

## **CITY OF SACRAMENTO SHELF READY ACCESSORY DWELLING UNIT PLAN SUBMITTAL GUIDE**

### **Step 1: Prepare a Site Plan**

- Refer to Step 3 on the City's Accessory Dwelling Unit (ADU) Resource Center webpage with information on how to create a site plan, including an example site plan. (<https://adu.cityofsacramento.org/design/step-3>)
- What is needed on a site plan:
  - Scaled drawing (i.e., 1"=1'; ¼"=1', etc.);
  - Labeled and dimensioned property lines and all structures;
  - Existing and proposed structures on the property, including proposed ADU;
  - Dimension distances to all structures and property lines;
  - Identify and label any easements and water and sewer pipe locations, where applicable;
  - Identify and label all public and private roadways (i.e., streets, alleys, sidewalks).
- Determine left-side wall option.
  - Each shelf ready ADU model comes with a left-side wall option that allows the left-side of the ADU to be located up to 1-foot from the property line. Details of the left-side wall option can be found on Shelf Ready ADU Plan Sheet FSD.1.
  - All other sides of the ADU must be placed a minimum of 5 feet from property lines.
- The Site Plan must be submitted as a separate page and incorporated into the PLANS file of the submission.
- A Site Plan can be prepared by a design professional, contractor, or homeowner.

### **Step 2: Prepare Solar/PV Plans (required for 2-bedroom model only)**

- The 2-bedroom model will need to provide solar/photovoltaic (PV) plans. These plans can be prepared by a registered design professional or the contractor performing the work.

### **Step 3: Submit Your ADU Optional Zoning Review Application Documents Online**

- A building permit is required for all ADUs. No separate planning or zoning approval is required before a building permit application may be submitted. However, if you would like Planning to review your ADU plans prior to submitting a building permit application, you may submit an ADU Optional Zoning Review Application (CDD-0009). The application is an optional, low cost-process to verify your application meets zoning standards before spending significant time and money on a complete building permit application.
- All materials must be submitted online through the Citizen Portal: (<https://aca-prod.accela.com/SACRAMENTO/Default.aspx>)
- Planning Application Documents should include:
  - APPLICATION: Accessory Dwelling Unit (ADU) Optional Zoning Application (CDD Form: CDD-0009)
  - PLANS: Site Plan described in Step 1 and Shelf Ready Plan Set
  - SUPPLEMENTAL: Color photographs of the project site with labels to indicate the main dwelling unit and any other accessory building(s) including any buildings proposed to be

demolished; photos of development on either side of the project site and directly across the street from the project site. Photos should be merged into a single pdf attachment.

- All Planning Forms can be found online: <http://www.cityofsacramento.org/Community-Development/Resources/Forms/Planning-Forms>
- Questions about submitting online? Please refer to the e-Planning webpage: (<https://www.cityofsacramento.org/Community-Development/Planning/e-Planning>) or Email: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org)

#### **Step 4: Submit Your Building Permit Application Documents Online for Electronic Plan Check (EPC)**

- All materials must be submitted online through the Citizen Portal (<https://aca-prod.accela.com/SACRAMENTO/Default.aspx>)
- All materials must be submitted as Acrobat PDF files.
- Building Permit Application Documents should include:
  - APPLICATION
    - Building Permit Application (CDD-0200)
    - Hold Harmless Agreement for Permit-Ready Plans for the Construction of an Accessory Dwelling Unit (CDD Form: CDD-0439)
    - Address Request Form (CDD Form: CDD-0104)
    - Owner Builder Verification (CDD Form: CDD-0220). This form is only required if the permit holder is the property owner.
    - Authorization for Owner (CDD Form: CDD-0204). This form is required when the Building Permit Application will be executed by a person other than the property owner. This form must be notarized, or the owner must provide a photocopy ID to verify signatures.
  - PLANS
    - Site Plan
    - Shelf Ready Plan Set
    - Solar/PV Plans (required for 2-bedroom model only, see Step 2 above)
    - Owner Information and Certification (CDD Form: CDD-0438)
- All Building Forms can be found online: <https://www.cityofsacramento.org/Community-Development/Building/Building-Forms>
- Questions about submitting online? Please refer to the EPC webpage (<http://www.cityofsacramento.org/Community-Development/Building/Plan-Review/Electronic-Plan-Check>) or Email: [epcintake@cityofsacramento.org](mailto:epcintake@cityofsacramento.org)