



PREAPPROVED ADU SITE SPECIFIC PLAN SUPPLEMENTAL APPLICATION



INFORMATION

PREAPPROVED ADU PROGRAM

The City of Santa Barbara now offers a quicker, more affordable way to add detached Accessory Dwelling Units (ADUs) to your property. Through the Preapproved ADU Program, you can access standard construction plans created by qualified professionals and preapproved by the City. This submittal checklist is intended for permit applications utilizing Preapproved ADU plans only. To submit a regular ADU permit application, go to the [ADU Project Guidance](#) page for more information and see the regular ADU Supplemental Application.

WHAT ARE PREAPPROVED PLANS?

Preapproved plans are ADU designs submitted by designers, architects, builders, and other qualified professionals and vetted in advance by Planning and Building & Safety. Once preapproved, they can be selected for use by homeowners with an expedited review timeline and lower permitting costs. Explore the Preapproved ADU list on the City's website at: SantaBarbaraCA.gov/Preapproved-ADU. Please note that the posting of a Preapproved ADU plan shall not be considered an endorsement of the designer.

For Designers. If you are interested in having your ADU plans preapproved by the City and posted on the City's website, please contact us at ADU@SantaBarbaraCA.gov to join our Preapproved ADU Program.

USING PRE-APPROVED PLANS (SITE SPECIFIC)

Homeowners interested in using a preapproved ADU plan will have to coordinate with the design professional to include details like where the ADU is situated on the lot, foundation plans, utility plans, and more, prior to submitting plans to the City for the expedited review. Here is an overview of the permitting steps:

STEP 1: RESEARCH YOUR PROPERTY

ADUs are permitted in all zones that allow residential use; however, not all Preapproved ADUs are allowed on all properties (e.g., multifamily or historic properties). Contact the Planning Division to verify if an ADU is allowed on your property: PlanningCounter@SantaBarbaraCA.gov

STEP 2: SELECT A PREAPPROVED PLAN

Homeowner selects a preapproved plan and contacts the designer directly to receive plan set.

STEP 3: APPLY FOR A BUILDING PERMIT

Homeowners, usually with the help of the designer, will submit a building permit application, the site-specific materials not reviewed during preapproval (like a site plan, utility connections, etc.) as outlined in this supplemental application, and pay a reduced plan check fee.

STEP 4: PLAN CHECK REVIEW

Staff reviews the complete Preapproved ADU application with an accelerated timeline—generally within 10 business days. The plans must be *identical* to the plans that were previously approved; any deviation will result in rejection of the application. Homeowners who wish to revise the design may do so by submitting a regular ADU permit application with the altered plans.

STEP 5: BUILDING PERMIT APPROVED

Applicant resubmits as requested until plans are approved and building permits are issued.

STEP 6: INSPECTIONS

City staff conducts building inspections during the construction phase until work is completed.

HOW TO APPLY

All building permit and planning applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information online at: [Apply for a Permit](#)

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. Start with a Planning (PLN) Application if your ADU is in the Coastal Zone and a Coastal Development Permit is required. Contact the Planning Division with questions about PLNs at PlanningCounter@SantaBarbaraCA.gov.

PLAN SUBMITTAL REQUIREMENTS

PREAPPROVED ADU PLAN WITH DESIGNER APPROVAL



Title Block

- Update Title Block area on all sheets with Site Address; Owner's Name, Address, Contact Information
- Design professional to sign all documents



Title Sheet

- Update Title Sheet with Site-Specific Project Data, Grading, Amount of New or Redeveloped Impervious Areas (i.e., Hardscape, Roof), Vicinity Map
- City-assigned Preapproved ADU plan number (e.g., PRE2024-00123 – Option A “Cottage Style”)
- New address is required for new ADU and shall be assigned by the Public Works Counter: (805) 564-5388 PWCounter@SantaBarbaraCA.gov
- Fire Sprinklers – Indicate if the existing residence has sprinkler system or not. (The ADU must be equipped with fire sprinklers if the existing residence is sprinklered. Fire sprinkler drawings shall be submitted on a separate permit and are not to be included with the building permit submittals)



Architectural Plans



Structural Plans



Required Special Inspections



Mechanical, Plumbing, and Electrical Plans



Calculations, Specifications, and Supplemental Reports

SITE SPECIFIC PLANS



Site Plan

Update Site Plan with location and dimensions of:

- Property Lines
- Adjacent Streets, Sidewalks, Curbs, Public and Private Rights-of-Way

- Site Visibility Triangle
- Easements
- Existing and Proposed Structures
- Setbacks (Front, Interior)
- Distances from Buildings to Lot Lines and Distances Between Buildings
- Driveways and Parking Spaces
- Emergency Vehicle Access and Location of Fire Hydrants
- North Arrow
- Landscaped Areas, Paved Areas, Pervious and Impervious Areas
- Open Yard
- Significant Site Features (Trees, Wells, Creeks, Septic Tanks, Faults, etc.)
- Drainage
- Nearest Manhole Cover Elevation
- Utility Connections and Meters
- Accessibility Standards, if applicable
- Storm Water Management Plan BMPs



Site Photos

Replace placeholders with actual building and site photos showing all sides of the existing residence.



