing any materials. This process takes approximately 30 days for the initial review, and up to 60 days for a final decision regarding the application.

**Step 4: ADU Permit issuance.** If the ADU meets all Sausalito Municipal Code requirements for ADUs, Staff may issue an ADU Permit. You may then apply for a building permit to construct/incorporate the unit.

## **SECTION 1 – APPLICATION SUBMITTAL CHECKLIST**

Please submit the following items along with this form. Please check the column to the right to indicate you acknowledge you are submitting the required item.

Item	Description	Applicant: Check If Submitted
<b>Application Form</b>	Completed ADU Permit Application Form with all required signatures.	
<b>Fees</b>	<input type="checkbox"/> \$1,200 for ADU Permit <input type="checkbox"/> \$35 for Plan Retention	
<b>Plans</b>	<p>Electronic plans, that meet the City’s Digital Submittal Requirements and include all of the following:</p> <ul style="list-style-type: none"> <li>• <i>Site plan (existing and proposed)</i>: Must be drawn to scale showing all property lines, location of existing dwelling unit(s) and the ADU, and locations and dimensions of parking spaces (if provided). Indicate the size of all units in square feet. All site plans must reference a <u>property survey</u> and demonstrate compliance with Sausalito’s ADU Regulations per SMC 10.44.080.</li> <li>• <i>Floor plans (existing and proposed)</i>: Accurately scaled and dimensioned at 1/4” scale for ADU. Floor plans must indicate location of all bedrooms, living areas, kitchens, bathrooms, entrances, and any connection between the primary dwelling unit and the ADU.</li> <li>• <i>Elevations (existing and proposed)</i>: Accurately scaled architectural elevations at 1/4” scale, depicting exterior elements, windows, doors and decks, all colors and materials, and height from grade directly beneath ADU. Indicate the location of the ADU.</li> </ul>	

## **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
<b>ALL ADUs</b>			
<b>Location</b>	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
<b>Density</b>	<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):</u> Not more than two detached accessory dwelling units, subject to a height limit of 18 feet and four-foot rear yard and side yard setbacks. Conversion of portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, into new accessory dwelling units; provided, that each unit shall comply with State building standards for dwellings. The number of new accessory dwelling units authorized for conversion under this subsection shall not exceed 25 percent of the existing dwelling units in the multifamily dwelling structure or one new accessory dwelling unit, whichever is greater.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Access</b>	An ADU shall have a separate entrance.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Kitchen and Bathroom Facilities</b>	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
<b>Owner Restrictions</b>	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
<b>Fire Sprinklers</b>	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
<b>Short-Term Rentals</b>	An ADU may <u>not</u> be rented for fewer than 30 days.		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Pre-Existing ADUs</b>	Any ADU in existence prior to January 1, 2018, shall be approved.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>INTERIOR ADUs</b>			
<b>Size</b>	<u>Parcels with One Unit:</u> No less than an efficiency unit (150 sq. ft.) <u>Parcels with Two+ Units:</u> No less than an efficiency unit (150 sq. ft.) and no greater than forty percent (40%) of the primary dwelling unit up to a 1,000 square-foot maximum.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Parking</b>	No parking required for Interior ADUs.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Utilities and Impact fees</b>	Exempt from any requirement to install a new or separate utility connection and to pay any associated connection or capacity fees or charges unless the unit is constructed within a new single-family home.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ATTACHED AND DETACHED ADUs</b>			
<b>Setbacks</b>	New detached or attached 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
<b>Floor Area, Coverage, Impervious Surfaces</b>	Construction of a new attached or 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
<b>Size</b>	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
<b>Height</b>	<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>Attached:</u> Shall not exceed 25 feet <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
<b>Parking</b>	One parking space is required for attached and 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

<b>Utilities and Impact fees</b>	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
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**SECTION 4 – PROPOSED ACCESSORY DWELLING UNIT INFORMATION**

<b>Primary Dwelling Unit Address</b>	
<b>Proposed ADU Address</b>	
<b>Assessor’s Parcel Number (APN)</b>	
<b>ADU Type (Interior, Attached, or Detached)</b>	
<b>Size of Proposed ADU (sq. ft.)</b>	
<b>Is Proposed ADU in Required Off-Street Parking Area? (Use info provided by City staff)</b>	

**SECTION 5 - STATEMENT OF PROPERTY OWNERSHIP AND ACKNOWLEDGEMENT & CERTIFICATION OF APPLICATION**

**Property Owned by Individual(s)**

I, \_\_\_\_\_, 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 shall defend, indemnify (including reimbursement of all fees and costs reasonably incurred by separate counsel retained by the City) and hold harmless the City and its elected and appointed officials, officers, agents and employees, from and against any and all liability, loss, damage, or expense, including without limitation reasonable attorney’s fees which City may suffer or incur as a result of any claims relating to or arising from the City’s approval of the project or any portion of the project. I furthermore acknowledge that if the Accessory Dwelling Unit Permit 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 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 \_\_\_\_\_ Date \_\_\_\_\_

**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.*

I/We, \_\_\_\_\_, hereby state under penalty of perjury under the laws of the 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 agree to be responsible for all costs incurred in connection with the processing of my/our application and appeals, if any. I/We shall defend, indemnify (including reimbursement of all fees and costs reasonably incurred by separate counsel retained by the City) and hold harmless the City and its elected and appointed officials, officers, agents and employees, from and against any and all liability, loss, damage, or expense, including without limitation reasonable attorney’s fees which City may suffer or incur as a result of any claims relating to or arising from the City’s approval of the project or any portion of the project. 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 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 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 \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Title \_\_\_\_\_

Trustee(s)  Partners:  Limited or  General  Corporation  Other

Name of trust, LLC, corporation, or other entity: \_\_\_\_\_

**Applicant Signature**

I, \_\_\_\_\_, 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 \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 6 - COPYRIGHT MATERIALS RELEASE**

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Sausalito hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review boards and commissions. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application agreeing to publication or reproduction of any such plans or drawings by the City. If signatures are not provided, permission to post the project plans will be deemed granted by submission of this application for City processing unless the applicant submits a site plan or massing diagram with the plans meeting the definitions of Section 65103.5 and directs the City to use only the site plan and massing diagram for distribution to the public and posting online.

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Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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*ENGINEER /SURVEYOR'S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS*

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Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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*ARCHITECT/DESIGNER'S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS*

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Landscape Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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*LANDSCAPE ARCHITECT/DESIGNER'S SIGNATURE AUTHORIZING PUBLICATION OR RERODUCTION OF PLANS/DRAWINGS*

**SECTION 7 – FOR COMPLETION BY CITY STAFF ONLY**

Date Received (MM-DD-YYYY)		Zoning District	
Project Number		Type of ADU (Interior, Attached, or Detached)	
Project Address			

Permit Decision	[ <input type="checkbox"/> ] Approval [ <input type="checkbox"/> ] Denial
Decision Date (MM-DD-YYYY)	
Printed Name	
Title	
Signature	

**SECTION 8 – 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 the ADU Permit.

Additional Applicable Advisory Notes:

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