



ACCESSORY DWELLING UNIT – LAND USE APPLICATION SUBMITTAL CHECKLIST

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

PLAN SHEETS: Required plans sheets must include all of the following:

- Two (2) sets of complete plans.
- One (1) electronic version in a single .PDF file; (CD or USB drive).
- Plan sheets must be no less than 11" x 17" and no greater than 24" x 36" unless prior approval is given.
- Include a North arrow, date prepared, and a bar scale at an acceptable scale: 1/4" = 1' and 1/8" = 1' (Other scales may be acceptable but must be discussed with Planning staff before filing).
- Name and phone number of the person preparing the plan.
- Approval stamp/signature and date from the home owners association (HOA) [if applicable].

* **SITE PLAN** must depict all of the following:

- Lot Summary Table (including a vicinity map, all relevant and applicable lot descriptions, attributes, statistics, etc.).
- Property lines, all required setbacks, any floodplain/flood hazards, or buffer from sensitive/protected resources.
- Location and dimensions of all existing and proposed buildings.
- Location and outlines of all residential structures on adjacent lots around the subject property.
- Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces for the primary dwelling, and vehicle back-up areas.
- Location of easements, including road right-of-way, utilities, or other access easements. (Check with Public Works Department for public utility and access easements. Private easements should be in the property legal description or title report).

* **ROOF PLAN** (existing and proposed on separate drawings) must include the following:

- Depict all existing and proposed roof elements.
- Label all roof pitches.

* **ELEVATIONS** (existing and proposed on separate drawings) must include the following:

- Fully dimensioned and prepared to an appropriate scale and noting the final height of the ADU.
- Existing and proposed construction and/or alterations.
- Existing and proposed views of each elevation should appear side by side on the plans.
- Location of proposed windows, vents, gutters, downspouts, air conditioning equipment, antennas, rooftop mechanical equipment, utility meters, transformers, and utility boxes.
- Properly label each direction of building elevation (i.e., North, South, East, West).
- Details for fascia trim, windows, doors, trim, sills, railing and fencing.
- Location of any new exterior lighting and cut sheets of the type of new lighting fixtures to be installed.

- * **FLOOR PLANS** (existing and proposed on separate drawings) must include the following:
 - Fully dimensioned and prepared to an appropriate scale.
 - All rooms and utility or mechanical areas must be labeled for their intended and permitted use.
 - Show the location of all existing and proposed doorways, interior walls, or partitions.
 - Depict and label all proposed countertops, kitchen facilities, and bathroom facilities.
- * **WINDOW SCHEDULE** must include the following:
 - Numbered inventory list of existing and proposed windows.
 - Label window types and dimensions to demonstrate compliance for required egress for bedroom windows.
 - Show style of windows and materials on building plans or elevations.
 - Cut sheets/brochures of proposed windows - include a dimensioned cross section of window, including exterior trim detail and compliance with CA Title 24 standards.
- * **DEMOLITION PLAN** must include the following (as applicable):
 - Identify all elements of any existing structure(s) proposed to be removed/replaced.
 - Written description of all elements and materials to be removed and/or removed and reused.
- * **PHOTOGRAPHS** must accompany the application and must include all of the following (as applicable):
 - Views of the front, sides, and rear elevations of the existing principal dwelling.
 - Streetscape views of the project site and adjacent properties.
 - Views of the adjacent properties from vantage locations (e.g., windows, decks, etc.) of the proposed ADU.
 - Views of the front, sides, and rear of any existing accessory structure to be converted to an ADU.
- * **LANDSCAPE AND IRRIGATION PLAN** includes the following:
 - Location of all existing landscaping and size/diameter, and species of all trees with notation for any landscaping to be removed.
 - Location, size, and species of all trees, shrubs, or other groundcover to be planted.
 - Location of non-vegetative landscape improvements (e.g., paving, fences, retaining walls, planters).
 - Planting species list with colored palette and common names for all species.
 - New landscaping must be of water-efficient species and should be chosen from the list of "Drought-Tolerant Native Plants for Santa Barbara County" provided with this application.

LEGAL REQUIREMENT:

- A notarized affidavit attesting that the home-owner will reside on the subject lot in either the principal dwelling or the ADU for a period of at least five (5) years after receiving final occupancy clearance.
- The affidavit must also include a provision where the property-owner attests that they do not own or operate another ADU either within the City of Goleta or outside of the City that is subject to an owner-occupant requirement, covenant, agreement, or otherwise.

OTHER INFORMATION: The City may request any other information relevant to the City's review and approval of an ADU application, including but not limited to property surveys, title reports, and privacy and shadow studies.