



**ACCESSORY DWELLING UNIT – LAND USE APPLICATION**

Department of Planning and Environmental Review  
130 Cremona Drive, Suite B  
Goleta, CA 93117  
(805) 961-7543  
[www.cityofgoleta.org](http://www.cityofgoleta.org)

**Property Information:**

**APPLICATION FEE: \$634.00**

Address: \_\_\_\_\_

Assessor’s Parcel No.: \_\_\_\_\_ Base Zone District: \_\_\_\_\_

Total Area of Lot: \_\_\_\_\_ acres / \_\_\_\_\_ sq. ft. Net Lot Area: \_\_\_\_\_ acres / \_\_\_\_\_ sq. ft.

Total Floor Area of Existing/Entitled Single-family Dwelling: \_\_\_\_\_ sq. ft.

Total Floor Area of Proposed Accessory Dwelling Unit: \_\_\_\_\_ sq. ft.

ADU Type Efficiency Unit: YES NO Attached or Detached Estimated Work Value: \$ \_\_\_\_\_

If the ADU is to be Rented, Please Provide the Anticipated Monthly Rental Price: \$ \_\_\_\_\_

An Accessory Dwelling Unit (ADU) is an attached or detached dwelling unit that is independent from an existing single-family dwelling on the same lot. An ADU includes living, sleeping, eating, cooking, and bathroom accommodations. The ability to create an ADU is established under State law (Govt. Code §65852.2). This ADU Land Use process is a ministerial screening by the Department of Planning and Environmental Review to ensure compliance with the City of Goleta’s ADU Ordinance prior to filing a building permit application.

An ADU application will not be accepted unless all required documents are provided at the time of submittal:

1. This ADU Land Use Application with a signed Certificate of Accuracy and Completeness
2. Copy of utility service bills (e.g., sewer, gas, electric, and trash)
3. Copy of Preliminary Water Service Determination letter from Goleta Water District
4. Complete set of requisite Plan Sheets prepared by a licensed professional (architect/engineer)
5. A completed Submittal Checklist with all required material samples, colors, and photos
6. Affidavit Form acknowledging and accepting restrictions (signed and notarized)

**1. Property Owner:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_

**2. Primary Contact / Agent:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_

**3. Architect / Designer:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_

State License No.: \_\_\_\_\_

**Eligibility Worksheet** – Below in *Italic* text, are key development standards from the City’s ADU Ordinance (18-01) for a new ADU. Please indicate whether the proposed project meets these standards by filling in the blanks and circling “Yes” or “No” for each section. If you answer Yes to all of the questions, your application is eligible for ministerial ADU review by staff. If you answered No to any of the questions, the application may need further clarification prior to acceptance by staff and/or may require additional required information or discretionary review of a Modification or Variance.

Does your ADU meet the following development standards?	Compliance (Circle One)	Staff Review (City Use)
<p>1. <b>Applicant.</b> <i>The applicant for an ADU must be the current owner-occupant of the property.</i>  <b>Are you the property owner and do/will you reside on the property?</b></p>	<p>Yes    No</p>	
<p>2. <b>Owner-Occupancy.</b> <i>Prior to issuance of a permit for a new ADU, the property owner must provide the City with a signed and notarized agreement to reside onsite for a minimum of 5 years after receiving occupancy clearance.</i>  <b>Will you, as the property owner, agree to this condition?</b></p>	<p>Yes    No</p>	
<p>3. <b>Zoning.</b> <i>ADUs are allowed on properties zoned for single-family and multifamily residential use.</i>  <b>Is the property zoned for single-family or multifamily use?</b></p>	<p>Yes    No</p>	
<p>4. <b>Maximum number.</b> <i>A single new ADU may be allowed on properties currently containing one single-family dwelling.</i>  <b>Is the property currently developed or entitled to be developed with only one single-family, or will a new single-family dwelling be concurrently processed with the ADU?</b></p>	<p>Yes    No</p>	
<p>5. <b>Size Limitation – Part I.</b> <i>The total floor area of the ADU may not exceed 10% of the total net lot area of the subject property.</i>  <b>Is the proposed ADU less than 10% of the net lot area?</b></p>	<p>Yes    No</p>	
<p>6. <b>Size Limitation – Part II.</b> <i>ADUs may not be larger than 50% of the principal dwelling, up to a maximum size of 800 sq. ft. in total floor area.</i>  <b>Is the proposed ADU compliant with this size limitation?</b></p>	<p>Yes    No</p>	
<p>7. <b>Size Limitation – Part III.</b> <i>An ADU may not have more than two bedrooms and must contain its own full kitchen and full bathroom, or be an “efficiency unit” ADU.</i>  <b>Is the proposed ADU compliant with this requirement?</b></p>	<p>Yes    No</p>	
<p>8. <b>Unit Separation.</b> <i>An ADU is required to have a separate exterior entrance and no direct internal connection to the primary unit.</i>  <b>Does the ADU meet the entrance and internal separation requirements?</b></p>	<p>Yes    No</p>	
<p>9. <b>ADU Design – Part I.</b> <i>An attached ADU must incorporate the same materials, colors, and style of the principal dwelling including roof materials and pitch, eaves, windows, accents, distinctive features, and character defining elements.</i>  <b>Does the ADU design match the principal dwelling as stated above?</b></p>	<p>Yes    No  See #10</p>	

