



Accessory Dwelling Unit (ADU) Application Instructions

PLEASE READ CAREFULLY

To apply for an Accessory Dwelling Unit (ADU) in the City of Carson, applicants need to first obtain ADU approval from the Planning Division. The ADU approval process provides eligibility screening by verifying that an ADU proposal complies with the state's ADU guidelines prior to Building Plan Check. Applicants may proceed to apply for building permits upon receiving notification from the Planning Division that ADU approval has been issued.

DOCUMENTS REQUIRED AT TIME OF SUBMITTAL:

- Completed ADU Plan Review Application
- One (1) set of electronic plans for the proposed ADU (see below for plan requirements)

DOCUMENTS REQUIRED BEFORE APPROVAL ISSUANCE:

- Covenant (a declaration of restrictions) signed and notarized

PLAN REQUIREMENTS:

- Plan sets should include a Site Plan, Floor Plan and Building Elevations
- Plan sheets must be no less than 11" x 17", no larger than 24" x 36"
- Include north arrow, legend, and bar scale. Acceptable scales are: 1/4"=1' and 1/8"= 1'
- Property owners name and property address should be on plans
- Architect or Designer's name and contact number should be on plans

SITE PLAN must show the following:

- Fully dimensioned and prepared to an appropriate scale
- Dimension any new and existing driveway apron and public sidewalk
- Location and dimensions of all existing and proposed buildings
- Location of proposed ADU
- All setback (front, side, rear) dimensions from all existing and proposed structures to the property lines
- Show distance between all structures
- Location and dimensions of existing driveways, garages, carports, and vehicle back-up areas
- Location and dimensions of all existing and proposed landscape/hardscape/pavement
- Location and dimensions of any existing fences, block walls, and gates on the property
- Location and dimensions of all proposed mechanical equipment, if any (i.e., water heater, A/C unit)



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FLOOR PLAN must show the following:

- Fully dimensioned and prepared to an appropriate scale
- Label use of all rooms
- Show location of all existing and proposed windows and doors
- Identify and dimension the required kitchen sink, cooking appliance, refrigeration facilities and a counter-top with minimum dimensions of sixteen (16) inches by twenty-four (24) inches
- Identify and dimension the required bathroom sink, toilet, and bathtub or shower
- Identify and dimension bedroom and required closet (unless an open studio style is being proposed)

ELEVATIONS must show the following:

- Fully dimensioned and prepared to an appropriate scale
- Direction of building elevation (north, south, east, west)
- Existing and proposed view of each elevation should appear side by side on the plans
- Existing and proposed construction and/or alterations
- Specify the total building height from the ground (finished grade) to the highest point of the structure
- Specify manufacturer and color of the roofing and exterior walls for the proposed ADU
- Provide a note indicating ADU unit will match main dwelling unit in color and finish

MATERIALS SHEET must have the following:

- Sheet must be a maximum size of 8 1/2" x 11"
- Specify the specific manufacturer and color of the roofing and exterior walls for the proposed ADU
- Provide color chips for the proposed colors that will be used for the ADU
- Provide color photos for items such as stones, roof materials, etc.

OTHER INFORMATION:

The City may request any other information relevant to the City's review of an ADU project.

The Carson Municipal Code can be accessed online at the following URL:

<https://www.codepublishing.com/CA/Carson/>



**Community Development Department
Planning Division**
701 E. Carson Street
Carson, CA 90749
(310) 952-1761

**Accessory Dwelling Unit (ADU)
Review Application**

ADU #: _____ Site Address: _____
(Staff Use) (Staff Use)

APPLICANT

APPLICANT _____ Contact Person _____
Email (required) _____
Address _____
City _____ State _____ Zip _____
Phone (8 am – 5 pm) _____ Cell _____ Fax _____

ARCHITECT OR DESIGNER _____ Contact Person _____
Email (required) _____
Address _____
City _____ State _____ Zip _____
Phone (8 am – 5 pm) _____ Cell _____ Fax _____

PROPERTY OWNER _____ Contact Person _____
Email (required) _____
Address _____
City _____ State _____ Zip _____
Phone (8 am – 5 pm) _____ Cell _____ Fax _____

PROPERTY DESCRIPTION

Property Acquired (date) _____
Property Address _____
Assessor's Parcel No. _____
Cross Street(s) _____
Dimensions of Parcel: Width _____ Depth _____
Current Zoning _____ General Plan Designation _____
Provide name of Company/Agency that provides water service to the primary dwelling: _____

ACCESSORY DWELLING UNIT PLAN REVIEW

PROPOSED ADU

Type of ADU: Attached Detached
 New Construction and not entirely within existing space Conversion of existing space
 Studio 1-Bedroom 2-Bedrooms 3 or more bedrooms

Square Footage of ADU: _____

Proposed Height of ADU: _____

Purpose of ADU? Personal Use **OR** Rental Unit: Rent Amount \$ _____

Are any of the following being proposed for the ADU? (Mark all that apply; must be shown on plans)

Heating Unit Water Heater A/C Unit Subpanel

Building Materials (Specify material, manufacturer and color and indicate this information on the plans):

Roofing _____

Walls _____

Has a materials sheet been provided? Yes No

(Provide color chips for proposed colors; color photos acceptable for items such as stones, roof materials, etc.)

