



**CITY OF ESCONDIDO**  
 Planning Division  
 201 North Broadway  
 Escondido, CA 92025-2798  
 (760) 839-4671  
 Fax: (760) 839-4313

FOR INTERNAL USE ONLY
Case No: _____
Date Submitted: _____
Fees Submitted: _____
Receipt No.: _____
Planner: _____
Date Approved: _____

**ACCESSORY DWELLING UNIT  
 PERMIT**

**APPLICANT/CONTACT PERSON**

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**OWNER** (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (authorizing applicant to submit application)

**SITE INFORMATION**

Property Address: \_\_\_\_\_  
 Assessor Parcel No: \_\_\_\_\_  
 Property Size: \_\_\_\_\_  
 Existing Lot Coverage: \_\_\_\_\_  
 Existing Parking Spaces: \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_  
 Neighborhood: \_\_\_\_\_  
 Zoning: \_\_\_\_\_  
 Overlay Zone: \_\_\_\_\_

**ARCHITECT/ENGINEER**

Name (Print): \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Registration/License No.: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**PROJECT INFORMATION**

Proposed Lot Coverage: \_\_\_\_\_  
 Proposed Size of 2nd Unit: \_\_\_\_\_  
 Proposed No. of Bedrooms in Unit: \_\_\_\_\_

Proposed No. of Parking Spaces:  
 Covered: \_\_\_\_\_  
 Uncovered: \_\_\_\_\_  
 Proposed Height of Unit: \_\_\_\_\_  
 Usable Open Space Area: \_\_\_\_\_  
 (required for some residential zones)

## ACCESSORY DWELLING UNIT PERMIT

Accessory Dwelling Units (ADUs) are sometimes called granny flats, in-law units, backyard cottages, secondary units, and more.

Once your property is deemed acceptable for an ADU, it is time to do the design and file an application with the City. The City of Escondido permit ADUs through a ministerial process, without discretionary review. For this reason, you may file an Accessory Dwelling Units Permit at the same time as a building permit, and both may be reviewed concurrently. Applications and information regarding the submittal of building permits can be obtained from the Building Division. A plan check fee is due at the time of application for both permits.

An Accessory Dwelling Unit Permit is required for the establishment of Accessory Dwelling Units in residential zones, which contain only one single-family residence on the lot. The Accessory Dwelling Unit applications must be filed with the Planning Division for their review. The application material needed to review your application may vary on a case-by-case basis (i.e. not all of the submittal requirements listed below may be needed). For example, ADUs that require an addition or a new accessory structure, development standards such as height, lot coverage, lot size, maximum unit size, and more standards are reviewed for conformance. ADUs that occupy existing living area may not need a comprehensive site plan. **Applicants or home owners are encouraged to meet with a member of the Planning staff to ensure that the application can be completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.**

### Submittal Requirements

1. Completed and signed [application form](#) (a letter of permission, signed by the owner, may be substituted for owner's signature on the application form).
2. Copy of Grant Deed.
3. Copy of a current Preliminary Title Report, including a complete legal description (dated within the last six months).
4. One (1) electronic copy (flash drive or via email to the project planner) and one (1) full-size copy of the site plan, floor plans, building elevations and landscape plan (if applicable) to be collated and folded to 8½" x 11". If structure is not of wood frame construction, plans shall be prepared by or under the supervision of a licensed design professional. ***The site plan shall be drawn to scale and shall include:***
  - a. North arrow and graphic scale.
  - b. Exterior boundaries of subject property and property dimensions.
  - c. Existing topography and proposed grading, if other than flat.
  - d. Location and widths of streets and alleys adjacent to the property.
  - e. Existing easements.
  - f. Location and dimensions of existing and proposed structures, and structures to be removed (if applicable) including any structures on adjacent properties within 50 feet of property line.
  - g. Location and dimensions of existing and proposed exterior doors, entry-ways, walkways, balconies, stairways, roof eaves, etc.
  - h. Location, design and dimensions of existing and proposed parking facilities, driveways, landscaping and open spaces.
  - i. Location and height of all walls and fences, existing and proposed.
  - j. Square footage of the site, lot coverage, square footage and percent, floor area ratio (FAR).

The elevation drawings should include:

- a. Elevations for all sides of the existing and proposed structures, labeled north, south, east and west, including locations of all doors and windows. Photographs may be substituted for drawings of existing structures for the sides unchanged by the proposed accessory dwelling unit.
- b. Height of all structures, in feet and stories.
- c. Types and colors of materials, existing and proposed.

The floor plans should include:

- a. Square footage of each room and each floor and the total square footage of the existing and proposed units.
- b. Square footage of existing and/or proposed garage areas.

Landscape plans should include:

- a. Size and types of all plant material, hardscape materials and fencing, existing and proposed, on the site.
  - b. Specification of all existing trees designating removal, retention, or relocation on the site.
5. Color board (8½" x 11" maximum) with samples of colors and materials to be used.
  6. Photographs of the site and the adjacent properties.
  7. Hazardous Wastes Disclosure Statement ([see attached](#)).
  8. SDG&E Notification Form ([see attached](#)).
  9. [Fees](#).
  10. Standard Urban Storm Water applicability form ([see attached](#)).
  11. Storm Water Urban Runoff Management Program ([see attached](#)).
  12. Completed ADU Housing Development Tracking Form.

### **Procedure**

Once the application is submitted, the Planning Staff will review the information for completeness and for compliance with local, state, and federal laws. The application will be routed to other City Departments and to outside agencies as necessary. Once comments are received, staff will review the application and will notify the applicant if corrections to the plans are required.

