



ACCESSORY DWELLING UNITS SUPPLEMENTAL APPLICATION



GENERAL INFORMATION

QUESTIONS

Frequently asked questions about Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs), including an overview of the process, is available on the Accessory Dwelling Unit Guide.

HOW TO SUBMIT

All building permit and planning applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#).

WHAT TO SUBMIT

Complete the forms and provide any supporting materials described in this Supplemental Application and submit it along with a complete Building Permit (BLD) application or Planning (PLN) Application, as applicable.

Any site work or construction to buildings that is unrelated to the ADU-JADU must be proposed on a separate (but may be concurrent) building permit. An ADU-JADU Combined Development Agreement may be submitted to allow work to be combined on one permit. See page 6.

State law requires expedited review of ministerial ADUs and JADUs once a complete application is submitted. In order for the City to determine that an ADU-JADU application is complete, it must contain all of the required information necessary for project analysis and demonstrate compliance with all applicable ordinances and codes. The City shall not act on an application until it has been determined to be complete by all City divisions reviewing the application.



SUBMITTAL INFORMATION

FEES

Payment of fees is required for all applications prior to application review or processing.



Fees

Payment via check, electronic check, or credit card is required before project review or processing. Once the application is submitted, City staff will follow up electronically with an invoice for the total fee amount. Fees may be paid online, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a [Fee Payment Submittal Sheet](#) is required. For more information, see [How to Pay Invoiced Fees](#).

PHOTOGRAPHS

Photographs are required for all applications.



Photographs

Submit current color photographs of the site as viewed from the street and provide a photo of the front and each exterior elevation of all buildings on the property.

PLANS

Plans are required for all applications.



Project Plans

See the [Project Plan Submittal Requirements](#) handout for the required contents of plan submittals.



Supporting Details

If design compatibility is required, submit any additional supporting information (color details, manufacturer specification sheets, etc.) necessary to demonstrate compliance. Additional guidance on architectural styles is available here: [Single Family Residence Design Guidelines](#) and [Historic Resource Design Guidelines](#).

APPLICATION FORMS & INSTRUCTIONS



Covenant Request Form

Pg 3



Combined Development

Pg 6



Design Review Criteria

Pg 4



Applicant's Affidavit

Pg 7

1 ADU-JADU COVENANT REQUEST FORM

Complete this form for use by City staff to prepare the ADU-JADU Covenant. It is important that all information is complete and accurate. More information: [Accessory Dwelling Unit \(ADU\) Guide](#).

ADU-JADU APPLICATION TYPE

- This is a **new** ADU application.
- This is a **new** JADU application. I understand that owner-occupancy is required on all Junior ADUs.
- I have an **existing** ADU Covenant, and this is a request to remove the existing owner-occupancy covenant.

RECORD INFORMATION

Submittal Date: _____ BLD RECORD #: _____

PROPERTY INFORMATION

Project Address: _____

Assessor Parcel Number (APN): _____

CONTACT INFORMATION (Name of person to contact about the Covenant)

Name: _____ Company: _____

Address: _____ ZIP: _____

Email: _____ Phone: _____

APPLICANT INSTRUCTIONS:

- a. In order to release an existing owner-occupancy covenant, a new ADU Covenant must be prepared, executed and recorded, along with processing fees and recording costs. Due to limited staff resources, we will process requests in the order received but it could take several months to complete the process.
- b. After the initial building permit submittal, City staff will **email** you the ADU-JADU Covenant. Please print it single-sided, sign, and notarize the document (*be sure to include an Acknowledgment page for the owner signature. The names on the Acknowledgment must match EXACTLY how the names appear on the covenant.*) You will return the original executed Covenant to the Planning Division via USPS and the City will record the document. The building permit cannot be issued until the Covenant is recorded.
- c. Do not scan, fax, photograph, or otherwise alter, add, or amend any portion of the attached ADU document. The original hardcopy with WET signatures must be provided back to the City. A notary must acknowledge the legal owners' signatures on the attached document. Inform the notary that the acknowledgment is for an instrument to be recorded. (California Civil Code §1169, et seq.)

STAFF USE ONLY:

- Form 1: With Owner-Occupancy**
 Form 2: No Owner-Occupancy
 Form 3: JADU Covenant
 Add ZCD Release
 Add Release of Owner-Occ.
Instrument Number: _____

2 ADU-JADU DESIGN REVIEW CRITERIA

Check the boxes below to show that the ADU-JADU project complies with the required administrative design review criteria. If the project does not comply with the criteria, property owners have the **option** to submit an application to the applicable design review body for variations of these standards.

Architectural Review Criteria

If you check “YES” or “N/A” on all items, the project qualifies for staff approval.