SITE FEATURES

Amount of Open Space provided in rear half of lot: _____ S.F.

Amount of Front Yard: _____ S.F.

Landscape: _____ S.F. Hardscape/Pavement _____ S.F. Is

Are there any unpermitted work on property? Yes No

If yes, explain: _____

NOTE: The applicant must correct any violations on the property, prior to issuance of building permits for an ADU. Permits for unpermitted work must be obtained prior to issuance of building permits for an ADU or at the same time of permit issuance for an ADU.

MAIN DWELLING

Size of Main Residence: (Living area _____ sq. ft.; Garage area _____ sq. ft.)

Height of Main Residence _____ ft. _____ in.; Height of Garage _____ ft. _____ in.

Building Materials (Specify material, manufacturer, and color):

Roofing _____

Walls / Colors & Materials _____

ACCESSORY DWELLING UNIT PLAN REVIEW

ACCESSORY DWELLING UNIT PLAN REVIEW – CERTIFICATION

APPLICANT SIGNATURE

NOTE: An application may be filed only by the owner* of the property or by a person authorized by the owner to represent them.

- I have the authority to file this application on behalf of the owner as authorized by the owner's notarized consent signature below.
- I am the owner of the property.

I/We, _____, being duly sworn do depose and say that I/we am/are the owner(s) or applicants herein named and that the foregoing statement and answers herein contained, and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.

Signature

Name (Please print)

Date

OWNER(S) CONSENT

CONSENT BY OWNER(S) (If applicant is other than owner, owner(s)* must sign consent to file.)

I/We, _____, am/are the owner(s) of the subject property and consent to the filing of this application and hereby authorize city representative(s) to enter upon my property for the purpose of examining and inspecting the property for the processing of the application(s) being filed and consent to the filing of this application.

Signature

Name (Please print)

Date

Signature

Name (Please print)

Date

Accessory Dwelling Unit (ADU)

1. Location: One Accessory Dwelling Unit and one Junior Accessory Dwelling Unit may be located on any residentially zoned including multi-family zoned properties with an existing single owner occupied dwelling as the primary use of the property.
2. Distance: The distance between any detached accessory dwelling unit and the main dwelling shall not be less than six (6) feet.
3. Lot Coverage: An accessory dwelling unit shall adhere to the lot coverage requirements applicable to the main dwelling unit.
4. Unit Size:
 - A. The minimum floor area for an accessory dwelling unit shall be at least one hundred fifty (150) square feet to accommodate an efficiency unit. The maximum floor area allowed for the construction or conversion of an accessory dwelling unit attached to the main structure shall not exceed fifty percent (50%) of the living area of the main structure or one thousand two hundred (1,200) square feet, whichever is less. If the accessory dwelling unit is detached from the main structure the maximum floor area shall be one thousand two hundred (1,200) square feet.
 - B. On lots twenty thousand (20,000) square feet and greater, the maximum floor area allowed for the construction of an accessory dwelling unit which is attached or detached from the main structure shall not exceed one thousand five hundred (1,500) square feet
5. Minimum area requirements:
 - A. Living/bedroom minimum area 70 square feet
 - B. Bathroom (must include toilet, lavatory and bathtub or shower) minimum area 30 square feet
 - C. Kitchen/closets/hallways (kitchen area with sink, stove, and refrigerator) 50 square feet
6. Architectural Standards: The accessory dwelling unit shall be compatible in exterior appearance with the primary unit, as well as existing dwellings in the vicinity of the lot or parcel on which it is proposed to be constructed, in accordance with code design standards and guidelines applicable to the zone.
7. Height: An accessory dwelling unit shall not exceed one story and shall be no greater than sixteen (16) feet in height. When an accessory dwelling unit is located above a garage or accessory structure, the height shall be measured from the top of the first floor top plate.

Junior Accessory Dwelling Unit (JADU)

1. Owner shall maintain the JADU in accordance with the applicable state law including, but not limited to, Government Code Sections 65852.2 and 65852.22.
2. JADUS are units limited to 500 square feet in size that are contained within the walls of an existing or proposed single-family residence. One JADU is allowed on a lot with proposed or existing single-family home.
3. The JADU shall have an entrance that is separate from the main entrance to the primary residence and such separate entrance shall be maintained in accordance with the building plans approved by the City.
4. The JADU shall, at a minimum, include an efficiency kitchen, which shall include a cooking facility with appliances, a food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the JADU.
5. No more than one JADU is permitted on the Property.
6. The JADU may not be sold or otherwise conveyed separate from the primary residence.
7. The JADU may be rented separate from the primary residence but may not be rented for a term of less than 31 consecutive days.
8. Owner shall reside in the single-family residence in which the JADU is located. Owner may reside in either the JADU or the remaining portion of the structure. This requirement does not apply if Owner is a government agency, land trust, or housing organization.
9. No additional parking is required for a JADU.