Prior to the issuance of building permits for a Junior Accessory Dwelling Unit, a Deed Restriction shall be recorded which sets forth the occupancy limitations of the Escondido Zoning Code.

City staff tracks Accessory Dwelling Unit construction to monitor the effectiveness of Escondido's efforts to promote their construction. For this reason, the applicant or homeowner must complete the ADU Housing Development Tracking Form. By analyzing the housing by income group, cities and counties can rely on Accessory Dwelling Units as part of an overall adequate sites strategy to accommodate (a portion) of the regional housing need.

**Signatures.** Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

**Applicant**

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner**

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Architect/Engineer**

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF ESCONDIDO  
Disclosure Statement**

**Consultation of List of Sites Related to Hazardous Wastes**

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f (AB 3750 Cortese), this statement **must be completed and signed** by the applicant before an application can be deemed complete for any type of development project.

I certify that I have consulted the list of identified hazardous waste sites consolidated by the Office of Planning and Research (OPR), which is posted and maintained at the Planning Division of the City of Escondido.

I hereby certify that the proposed location for a development permit application at:

[Redacted]		[Redacted]	
Street Address		Assessor Parcel No.	
[Redacted]	[Redacted]	[Redacted]	[Redacted]
City	State	Zip	

- is not** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and Research.
  
- is** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and research. A copy of the list is hereby attached.

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Signature of Applicant/Owner \_\_\_\_\_ Date \_\_\_\_\_

## SDG&E Notification

The SDG&E Company's Gas Planning Department has requested notifications of new projects proposed in Escondido for utility purposes only.

This is to certify that I have routed a copy of the site plan and project description to the SDG&E Gas and Planning Department addressed as:

SDG&E  
Gas Planning Department  
Operations Manager  
6875 Consolidated Way, Mail Stop SD1311  
San Diego, CA 92121

\_\_\_\_\_  
Signature of Owner or Applicant

\_\_\_\_\_  
Date

# DESIGN LIMITATIONS FOR PROFESSIONALS



## STRUCTURAL ENGINEERS

No limitations; may design any building of any type.

## CIVIL ENGINEERS

May design any building except hospitals or schools.

## ARCHITECTS

May design any type building with these exceptions

- The structural portion of a hospital.

## UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction\*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

\* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

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### APPLICABLE STATUTES

6731, 6736, 5537.1 of B & P Code

### APPLICABLE STATUTES

15013 of H & S Code  
5537.5, 6731, 6735 of B & P Code

### APPLICABLE STATUTES

15048 of H & S Code  
5500.1, 6737 of B & P Code

### APPLICABLE STATUTES

5537, 5538, 6737.1 of B & P Code

# CITY OF ESCONDIDO

## STORM WATER REQUIREMENTS FOR ALL DEVELOPMENT PROJECTS

As of February 16, 2016, all projects being permitted by the City of Escondido are required to state their level of storm water responsibility and what storm water best management practices (BMPs) the project will include, based on the type of project.



**MINOR** projects – generally do not disturb any dirt

Require:

- Construction BMPs – for example, keeping the site clear of trash

**PRIORITY** projects – generally large scale ground disturbance, or the change from natural landscape to impervious paving and buildings

Require:

- Construction BMPs – for example, preventing erosion from the site
- Site Design BMPs – for example, working with existing natural features like trees and hills
- Source Control BMPs – for example, covering & berming any outdoor work areas
- Treatment Control BMPs – for example, including storm water retention basins

**STANDARD** projects – generally, all other types of projects

Require:

- Construction BMPs – for example, washing paint and stucco into a container and not onto the ground
- Site Design BMPs – for example, directing water from roofs and pavement into landscaping instead of directly into the street
- Source Control BMPs – for example, trash enclosures with roofs

Applications to the City for Standard or Priority must include the **storm water submittal forms** with their application. Minor projects are noted as minor projects on the main application form.

See [www.escondido.org/bmps-for-new-development-redevelopment.aspx](http://www.escondido.org/bmps-for-new-development-redevelopment.aspx) for forms including checklists to determine project types, other BMP suggestions, resources and information about designing the project.





Plancheck No.:	_____
Planning File No.:	_____
Date:	_____

**ACCESSORY DWELLING UNIT  
HOUSING DEVELOPMENT TRACKING FORM**  
CITY OF ESCONDIDO  
COMMUNITY DEVELOPMENT DEPARTMENT  
201 N. BROADWAY  
ESCONDIDO CA 92025



The following information must be submitted to the State of California to track new housing development for all income levels. Please complete this form to the best of your knowledge and submit to the Planning Division prior to building permit issuance.

Anticipated date of final inspection: \_\_\_\_\_

Structure Description:      Accessory Dwelling Unit attached  
   Accessory Dwelling Unit detached

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Project's planned initial occupancy is for:

- Rental occupancy      Family occupancy      Caretaker occupancy      Unknown

Was an affordable housing deed restriction recorded on the property?  YES  NO

**Please indicate the number of bedrooms that will be provided in your new accessory dwelling unit and a rental price range. If the unit will be owner-occupied, or rented to a family member or caretaker at low or no cost, please also put the anticipated rental fee amount, even if that charge is "zero." Individual responses will not be shared with outside parties.**

ACCESSORY DWELLING UNIT INFORMATION		
Number of bedrooms	Market Rent Rate Range	Anticipated Rent Rate
	\$	\$

**OWNER(S) OR DEVELOPER/BUILDER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last, First, Middle Initial or Firm Name)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_