

# Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) on a Lot with a Single-Family Dwelling



DEPARTMENT OF DEVELOPMENT SERVICES  
Planning Division

## ADU / JADU GUIDELINES

Santee Municipal Code (SMC) § 13.10.045

**What is an Accessory Dwelling Unit (ADU)?** An ADU is an attached or detached residential dwelling that provides permanent provisions for living, sleeping, eating, cooking and sanitation for one or more persons, is located on a lot with an existing or proposed main house and includes an entrance separate from the main house. An ADU can include a manufactured home.

**What is a Junior Accessory Dwelling Unit (JADU)?** A JADU is a residential unit, no more than 500 s.f. in size, that has an efficiency kitchen, is contained entirely within an existing or proposed single-family main house or attached garage, and has a separate entrance. It can either have its own bathroom or share with the main house. An **efficiency kitchen** is a kitchen that contains the following: (A) a cooking facility with appliances; (B) a food prep counter(s) with at least 15 s.f. in area; and (C) food storage cabinets totaling at least 30 s.f. of shelf space.

### **Types of Approvals Required for ADUs/JADUs**

ADUs/JADUs meeting certain criteria (below) can apply with a building permit only. All other ADUs shall first go through a separate ministerial ADU Permit process, prior to submitting for a building permit. *It is highly recommended all applicants discuss their ADU proposal with Planning staff prior to any submittal.*

### **Building Permit-Only - Which ADUs qualify?**

1. **Converted ADU or JADU** - converted within the footprint of the main house or permitted accessory structure, with no more than 150 s.f. of new floor area proposed (addition is limited to accommodating ingress/egress only). The ADU/JADU must also meet the following:
  - a. Has an exterior entrance independent from the main house.
  - b. Has side and rear setbacks sufficient for fire and safety (per building and fire codes).
2. **Limited Detached (800 s.f. or less)** - 4' min setbacks, 16' max height, located behind main house.

### **ADU Permit - Development Standards (SMC § 13.10.045(F)):**

ADU projects not within the categories above, shall first submit an **ADU Permit Application**, prior to submitting an application for a building permit. The ADU Permit is a required process for staff to determine compliance with certain regulatory requirements, including the following development standards:

#### **A. MAXIMUM SIZE:**

- a. Detached or Attached Studio or 1-Bedroom: 850 s.f. max
- b. Detached or Attached 2-Bedroom: 1,000 s.f. max (2 bedrooms max)
- c. Further limit for Attached ADU: 50% of floor area of main house
- d. Application of other standards (such as building separation and setbacks) might further limit the size of the ADU, but in no case will lot coverage, size of main house, or minimum open space require the ADU to be less than 800 s.f.

#### **B. LOT COVERAGE:** Same as underlying zone, except as noted in section A(d) above.

## **ADU Development Standards (cont.)**

- C. **BUILDING SEPARATION:** 10' min. from habitable dwellings, 5' min. from accessory structures.
- D. **SETBACKS FROM PROPERTY LINES:**
  - a. **Front** – Same as underlying zone
  - b. **Side & Rear** – 4' feet minimum.
- E. **HEIGHT:**
  - a. **Detached ADU:** 16' max (one-story max, however a loft without a fourth wall is acceptable)
  - b. **Attached ADU:**
    - i. Single-Story ADU Addition - may not exceed 16'
    - ii. Second Story or 2-Story ADU - may not exceed height of main house or accessory structure
- F. **PARKING:**
  - a. One (1) off-street uncovered parking space is required for each ADU, except that no parking is required in the following situations:
    - i. Lot is within 1/2 mile walking distance of public transit stop.
    - ii. ADU is part of the proposed or existing main house or accessory structure, with no more than a 150 s.f. addition for ingress/egress.
    - iii. Lot is within 1 block of an established car share vehicle stop.
  - b. Parking space sizes: Unenclosed - min. 9'x19' or Enclosed - min. 12'x20', with 7.5' vertical clear
  - c. When a garage or carport is demolished, in conjunction with the construction/coverion of an ADU, those off-street parking spaces are not required to be replaced.
- G. **ARCHITECTURAL REQUIREMENTS:**
  - a. Materials and color of exterior walls, roof, windows and doors must match the appearance and architectural design of the main house.
  - b. Exterior lighting is limited to down-lights or as required by building/fire code.
- H. **LANDSCAPING:**
  - a. On corner lots, landscape screening shall be planted within street-side yard setback.
  - b. At least one 15-gallon sized plan shall be planted every 5 linear feet around exterior wall of ADU. Alternatively, at least one 24" box size plan shall be provided every ten linear feet around external wall of ADU.

## **Restrictions/Requirements for all ADUs / JADUs (SMC § 13.10.045(E)):**

1. **Rental Term:** No ADU/JADU may be rented for a term less than 30 days.
2. **Owner Occupancy** is when the property owner lives in either the main house or the ADU/JADU.
  - a. JADUs are subject to the owner occupancy requirement.
  - b. ADUs, created prior to 1/1/2025, are not subject to the owner-occupancy requirement.
3. **Fire Sprinklers:** not required for ADU/JADU, if sprinklers were not required in main house.
4. **No Separate Conveyance:** ADU/JADU may not be sold separately from the lot and the main house.
5. **Deed Restriction:** A deed restriction must be recorded against the title of the property, and a copy filed with the Director of Development Services pursuant to SMC § 13.10.045(E).

