



**NON- EXEMPT ACCESSORY DWELLING UNIT
LAND USE PERMIT 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 (ADU): _____ sq. ft.

ADU Type Efficiency Unit: YES NO Attached or Detached

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

This ADU Land Use Permit 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 and b) Property Owner's Certificate.
2. Copy of Preliminary Water Service Determination letter from Goleta Water District
3. 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)
4. A completed Eligibility Worksheet with all required material samples, colors, and photos
5. Affidavit Form acknowledging and accepting restrictions (signed and notarized)
6. 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).
7. Development Impact Fee (DIF) Beneficial Project Request if proposed ADU is over 750 square feet. If less than 750 square feet, then exempt from DIFs.

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.

PROPERTY OWNER INFORMATION (Required)			
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)			
COMPANY NAME		CONTACT PERSON	
MAILING ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL
NAME	SIGNATURE		DATE

OTHER INTERESTED PARTY				
DESCRIPTION OF INTERESTED PARTY				
COMPANY NAME			CONTACT PERSON	
MAILING ADDRESS			PHONE	
CITY	STATE	ZIP	EMAIL	
NAME	SIGNATURE			DATE

Eligibility Worksheet – Below in *Italic* text, are key development standards from the City’s ADU Ordinance (20-01) for a new ADU. Please indicate whether the proposed project meets these standards by filling circling “Yes” or “No” (or in some cases “N/A”) 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.

Does your ADU meet the following development standards?	Compliance (Applicant to Circle One)	Staff Verification /Review (City Use)
1. Applicant. <i>The applicant for a Junior ADU must be the current owner-occupant of the property. Refer to Ordinance 20-01 for details.</i> Are you the property owner and do/will you reside on the property? (This is not applicable if a regular ADU is proposed)	Yes No	
3. Zoning. <i>ADUs are allowed on properties zoned for single-unit and multifamily residential use.</i> Is the property zoned for single-unit or multifamily use?	Yes No	
5. Size – Part I. <i>The minimum floor area of an ADU is 200 square feet. An efficiency unit may be a minimum of 150 square feet per California Health and Safety Code Section 17958.1.</i> Does the proposed ADU meet the minimum size requirements?	Yes No	
6. Size– Part II. <i>ADUs may not be larger 850 sq. ft. in total floor area for studio or one-bedroom unit or 1,000 square feet for a two-bedroom unit.</i> Is the proposed ADU compliant with these size limitations?	Yes No	
7. Size – 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?	Yes No	

Does your ADU meet the following development standards?	Compliance (Applicant to Circle One)	Staff Verification /Review (City Use)
<p>8. Unit Separation. The minimum separation between the principal dwelling unit and the detached ADU must be at least 5 feet for new construction. Does the ADU meet the separation requirements?</p>	<p>Yes No N/A</p>	
<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. (A HUD certified manufactured/modular home proposed to be used as a detached ADU can have a different architectural style from the principal dwelling unit)</i> Does the ADU design match the principal dwelling as stated above?</p>	<p>Yes No</p>	
<p>10. ADU Design – Part II <i>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. An ADU with a roof pitch of 4:12 pitch or more for solar energy systems can increase the maximum height allowance of the ADU by three feet.</i> Does the ADU design conform to the above criteria?</p>	<p>Yes No N/A</p>	
<p>11. ADU Design – Part III. <i>Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight. Samples of proposed vegetative screening and planting locations must be provided. See Ordinance 20-01 for exceptions to this design standard.</i> Does the ADU design conform to the above criteria?</p>	<p>Yes No N/A</p>	
<p>12. ADU Design – Part IV: Landscaping. <i>Landscaping is required to enhance the appearance of the ADU as follows: at least one 15-gallon size plant shall be provided for every five linear feet of exterior wall. Alternatively, at least one 24-inch box size plant shall be provided for every ten linear feet of exterior wall. In addition, new landscaping must use water -efficient species only.</i> Does the proposed ADU meet this landscaping standard? A “No” answer to Items 9-12 will mean that the ADU must be reviewed by the Design Review Board.</p>	<p>Yes No N/A</p>	
<p>12. Setbacks – <i>New construction ADUs must observe a minimum interior side setback and rear setback of four feet.</i> Does the ADU conform to the applicable setback requirements?</p>	<p>Yes No N/A</p>	
<p>13. Lot Coverage. <i>An ADU may not exceed 10% of the total net lot area of the subject lot.</i> Does the proposed ADU meet the maximum lot coverage standard?</p>	<p>Yes No</p>	
<p>14. Height – Part I. <i>An ADU constructed atop another legally permitted structure may not exceed the height of the principal dwelling.</i> Does the proposed ADU meet this height standard?</p>	<p>Yes No N/A</p>	

Does your ADU meet the following development standards?	Compliance (Applicant to Circle One)	Staff Verification /Review (City Use)
<p>15. 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>	Yes No	
<p>16. 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)?</p>	Yes No N/A	
<p>17. Conditions of Approval. <i>Some conditions must be met prior to issuance of a zoning permit and/or final building inspection clearance for an ADU.</i> The applicant acknowledges that the project approval will be subject to certain conditions of approval.</p>	Yes No	
<p>18. Impact Fees. <i>Payment of DIFs include the following programs: Public Administration, Public Administration, Parks, Fire, Storm Drain, Transportation, Bicycle and Pedestrian, Library. Fee amounts are based on the fee schedule in effect when paid.</i> The applicant acknowledges that this project may be subject to the payment of all applicable development impact fees (DIFs) prior to issuance of final building inspection clearance for the ADU. Note: ADU impact fees are waived for projects with less than 750 sq. ft in floor area and are capped at \$5,000 for ADUs 750 sq. ft. in floor area or larger as of July 19, 2019.</p>	Yes No N/A	
<p>19. 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 may be required.)</p>	Yes No	

FOR OFFICE USE ONLY

ADU Case No: _____ Received By: _____

Associated Case No.: N/A or # _____

Date Received: _____

Case Manager: _____ Date Assigned: _____ Supervisor's Initials: _____

Fee Paid: _____ (Cash) (Credit) (Check) Check No.: _____ Receipt No.: _____

(Cash) (Credit) (Check) <i>circle one</i>

Copy of Application provided to Advance Planning staff for RHNA tracking

Revised 01/21/2020