



CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT
33282 Golden Lantern, Suite 209 Dana Point, CA 92629
(949) 248-3564 | www.danapoint.org

ACCESSORY DWELLING UNIT /
JUNIOR ACCESSORY DWELLING UNIT
PLAN CHECK SUBMITTAL REQUIREMENT

OFFICE USE ONLY:
Planner signature: _____
Date: _____

ACCESSORY DWELLING UNIT / JUNIOR ACCESSORY DWELLING UNIT PLAN CHECK SUBMITTAL REQUIREMENTS

ADDRESS: _____

Notice to Property Owner(s) and Applicants:

The plan check and approval process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) involves a period of up to 60-days from the date a complete application (including requisite application fees) is received by the City. It is the responsibility of the property owner(s) to ensure that a complete ADU application including plans, fees, and supporting documentation is submitted to the City. **ADU applications which do not meet the plan check submittal requirements *will not* be received (i.e., accepted) by the City and considered for completeness and plan check and review purposes.**

State Law imposes upon the City a requirement to approve or deny an ADU/JADU application within 60 days of it receiving a complete application. State Law also provides that an applicant is entitled to request a delay of this 60 day period. The City will accommodate requests for such delay before acting on an application for applicants that sign the City's standard agreement to toll the 60-day approval period. This agreement enables additional time for the City and the applicant to address concerns related to an application, which may include submission of revised or corrected plans if/as needed. Due to the timing requirements imposed by State Law for the City to approve or deny an ADU/JADU application, in the absence of a tolling agreement, the City may deny applications that do not comply with applicable development standards without giving the applicant an opportunity to make corrections. In such cases, a new application, along with applicable fees, will be required before a proposed project is considered that has previously been denied. In contrast, where a tolling agreement is in effect, the City will work with an applicant to enable necessary corrections to be made in order for an application to comply with applicable development standards rather than issuing a denial (with no new application or application fee being required while the City and applicant address such issues).

The requirements to submit an ADU/JADU permit application to the City of Dana Point (City) for consideration for approval are listed below. Please review the checklist below and the City's ADU and JADU regulations (DPZC § 9.07.210 and § 9.07.215) prior to submitting an ADU/JADU application to the City in order to be aware of all requirements and development standards that apply.

PROPOSED SUBMITTALS THAT DO NOT INCLUDE ALL THE FOLLOWING WILL NOT BE RECEIVED BY THE CITY AND CONSIDERED FOR COMPLETENESS/APPROVAL:

1. **Pre-Approved ADU Plan and Reference Number** (if applicable): _____

2. **ADU/JADU Permit & Plan Check Submittal Fees:**

- ADU/JADU Permit Fee - \$5,422; or, evidence of fee waiver approved by the City Council
- Note that additional fees are required including:
 - Building permit fees – fees related to plan review for building permits based on valuation - to accurately calculate the following shall be on the plans:
 - Square footage of the proposed ADU
 - Square footage of any new garage
 - Square footage of any decks or balconies
 - Square footage of any guardrails
 - Depth and diameter of any caissons
 - Size of Grade Beams
 - Fireplace
 - Skylights
 - Estimated valuation of improvements
 - Building permit issuance fees
 - Public Works Review - If public works department review is required, including if soils work is involved, additional deposits apply
 - Other applicable fees per Municipal Code (e.g., Construction and Demolition plan fee, etc.)
 - Fees required by other agencies as may be applicable (School Districts, Transportation, Utilities etc.)
 - If fire sprinklers are required - OCFA fees for review and permit issuance fees

3. **Development Plans:**

(Fully dimensioned and containing the following information)

Title Sheet:

- Detailed Scope of Work
- Address of site
- Contact information (all parties)
- Zoning designation
- Existing and proposed square footages
- Sheet Index
- Development Standards Table
- General Notes
- Flood Zone designation if applicable
- Identification of variances, other entitlements issued to the property, and land use restrictions (covenants, deed restrictions, easements, etc.)

Site Plan (to scale):

- Vicinity map which clearly shows the location of the site
- Title Block (name and address or property owner of record)
- Scale, north arrow, and date prepared
- Property lines of building site and their dimensions
- Existing and proposed parking areas (if any) and their dimensions (including garages, carports, driveways or other proposed parking areas)
- Setbacks (front/rear/sides)
- Ultimate street right-of-way line

- Streets: location, name, and width, and existing improvements, including bike facilities, length of curb, gutter, and sidewalks fronting the property
- Identify all easements: locations, purpose, and width on site plan as identified on Title Report
- Buildings (scaled existing and proposed, location, illustrate building footprint including cantilevered areas, include enclosed portions of buildings, showing distances from property lines)
- Building Projections (e.g. eaves, overhangs, balconies, exterior stairways, HVAC, pool equipment, etc.)
- Access (existing locations, proposed location, and materials)
- Vehicle access and circulation (driveway approach, driveway length, width, and slope)
- Fencing, non-retaining walls: existing and proposed, type, location, height, and materials
- Retaining walls: existing and proposed type, location, height, and materials
- Provide a detailed site plan indicating the existing conditions and proposed changes, including dimensions, and all existing features (streets, alleys, driveways, buildings, vegetation) within 50 feet of the project boundary
- Topography (existing, proposed, contours & elevations)
- Orange County Fire Authority Fuel Modification and High Fire Severity Zones (identify as applicable)
- Trash facilities: Show location and method of screening for trash containers
- Identify existing and proposed site area with scaled dimensions – include all existing features (streets, alleys, driveways, buildings, vegetation, walls, fences) within 50 feet of the project boundary

Floor Plans:

- Overall building and individual room dimensions, including square footage calculations
- All proposed interior walls and partitions
- Room identification
- Window and door locations

Elevations & Sections:

- Provide views of elevations for all areas of proposed improvement
- Indicate maximum height limit and proposed height on elevations as measured from structure low point
- Cross-sections of project area
- Height dimensioned from structure low point (Refer to DPZC Sec 9.05.110)
- Height dimensioned above grade of all floors, eaves, and ridges.
- Roof pitches
- All roof mounted equipment and screening locations
- Exterior wall opening locations

Additional Sheets or Documents (as applicable):

- Conceptual Landscaping Plan (Planting Plan, hardscape, and demonstrate compliance with minimum landscape coverage as applicable)
- Hardscape Plan
- Grading Plan (identifying area of grading, cubic yards of cut/fill, driveway approach, driveway dimensions, and driveway slope)
- Drainage Plan
- Topography Survey
- Boundary Survey
- Foundation Plan
- Demolition Plan
- Applications proposing access from a Circulation Element roadway shall provide plans showing all access features within 150 feet of the subject site as determined by the Director of Public Works.
- Title Report
- Soils Report (if applicable)

4. Mechanical, Plumbing and Electrical:

- Show location of meter(s)
- Mechanical, Plumbing, Electrical, Gas layout, and new service laterals. Include electrical load calculations, materials, gas sizing, and utility layout from meter(s).

5. Energy Code Compliance

- Provide Energy Code compliance forms/calculations

NOTICE TO APPLICANTS

- *The ADU or JADU shall not be sold as a separate dwelling unit except as permitted by State Law.*
- *Neither the ADU or JADU, nor the primary dwelling shall be rented for less than thirty (30) days, unless operating with an approved Short-Term Rental Permit.*