



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

Property Information:

APPLICATION FEE: _____

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: \$ _____ (optional)

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 for processing until all required documents are provided at the time of submittal. The submittal materials include:

1. This ADU Land Use Application with a) a signed Certificate of Accuracy and Completeness; b) Property Owner’s Certificate; and c) financially responsible signature.
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 with all required samples, colors, materials, and photographs. Please refer to Item 5, below, as to what is required to be shown/provided. Applications **WILL NOT** be accepted for formal processing without all of the information provided. It is preferable, but not required, to have the plans prepared by a licensed professional (architect/engineer)
5. A completed Eligibility Worksheet with all required material samples, colors, and photos
6. Affidavit Form acknowledging and accepting restrictions (signed and notarized)
7. Title Report, no older than 90 days from the date of application. Title Report is only required when additional square footage is being added (either attached or detached).

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.: _____

PROPERTY OWNER'S CERTIFICATION

An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).

I/We, _____, hereby certify, under penalty of perjury, that I am the property owner(s) or am authorized by the property owner(s) to submit this application. I/we further certify that this application has been prepared in compliance with the requirements of the Goleta Municipal Code and zoning regulations, that the materials are being submitted as a formal application for the requests noted on this application and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true and correct.

| | | | |
|---|------------------------------|---|---|
| If a deposit is submitted, a Financially Responsible Party (FRP) must be designated and sign the Agreement to Pay. The FRP is responsible for all billings and will receive all refunds. | | | |
| PROPERTY OWNER INFORMATION (Required) | | | <input type="checkbox"/> Financially Responsible Party |
| PROPERTY OWNER NAME | | CONTACT PERSON <input type="checkbox"/> Check if same | |
| MAILING ADDRESS | | PHONE | |
| CITY | STATE | ZIP | EMAIL |
| NAME | SIGNATURE (must be provided) | | DATE |
| <input type="checkbox"/> AGENT <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER (Must Check one) | | | <input type="checkbox"/> Financially Responsible Party |
| COMPANY NAME | | CONTACT PERSON | |
| MAILING ADDRESS | | PHONE | |

| | | | |
|--|-----------|------------------------------|---|
| CITY | STATE | ZIP | EMAIL |
| | | | |
| NAME | SIGNATURE | | DATE |
| | | | |
| OTHER INTERESTED PARTY | | | <input type="checkbox"/> Financially Responsible Party |
| DESCRIPTION OF INTERESTED PARTY | | | |
| | | | |
| COMPANY NAME | | CONTACT PERSON | |
| | | | |
| MAILING ADDRESS | | PHONE | |
| | | | |
| CITY | STATE | ZIP | EMAIL |
| | | | |
| NAME | SIGNATURE | | DATE |
| | | | |
| ALTERNATE BILLING ADDRESS (if needed for FRP) | | | |
| MAILING ADDRESS | | ATTENTION NAME (Care of FRP) | |
| | | | |
| CITY | STATE | ZIP | AP Email |
| | | | |
| AGREEMENT TO PAY | | | |

As an authorized representative of the Financially Responsible Party (FRP), I hereby consent, by my signature below, that I understand the following and agree to pay all costs:

The service of processing an application for development of property in the City of Goleta is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including, but not limited to checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving the benefit from the service shall pay the cost of these services.

Total costs vary according to the size of the project and the complexity of the issues involved. The Hourly Rates for staff time and Administrative Surcharges will be charged in accordance with the most recent City of Goleta User Fee Schedule and City Policy. Current rates are as follows:

| City of Goleta Staff Rates | |
|---|---|
| \$155.00/hour – Planning & Environmental Review | \$128.00/hour – Assistant City Attorney |
| \$135.00/hour – Public Works | Fully Burdened Rate - all other departments |
| Vendor Rates | |
| Project specific expenditures such as contract legal services, contract planners, biologist, archeologists, etc. will be billed at cost. In addition, a 15% administrative surcharge will be applied on top of all invoices. | |
| City Administrative Supplies | |
| City administrative supplies and other costs, such as postage for mailing, public notices, advertising, etc. will be billed "at cost" and are therefore excluded from the hourly staff rates and the administrative surcharge | |

A Detail Listing Financial Report may be provided upon request and further explained by the case manager.

