



City of Calimesa Planning Department
ACCESSORY DWELLING UNIT APPLICATION REQUIREMENTS

Required at Application Submittal

- One (1) copy of the City of Calimesa Master Land Use Entitlement Application
- One (1) copy of the Accessory Dwelling Unit Clearance Eligibility Worksheet
- One (1) copy of the Affidavit for Accessory Dwelling Unit Application
- Six (6) copies of the proposed ADU plans (See Plan Requirements section below)
- One (1) letter of Approval from the Homeowners Association (if applicable)
- One (1) copy of Preliminary Title Report prepared within the last 90 days
- An electronic copy of all submittal materials
- The appropriate application fee

Required Prior to Building Permit Issuance:

- One (1) copy of the recorded Covenant and Agreement (Accessory Dwelling Unit)

Plan Requirements:

- Plan sheets must be no less than 11" x 17" and no greater than 24" x 36".
- Plans must include a North Arrow, date prepared, and bar scale. Acceptable scales are $\frac{1}{4}'' = 1'$ and $\frac{1}{8}'' = 1'$.
- The name and phone number of the person preparing the plan.
- Approval stamp/signature and date from the Homeowner's Association (if applicable).

The Site Plan shall include:

- The location of the existing or proposed primary residence
- The location of the proposed ADU
- All property lines, the distance between the outer edge of the street curb, and the front/street side property lines.
- Location and dimensions of existing and proposed front, side, and rear yards

- Location and dimensions of existing and proposed driveways, garages, carports, and required off street parking spaces
- The location of all existing and proposed landscaping. Indicate any trees to be removed, including the circumferences of those trees, and the species and common name of all trees to be removed.
- Identify all permeable and non-permeable areas and square-footage
- Plans must show the building footprints and height of structures on adjacent lots
- The location of drainage ways and access easements. Easements will typically appear in the property legal description of title report.

Elevations (Existing and Proposed):

- Fully dimensioned and prepared to an appropriate scale
- Existing and proposed construction and/or alterations
- Existing and proposed views of each elevation should appear side by side on plans
- Direction of the building elevation (i.e., north, south, etc.)
- Final height of building
- One set of color and materials board showing examples of the colors and materials of the building exteriors.

Floor Plans:

- Fully dimensioned and prepared to an appropriate scale
- Ceiling heights of all interior spaces
- Rooms labeled for use
- Show location of all existing and proposed windows and doors

Demolition Plan (If applicable):

- Identifies all elements that will be removed/replaced
- Written description of elements that will be removed and/or removed and reused materials

Photographs:

- Front, side, and rear elevations
- Proposed work area

Other Information:

- The City may request any other information relevant to the City's review of an ADU project, including but not limited to, a property survey or title report, preliminary grading plan, or any other documents which the Planning Director finds reasonable and necessary under the circumstances to protect the public health, safety and welfare.

Please note:

- Separate Building and Safety Department review, approval, and permits are required.



City of Calimesa Planning Department
ACCESSORY DWELLING UNIT CLEARANCE ELIGIBILITY

Does the ADU proposal meet the following development standards as required by Calimesa Municipal Code Section 18.20.050?	Compliance (Circle One)	Staff Review (City Use)
<p>1. Definition. An Accessory Dwelling Unit is defined as “complete living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.” <i>Does the proposed Accessory Dwelling Unit satisfy this definition?</i></p>	Yes No	
<p>2. Applicant. The applicant for an ADU must be the owner of the property. The applicant shall execute and record a covenant pursuant to CMC Section 18.20.050.L.3(f) requiring that: (1) either the ADU or the primary unit be owner-occupied, and (2) the ADU shall not be sold, or title thereto transferred separately from that of the property. <i>Are you the property owner, and are you aware that one of the units on the property must be owner-occupied and that you must execute and record the aforementioned covenant?</i></p>	Yes No	
<p>3. Zoning. Pursuant to Table 18.20.030, ADUs are allowed on properties zoned to allow single-family residential use or multifamily use, which contain a proposed or existing single-family dwelling. <i>Is the property zoned to allow single-family residential use and will the property contain a proposed or existing single-family dwelling?</i></p>	Yes No	
<p>4. Maximum Number of Units. ADUS are only allowed on properties currently containing one primary unit, or on which the applicant is simultaneously proposing a primary unit. <i>Is the property currently developed with only one primary unit or is this application being filed in conjunction with an application for development of a primary unit?</i></p>	Yes No	
<p>5. Conversions. ADU conversions must fit entirely within the existing space of a single-family dwelling or entirely within the existing space of an accessory structure. <i>Does the ADU qualify to be reviewed as a conversion?</i></p>	Yes No	
<p>6. Exterior Entrance – An ADU is required to have a separate exterior entrance. <i>Does the ADU meet the separate entrance requirement?</i></p>	Yes No	
<p>7. Setback Requirements. The side and rear setbacks shall be sufficient for fire safety. <i>Does the proposed ADU meet this requirement?</i></p>	Yes No	
<p>8. Existing Parking. Any off-street parking for the primary unit that is lost through the construction of the ADU shall be replaced. The required replacement spaces may be replaced in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as</p>	Yes No	