## **FAQs:**

1. ADUs are only permitted on lots zoned Residential, and in some circumstances Mixed Use zones.
2. Only one (1) ADU/JADU is permitted per single-family lot, except that under certain circumstances, one detached ADU may be constructed on a single-family lot in addition to a JADU on the same lot.
3. Attached ADUs are regulated differently by the CA Building Code than JADUs. ADUs are required to install firewalls between units. Please consult the Building Division for additional information.
4. Additional restrictions can impact eligibility of ADUs (fire zones, sensitive habitats, topography, etc).



# Accessory Dwelling Unit (Single Family Lot) ADU Permit Application

FOR DEPARTMENT USE ONLY

- Attached ADUs
- Detached ADUs > 800 s.f.

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

Assessor Parcel Number(s): \_\_\_\_\_ Zone: \_\_\_\_\_

<p><b>1. Applicant</b></p> <p>Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b>2. Property Owner</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p>
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3. Lot Size (sq.ft.): \_\_\_\_\_ Size of Main House (sq.ft.): \_\_\_\_\_
4. Proposed Size of ADU (sq. ft.): \_\_\_\_\_ [850 sq.ft. max - studio/1 bed; 1,000 sq.ft. max - 2 bed]
5. Proposed # of Bedrooms: \_\_\_\_\_ [max 2] Proposed Number of Bathrooms: \_\_\_\_\_
6. Size of Accessory Structure(s) (sq.ft.): Existing \_\_\_\_\_ Proposed \_\_\_\_\_ (i.e. garage, shed, etc.)
7. Existing Lot Coverage: \_\_\_\_\_ % Proposed Lot Coverage: \_\_\_\_\_ %
8. Walking distance (in miles) to transit stop \_\_\_\_\_ Does ADU qualify for parking waiver? \_\_\_\_\_
9. Total Number of Parking Spaces Proposed On-site - In a Garage/Carport: \_\_\_\_\_ Uncovered: \_\_\_\_\_
10. Does Owner Intend to Rent Out Either Dwelling? (please circle) **ONE BOTH NEITHER**

### OWNER'S DECLARATION FOR ACCESSORY DWELLING UNIT (ADU)

- I understand that prior to building permit issuance for an ADU a deed restriction shall be recorded against the title of my property thereby binding all current and future owners of the property.
- I hereby authorize the Applicant named above to submit this application.

Owner's Signature: \_\_\_\_\_

### APPLICANT'S DECLARATION

I, the undersigned, under penalty of perjury, claim the information contained within this application is correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_

## **ADU PERMIT - PROCEDURE**

### **Step 1 - ADU Permit Submittal**

The following items must be submitted with a complete & signed ADU Permit Application:

1. Three (3) complete sets of fully dimensioned, to-scale (11"x 17") plans that include all of the following:
  - a. Site plan showing all on-site easements and structures, required landscaping, and all uses, structures and driveways within 100 feet of the subject property.
  - b. Floor plans of all existing & proposed structures on the lot.
  - c. Building elevations depicting height (callout building materials, exterior lighting, and colors of existing main house and ADU).
  - d. If grading is proposed, provide a preliminary grading plan showing all cut and fill areas, pad elevations, slope heights, and retaining walls.
2. Sewer and Water - Ability to Serve Forms from Padre Dam Municipal Water District. Padre Dam will require a site plan for review.
3. A copy of the Grant Deed.

### **Step 2 - Application Review**

The application will be reviewed and approved ministerially, without discretionary review or a hearing. The application will first be reviewed at the counter by Engineering to determine if a grading plan will be necessary, then plans will be reviewed by the Division of Planning, the Fire Marshall (as necessary), and any other relevant divisions. Staff will evaluate the project pursuant to municipal zoning requirements, siting, design criteria, etc., as set forth in SMC section 13.10.045. Approximately 3 – 4 weeks after submittal the applicant will receive comments for corrections to the plan, or the permit will be approved. The City will act on the application to create an ADU within 60 days from the date the City receives a completed application, unless a delay is requested by the applicant(SMC § 13.10.045(D)(3).)

### **Step 3 - Approval**

Once a project complies with all specific municipal standards and the ADU Permit is approved, you will be notified to submit for grading and/or building permit. Please note, not all lots are eligible to support an ADU.

### **Step 4 - Grading and Building Permits**

After approval, applicants shall submit grading plans (if applicable) to the Engineering Division and building plans to the Building Division for plan check.

### **Step 5 – Deed Restriction**

Prior to the certificate of occupancy (final building inspection), staff will type up and sign the deed restriction that the property owner will need to record with the County of San Diego Recorder's Office.

### **Estimate of Fees:**

- **ADU Permit** – Currently no fee.
- **Building Permit** – Varies. Contact the Building Division for current building permit fee estimates.
- **Development Impact Fees** – Waived until September 27, 2024.
- **School Fees** – Approximately \$3.55/ s.f. (for projects adding more than 500 s.f. of habitable space to lot). Contact both the Santee School District and the Grossmont Union High School District for current fees.
- **Environmental Fees** - ADUs are typically exempt.
- **Utility Connections** – Contact Padre Dam and SDG&E to see if separate meters are required and/or desired, and whether there are associated fees for ADUs.