Does your ADU meet the following development standards?	Compliance (Circle One)	Staff Review (City Use)
<p>10. <b>ADU Design – Part II.</b> <i>If the ADU does not fall within the criteria of #9 above, the ADU shall exhibit residential character and complement the principal dwelling in terms of proportion or basic architectural features. Differences in roof pitch and style may only be permitted if to accommodate the installation of solar panels concurrent with the construction of the ADU.</i>  <b>Does the ADU design conform to the above criteria?</b></p>	<p>Yes    No  N/A</p>	
<p>11. <b>Maximum Lot Coverage.</b> <i>An ADU may not increase total lot coverage, including all non-permeable surfaces such as building footprints, paved courts, patios and driveways, of the property to over 60% of the lot area.</i>  a. <i>Total area of non-permeable surfaces on the lot: _____ sq. ft.</i>  b. <i>Total net lot area of the subject property: _____ sq. ft.</i>  <i>a. ÷ b. = _____ or _____ % of the lot area.</i>  <b>Does the proposed ADU meet the maximum lot coverage standard?</b></p>	<p>Yes    No</p>	
<p>12. <b>Other Habitable Structures.</b> <i>An ADU may not be permitted on a lot where there is a guesthouse, artist studio, or other habitable structure that is not the principal dwelling unless said structure is to be removed or converted to the ADU (or another legal use).</i>  <b>Does the ADU meet this accessory building requirement?</b></p>	<p>Yes    No</p>	
<p>13. <b>Additional Parking.</b> <i>No additional on-site parking is required for a new ADU. However, any additional parking voluntarily provided for the ADU must be located outside of any public access right-of-way, including roadways and sidewalks.</i>  <b>Does any additional parking meet this parking standard?</b></p>	<p>Yes    No  N/A</p>	
<p>14. <b>Existing Parking.</b> <i>The ADU shall not result in the elimination of existing required parking for the principal dwelling unless replace elsewhere on the subject lot. Replacement parking may be located within a setback or as tandem parking, or any other configuration authorized by the State, but must be located outside of any public right-of-way, including roadways and sidewalks.</i>  <b>Are required parking spaces for the principal dwelling retained or replaced?</b></p>	<p>Yes    No</p>	
<p>15. <b>Height – Part I.</b> <i>An ADU constructed atop another legally permitted structure may not exceed the height of the principal dwelling, nor the maximum height allowable height of the base zone district.</i>  <b>Does the proposed ADU meet this height standard?</b></p>	<p>Yes    No  N/A</p>	
<p>16. <b>Height – Part II.</b> <i>An ADU not constructed atop another structure may only contain one story and may not exceed 12 feet if located within a setback, or 16 feet if located completely outside of all setbacks.</i>  <b>Does the proposed ADU meet this height standard?</b></p>	<p>Yes    No  N/A</p>	
<p>17. <b>Landscaping – Part I.</b> <i>An ADU located within a side or rear setback must install mature landscaping where needed to protect the privacy of adjoining properties.</i>  <b>Does the proposed ADU meet this landscaping standard?</b></p>	<p>Yes    No  N/A</p>	

Does your ADU meet the following development standards?	Compliance (Circle One)	Staff Review (City Use)
<b>18. Landscaping – Part II.</b> <i>Adequate landscaping is required to enhance the appearance of an ADU and blend the unit into the existing development on the subject lot by using an appropriate drought-tolerant species.</i> <b>Does the proposed ADU meet this landscaping standard?</b>	Yes    No  N/A	
<b>19. RHNA Requirement.</b> <i>ADUs are encouraged to be used as housing for lower-income groups and counted by the City as a housing unit that help meet our Regional Housing Needs Allocation (RHNA) by the State. To facilitate this, the City requests that property owners provide the City with the anticipated rental rate of the ADU to assist meeting the State affordable housing requirements.</i> <b>If rented, do you agree to provide the City with the expected rental rate for the ADU as well as inform the City in the future of any rent increase(s)?</b>	Yes    No  N/A	
<b>20. Conditions of Approval.</b> Some conditions must be met prior to issuance of a zoning permit and/or final building inspection clearance for an ADU. <b>The applicant acknowledges that the project approval will be subject to certain conditions of approval.</b>	Yes    No	
<b>21. Impact Fees.</b> Payment of DIFs include the following programs: Parks, Fire, Library, Public Administration, and Sheriff. Fee amounts are based on the fee schedule in effect when paid. <b>The applicant acknowledges that this project will be subject to the payment of all applicable development impact fees (DIFs) prior to issuance of final building inspection clearance for the ADU.</b>	Yes    No  N/A	
<b>22. Summary.</b> <b>Does this project meets all applicable requirements listed above?</b> (If it does not, this application may either not be accepted, or processing of a separate application for a Modification or Variance may be required.)	Yes    No	

**FOR OFFICE USE ONLY**

ADU Case No: \_\_\_\_\_ Received By: \_\_\_\_\_

Associated Case No.:    N/A    or    # \_\_\_\_\_

Date Received: \_\_\_\_\_ 120 day Processing Deadline: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Date Assigned: \_\_\_\_\_ Supervisor's Initials: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ (Cash) (Credit) (Check) Check No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

(Cash) (Credit) (Check) <i>circle one</i>
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Copy of Application provided to Advance Planning staff for RHNA tracking