covered spaces, uncovered spaces, tandem spaces, or by the use of mechanical automobile parking lifts. <i>Will the property maintain the same number of existing parking spaces?</i>		
9. Code Compliance. Except as otherwise required herein, all construction, structural alterations or additions made to create an ADU shall comply with current development standards and building, electrical, fire, and plumbing codes. <i>Do you acknowledge the above requirements?</i>	Yes No	
10. Conveyance Limitations. The ADU may be rented but shall not be sold or otherwise conveyed separately from the primary residence on the lot. <i>Do you acknowledge the above limitation?</i>	Yes No	
11. Development Impact Fees. The Applicant shall pay to the city all applicable fees imposed on such new development. It is the responsibility of the Applicant to obtain the most current development impact fee schedule from the Planning Department. <i>Do you acknowledge the above requirement?</i>	Yes No	
STOP. If you answered "yes" to questions 1-11, the proposal may be eligible for streamlined review as an ADU conversion. Please contact the Planning Department for additional information. If you answered "no" to any of the above questions, please complete the checklist to process the ADU application.		
12. Size limitation – Part I. The minimum gross floor area of an accessory dwelling unit shall be 150 square feet. <i>Is the floor area of the proposed accessory dwelling unit at least 150 square feet?</i>	Yes No	
13. Size Limitation - Part II. For an attached ADU, the total floor area of the ADU cannot be more than 50% of the floor area of the primary unit. What is the total floor area of the primary unit? ____ sq. ft. What is the total floor area of the proposed ADU? ____ sq. ft. <i>Is A (ADU size) ÷ B (primary unit size) LESS THAN OR EQUAL TO 0.50</i>	Yes No	
14. Size Limitation – Part III. ADUs cannot be larger than 1,200 sf in total floor area. <i>Is the proposed ADU less than 1,201 square feet?</i>	Yes No	
15. ADU Design. The design, colors, and materials of an accessory dwelling unit should be compatible with the primary unit. <i>Does the proposed ADU meet the design compatibility requirements as stated above?</i>	Yes No	
16. Setback Requirements. Except as otherwise required herein, the ADU shall be subject to the same minimum required front, side, and rear yard setbacks as the main dwelling on the parcel. An ADU constructed above a garage shall maintain a 5-foot setback from the side and rear lot lines. No setback shall be required for an existing legally constructed garage or portion of a garage that is converted to an ADU. <i>Does the proposed ADU meet the setback requirements as stated above?</i>	Yes No	
17. Required Parking. In addition to the required parking for the primary unit, one off-street parking space shall be provided on the same lot on which the ADU will be located, unless an exception in Municipal Code Section 18.20.050.L.3(i) applies. Off-street parking shall be	Yes No	

permitted in setback areas in locations determined by the Planning Department or through tandem parking. <i>Does the proposal provide the required off-street parking space for the ADU?</i>		
18. Subdivision Limitations. Upon approval of an ADU on a lot, the lot shall not be further divided unless there is adequate land area to divide the lot consistent with the general plan and zoning designation. <i>Do you acknowledge the above subdivision limitations?</i>	Yes No	

SIGNATURE OF OWNER/APPLICANT:

Print Name(s): _____ Date: _____

Signature(s): _____

AFFIDAVIT

FOR ACCESSORY DWELLING UNIT APPLICATION

I, _____
PROPERTY OWNER NAME(S)

Do hereby certify and declare as follows:

(a) The subject property is located at:

ADDRESS

ASSESSOR'S PARCEL NUMBER

(b) The information and representations provided by the applicant, including the completed Planning Department Accessory Dwelling Unit Application and required documentation, are materially true and correct.

(c) I hereby certify that, as of the date of my application, I am the current owner of the subject property and I agree to execute and record a covenant in compliance with Calimesa Municipal Code Section 18.20.050(L).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this day in:

LOCATION

DATE

SIGNATURE(S)

NAME(S)(PRINT), TITLE