Soils Report

- For an ADU up to 500 square feet in size, a soils report will not be required. Use 1,000 psf for soil bearing capacity and seismic parameters from USGS.
- Any ADU from 501 up to 800 square feet in size will require a soils investigation for the specific site at time of permit submittal. Most of the structural engineering was completed at preapproval apart from any vertical loads that depend on the soil bearing capacity.



School Fees

- For ADUs larger than 750 square feet, a School Fee Form receipt must be presented from the Santa Barbara Unified School District prior to permit issuance. For more information, contact SBUnified.org.



Storm Water Management Plan (SWMP)

Please refer to the City's [Storm Water BMP Guidance Manual](#) for more information.

RECORDED COVENANT FORM

Complete this form for use by City staff to prepare the ADU-JADU Covenant. Ensure all information is accurate.

STAFF USE ONLY:

- | | |
|--|---|
| <input type="checkbox"/> Accessory Dwelling Unit (ADU) | <input type="checkbox"/> Form 2 (ADU - no owner occ.) |
| <input type="checkbox"/> Junior Accessory Dwelling Unit (JADU) | <input type="checkbox"/> Form 3 (JADU - owner-occ.) |
| <input type="checkbox"/> Preapproved Accessory Dwelling Unit (PRADU) | <input type="checkbox"/> Form 4 (SB-9 - Rental) |
| <input type="checkbox"/> Illegal Accessory Dwelling Unit (IADU) | <input type="checkbox"/> Form 5 (SB-9 - Owner) |
| <input type="checkbox"/> Two-Unit Residential (SB-9) | <input type="checkbox"/> Form 6 (SB-9 - Coastal) |

☐ Release Owner-Occupancy Covenant

Inst. # _____ Date Recorded: _____

☐ Release Zoning Compliance Declaration (ZCD)

Inst. # _____ Date Recorded: _____

RECORD & PROPERTY INFORMATION

Today's Date:

BLD #:

Project Address:

APN:

APPLICANT COMPLETE & SIGN:

CONTACT PERSON *(Name of person to contact about the Covenant)*

Name:

Company:

Address:

ZIP:

Email:

Phone:

LLC AUTHORIZED SIGNER *(If applicable, name of LLC member authorized to sign legal agreements)* ☐ N/A

Name:

Title:

Email:

Phone:

OWNER'S NAMES *(List ALL property owner's names as they appear on Title)*

Name:

Name:

Name:

Name:

UNIT INFORMATION *(This information helps staff analyze the role of ADUs in our community.)*

Number of Bedrooms in New Unit:

Number of Anticipated Occupants:

Anticipated Monthly Rental Rate: \$

Is it intended to be free to family or caregiver? ☐ Yes ☐ No

COVENANT INSTRUCTIONS

1. **New Applications.** At the initial building permit submittal, applicant shall submit the Recorded Covenant Form. This will begin the Recorded Covenant process. On new applications, expect to receive the Covenant document in two to three weeks after submitting this form.
2. **Release of Existing Covenant.** To release an existing Owner-Occupancy Covenant, a new 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.
3. **Receiving the Document.** After you submit this completed form, City staff will prepare the Covenant document for the owner to sign and will email it to the contact person listed on the form. Please print it single-sided, sign, and notarize the document.
4. **Return the Executed Document.** Deliver the original executed document to Planning Staff during business hours at the Community Development Department building at 630 Garden Street, Santa Barbara; or mail the original executed Covenant to the Planning Division via USPS to the following address:

Community Development Department
Attn: Covenant Processing
P.O. Box 1990
Santa Barbara, CA 93102-1990
5. **Signatures and Recordation.** Once the document is received, staff will acquire remaining City signatures and record the final document at the County recording office. The City will email you a copy of the final Covenant. The building permit cannot be issued until the final Covenant is recorded.

Tip! Avoid common notary certificate mistakes. Minor errors on a notary certificate can lead to major headaches later — including rejection of the documents by the County recording office.

- Do not scan, fax, photograph, or otherwise alter, add, or amend any portion of the document.
- The original hardcopy with WET signatures must be provided back to the City.
- Be sure to include The [California All Purpose Acknowledgment Form](#) for the owner signature.
- The names on the acknowledgment page must match EXACTLY how the names appear on the Covenant, or it will be rejected by the County recording office.

OWNERS’S AFFIDAVIT

UNDERSTANDING AND AFFIDAVIT FOR PREAPPROVED ADU

- I, the Property Owner, agree to pursue construction of the Preapproved ADU in good faith and in accordance with the preapproved building plan set without modifications to the approved design. I understand that if there are any modifications made to these plans due to owner preferences, property conditions, or other reasons, the City reserves the right to reject the application.
- I will, to the fullest extent permitted by law, indemnify and hold the City of Santa Barbara its officials, officers, employees, volunteers, agents, harmless from any and all claims, suits, liability, demands, judgments, or costs arising out of or resulting therefrom on account of any injury, death, damage or loss to persons or property. Indemnification includes direct claims from the Applicant.
- I understand the Preapproved ADU designs represented by these plans are copyrighted and are subject to copyright protection.
- I understand that the posting of a Preapproved ADU plan on the City’s website shall not be considered an endorsement of the designer.
- By signature below, I, the undersigned, agree to the above terms and conditions.

PROPERTY OWNER:

Owner’s Signature

Date

Owner’s Name (printed)

APPLICANT’S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- The undersigned is the owner or authorized agent of the owner of this property.
- The information presented is true and correct to the best of my knowledge.
- **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.
- **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.
- **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.
- **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.)