YES NO N/A

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Shiny Roofing and Siding. There are no shiny, mirror-like, or of a glossy metallic finish roofing or siding materials proposed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Roof Tile. If a clay tile roof is proposed, it is two-piece terra cotta (Mission “C-tile”); or S-tile is only proposed in order to match existing S-tile. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Skylights. There are no “bubble” or dome skylights proposed; skylights have either flat glass panels, or no skylights are proposed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Glass Guardrails. There are no glass guardrails proposed; or glass guardrails are proposed in order to match existing glass guardrails. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Garage Conversion. The existing garage door opening is being replaced with siding, or residential windows and doors, to match the existing garage walls and detailing; or no garage conversion is proposed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Grading. There is no more than 250 cubic yards of grading (cut or fill under the ADU building footprint and outside the main building footprint) proposed in either the Hillside Design District or on lots in other parts of the City with a slope of 15% or greater. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Height. At least one of the following applies (Standard ADUs only): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> a. The proposed ADU does not exceed the height or the number of stories of the primary residential unit or 17 feet, whichever is greater; or | | | |
| <input type="checkbox"/> b. The ADU is proposed to be constructed above a garage. | | | |
| 8. Landings, Decks, and Balconies. At least one of the following applies: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> a. Upper-story unenclosed landings, decks, or balconies greater than 20 sq. ft., that face or overlook the adjoining property, are not proposed; | | | |
| <input type="checkbox"/> b. Upper-story unenclosed landings, decks, or balconies greater than 20 sq. ft., that face or overlook the adjoining property, are located a minimum of 15-feet from all interior lot lines; or | | | |
| <input type="checkbox"/> c. Upper-story unenclosed landings, decks, or balconies greater than 20 sq. ft. are located less than 15-feet from the interior lot lines; however: | | | |
| <input type="checkbox"/> They do not face or overlook the adjoining property, and | | | |
| <input type="checkbox"/> An architectural screening element with 5-foot minimum height is proposed. | | | |
| 9. Upper-Story Windows. At least one of the following must apply: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> a. Upper-story windows that face or overlook the adjoining property are not proposed within 15 feet of the interior lot lines; or | | | |
| <input type="checkbox"/> b. Upper-story windows that face or overlook the adjoining property and are located within 15 feet of the interior lot lines, are installed a minimum of 42-inches above finish floor. | | | |

Architectural Review Criteria (continued)

<i>If you check "YES" or "N/A" on all items, the project qualifies for staff approval.</i>		YES	NO	N/A
10.	Front Yard Location. If a new detached ADU is located in the front yard, it must meet all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> a. The ADU is a minimum of 20 feet back from a front lot line, or meets the minimum front setback for the zone, whichever is greater;			
	<input type="checkbox"/> b. The ADU is one-story and less than 17-feet in height; or is above a garage;			
	<input type="checkbox"/> c. The ADU is screened from the street by location, landscape, or topography in a manner designed to blend into the surrounding environment; or is above a garage; and			
	<input type="checkbox"/> d. The ADU is compatible with the design of the primary residential unit.			
11.	Compatible Design Style. The exterior design is compatible with the design of the primary residential unit regarding style, fenestration (the arrangement of windows and doors on a building), materials, colors and details, if any of the following apply (<i>check at least one</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> a. A detached ADU is located within 20 feet of the primary residential unit;			
	<input type="checkbox"/> b. Additions to an existing structure are proposed;			
	<input type="checkbox"/> c. Located in the Hillside Design District and 20%+ slope;			
	<input type="checkbox"/> d. New unit is two or more stories, or 17-feet or taller in height;			
	<input type="checkbox"/> e. Site contains a designated historic resource or is located in a designated historic district; or			
	<input type="checkbox"/> f. None of the above; compatibility is not required.			

3 ADU-JADU COMBINED DEVELOPMENT AGREEMENT (OPTIONAL)

Complete and sign this form **only** if you intend to propose construction of an ADU-JADU at the same time **and on the same permit** as unrelated work to the primary residential unit or other site work.

PROPERTY & RECORD INFORMATION

Project Address:

ZIP:

Assessor Parcel Number (APN):

BLD Record #:

The undersigned hereby acknowledge that, for the purpose of this Combined Development Agreement (“Agreement”), they are owner(s) of the property described above.

The owner(s) seek City of Santa Barbara ministerial approval for the development of an Accessory Dwelling Unit (“ADU”), or Junior Accessory Dwelling Unit (“JADU”), or combination thereof, and approval of other unrelated development, improvements, or construction on the property, which shall hereinafter be referred to as “Additional Unrelated Work.” This Additional Unrelated Work is more thoroughly described on the plans and in the scope of work for the building permit application number listed above.

Owner(s) hereby acknowledge that by choosing to combine the work for the ADU-JADU with Additional Unrelated Work, other ordinances, policies, and regulations, (including but not limited to, design review or modifications), may apply to the Additional Unrelated Work and that the permit application shall be in compliance with all local development standards and laws.

Any reductions and exceptions specifically allowed by either state or local laws for the development, approval, and permitting of ADU-JADUs shall only apply to the development of the ADU-JADU and shall not apply to the Additional Unrelated Work.

The owner(s) hereby agree and acknowledge that choosing to combine the work for the ADU-JADU with other unrelated development to the property could result in delays beyond the state mandated timeline of 60 days (from when the application was deemed complete) or denial of the application. This Agreement serves as the owner(s)’ request and authorization for delay beyond the state mandated timeline if City Staff deems additional time is needed to process the project approval for this combined work.



Owner’s Signature

Date

Owner’s Name (printed)

4 APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. The undersigned is the owner or authorized agent of the owner of this property.
- b. The information presented is true and correct to the best of my knowledge.
- c. **Public Record.** I understand that any information provided becomes part of the public record and can be made available to the public for review and posted to the City website.
- d. **ADU-JADU Covenant.** I understand that after the initial building permit submittal, but prior to permit issuance, the property owner must submit a completed and executed ADU-JADU Covenant outlining the requirements regarding the sale, rental, and owner occupancy of the lot.
- e. **Posted Sign.** Within five calendar days after submitting an initial building permit application to the City, I agree to obtain and install a posted sign on the property. The sign shall remain posted until a building permit is issued, or the application expires or is withdrawn.
- f. **Owner-Agent Authorization.** If the Applicant is not the Property Owner, both the Property Owner and Applicant must sign this affidavit or a separate **Owner-Agent Authorization Form**. By signing this affidavit, the Property Owner authorizes the Applicant listed below to act as the Property Owner's agent on all matters before the Community Development Department pertaining to development on this property.

PROPERTY OWNER:



 Owner's Signature

 Date

 Owner's Name (printed)

APPLICANT: SAME AS ABOVE



 Applicant's Signature

 Date

 Applicant's Name (printed)

 Title (Architect, etc.)