The initial deposit creates an account that allow processing time and other expenses to be charged. Case processing charges will automatically be drawn against the deposit funds. If the deposit falls below \$500.00 at any time, an invoice will be mailed to the **Financially Responsible Party** requesting supplemental funds at least equal to the initial deposit. If necessary, the initial deposit in addition to a negative balance will be invoiced. The case manager may also request enough funds for a contract to pay a vendor. **All development activities will be suspended until payment is received and account is positive.**

Except in extenuating circumstances, all case processing will be suspended on any cases with a negative balance and will not be resumed until payment to bring the balance positive has been received. This may delay bringing cases in front of Design Review Board, Planning Commission, and City Council. If the applicant has multiple developer deposits with the City, the City may, at its discretion, transfer funds between accounts to bring balances to acceptable levels and will provide notice to developer.

After the conclusion of case processing, and after full payment of all invoices is received, any remaining deposit amounts will be refunded to the **Financially Responsible Party** within 60 days.

| FINANCIALLY RESPONSIBLE PARTY | | |
|-------------------------------|-----------|------|
| Print Name | Signature | Date |
| | | |

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 (Applicant to Circle One) | Staff Verification /Review (City Use) |
|---|--------------------------------------|---------------------------------------|
| <p>1. Applicant. <i>The applicant for an ADU must be the current owner-occupant of the property.</i> Are you the property owner and do/will you reside on the property?</p> | Yes No | |
| <p>2. Owner-Occupancy. <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> Will you, as the property owner, agree to this condition?</p> | Yes No | |
| <p>3. Zoning. <i>ADUs are allowed on properties zoned for single-family and multifamily residential use.</i> Is the property zoned for single-family or multifamily use?</p> | Yes No | |
| <p>4. Maximum number. <i>A single new ADU may be allowed on properties currently containing one single-family dwelling.</i> 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?</p> | Yes No | |
| <p>5. Size Limitation – Part I. <i>The total floor area of the ADU may not exceed 10% of the total net lot area of the subject property.</i> Is the proposed ADU less than 10% of the net lot area?</p> | Yes No | |
| <p>6. Size Limitation – Part II. <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> Is the proposed ADU compliant with this size limitation?</p> | Yes No | |
| <p>7. Size Limitation – Part III. <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> Is the proposed ADU compliant with this requirement?</p> | Yes No | |
| <p>8. Unit Separation. <i>An ADU is required to have a separate exterior entrance and no direct internal connection to the primary unit.</i> Does the ADU meet the entrance and internal separation requirements?</p> | Yes No | |
| <p>9. ADU Design – Part I. <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> Does the ADU design match the principal dwelling as stated above?</p> | Yes No See #10 | |

| Does your ADU meet the following development standards? | Compliance (Circle One) | Staff Review (City Use) |
|--|-------------------------------|----------------------------|
| <p>10. ADU Design – Part II. <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> Does the ADU design conform to the above criteria?</p> | <p>Yes No N/A</p> | |
| <p>11. Maximum Lot Coverage. <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> Does the proposed ADU meet the maximum lot coverage standard?</p> | <p>Yes No</p> | |
| <p>12. Other Habitable Structures. <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> Does the ADU meet this accessory building requirement?</p> | <p>Yes No</p> | |
| <p>13. Additional Parking. <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> Does any additional parking meet this parking standard?</p> | <p>Yes No N/A</p> | |
| <p>14. Existing Parking. <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> Are required parking spaces for the principal dwelling retained or replaced?</p> | <p>Yes No</p> | |
| <p>15. Height – Part I. <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> Does the proposed ADU meet this height standard?</p> | <p>Yes No N/A</p> | |
| <p>16. Height – Part II. <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> Does the proposed ADU meet this height standard?</p> | <p>Yes No N/A</p> | |
| <p>17. Landscaping – Part I. <i>An ADU located within a side or rear setback must install mature landscaping where needed to protect the privacy of adjoining properties.</i> Does the proposed ADU meet this landscaping standard?</p> | <p>Yes No N/A</p> | |

| Does your ADU meet the following development standards? | Compliance (Circle One) | Staff Review (City Use) |
|--|----------------------------|----------------------------|
| 18. Landscaping – Part II. <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> Does the proposed ADU meet this landscaping standard? | Yes No N/A | |
| 19. RHNA Requirement. <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> 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)? | Yes No N/A | |
| 20. Conditions of Approval. Some conditions must be met prior to issuance of a zoning permit and/or final building inspection clearance for an ADU. The applicant acknowledges that the project approval will be subject to certain conditions of approval. | Yes No | |
| 21. Impact Fees. 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. 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. | Yes No N/A | |
| 22. Summary. Does this project meets all applicable requirements listed above? (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.: _____
circle one

Copy of Application provided to Advance Planning staff for RHNA tracking