

# Accessory Dwelling Unit (ADU) & Junior Accessory Dwelling Unit (JADU)



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 unit (may be a manufactured home) that provides permanent provisions for living, sleeping, eating, cooking and sanitation for one or more persons and is located on a lot with an existing or proposed primary residence.

**What is a Junior Accessory Dwelling Unit (JADU)?** A JADU is a residential dwelling unit that is no more than 500 square feet in size, is contained entirely within an existing or proposed single-family residence or attached garage, includes its own separate sanitation facilities or shares sanitation facilities, and includes an efficiency kitchen. An efficiency kitchen contains the following: (A) a cooking facility with appliances; (B) a food prep counter(s) with at least 15 square feet in area; and (C) food storage cabinets totaling at least 30 square feet of shelf space.

### Which Permit Applications are Required for an ADU or a JADU?

Only a Building Permit is required	Both a Building Permit & ADU Permit are Required
<p>1. One 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 (for ingress/egress) and provides the following:</p> <ul style="list-style-type: none"> <li>• Exterior entrance independent from the primary residential dwelling unit</li> <li>• Side and rear setbacks sufficient for fire and safety (per building and fire codes)</li> </ul>	<p>1. One detached or attached ADU with the following limitations:</p> <p><b>Maximum Size:</b></p> <ul style="list-style-type: none"> <li>• Studio or 1 bedroom - 850 square feet</li> <li>• 2 bedroom - 1,000 square feet</li> <li>• An attached ADU shall not exceed 50% of the primary residence.</li> <li>• 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 square feet</li> </ul> <p style="text-align: center;"><b>Additional development standards/restrictions are listed on Page 2 and a summary of the Building Permit and ADU Application process is on Page 3</b></p>
<p>2. One detached ADU with the following limitations:</p> <ul style="list-style-type: none"> <li>• <b>Maximum Size:</b> 800 square feet</li> <li>• <b>Setbacks:</b> Four-foot side and rear setbacks</li> <li>• <b>Height:</b> 16 feet</li> <li>• <b>Placement:</b> Behind the primary residence</li> </ul> <p><b>Additional restrictions and information on the Building Permit process is on Page 2</b></p>	

**Additional Development Standards [SMC § 13.10.045(F)] for projects requiring an ADU Permit:**

**A. Lot Coverage:** Same as the underlying zone (SMC Table 13.10.040A)

**B. Building Separation:** 10 feet from habitable structures and five (5) feet from accessory structures

**C. Setbacks:**

- Front – Same as underlying zone (SMC Table 13.10.040A)
- Side and Rear – 4 foot minimum

**D. Maximum Building Height:**

- Detached – 16 feet (single story)
- Attached – 16 feet (single story addition)

A second story or two-story addition shall not exceed the height of existing structure

**E. Parking:**

- One (1) uncovered off-street parking (9'x19') is required except when the:
  - Lot is within 1/2-mile walking distance of public transit stop;
  - ADU is part of the existing/proposed primary residence or accessory structure, with no more than a 150 square foot addition for ingress/egress; or
  - Lot is within 1 block of an established car share vehicle stop.
- When a garage or carport is demolished, in conjunction with the construction or conversion of an ADU, those off-street parking spaces are not required to be replaced.

**F. Architectural Requirements:**

- Materials and color of exterior walls, roof, windows and doors must match the appearance and architectural design of the main house.
- Exterior lighting is limited to down-lights or as required by building/fire code.

**G. Landscaping:**

- On corner lots, landscape screening shall be planted within street-side yard setback; and
- At least one 15-gallon sized plant shall be planted every five (5) linear feet around exterior wall of ADU. Alternatively, at least one 24" box size plant shall be provided every ten linear feet around external wall of ADU.

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

- Rental Term:** No ADU/JADU may be rented for a term less than 30 days.
- Owner Occupancy** is when the property owner lives in either the main house or the ADU/JADU.
  - JADUs are subject to the owner occupancy requirement.
  - ADUs, created prior to 1/1/2025, are not subject to the owner-occupancy requirement.
- Fire Sprinklers:** not required for ADU/JADU, if sprinklers were not required in main house.
- No Separate Conveyance:** ADU/JADU may not be sold separately from the lot and the main house.
- 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).

**Projects Requiring a Building Permit Review Only:**

- Contact Padre Dam Municipal Water District (PDMWD) at (619) 258-4600 for utility connections and an easement review of the project site.
- Contact the Building Division at (619) 258-4100 x154 for building permit submittal requirements (i.e. building permit fees, school fees, proposed plans, etc.)
- Submit the PDMWD approved site plan and the items required by the Building Division to the Building Division counter for review.

## **Projects Requiring a Building Permit and an ADU Permit**

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

The following items must be submitted to the Planning Division:

1. A complete and signed ADU Permit Application (no fee).
2. Four (4) 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. Dimensioned building elevations (include the ADU and primary residence building materials/colors, and exterior lighting).
  - d. If grading is proposed, provide a preliminary grading plan showing all cut and fill areas, pad elevations, slope heights, and retaining walls. Contact the Engineering Division at (619) 258-4100 x152 to determine if a grading plan is required.
3. Approved Padre Dam Municipal Water District site plan for an easement review.
4. A copy of the Grant Deed.

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

The application will be reviewed by the Planning Division, Fire Marshall (as necessary) and the Engineering Division for code compliance. Comments will be provided to the applicant within 3 to 4 weeks from submittal. Comments may require revisions to the plans or may require additional information. The City will act on the application to create an ADU within 60 days from the date the City receives a completed application.

### **Step 3 - Approval**

Once a project complies with all specific municipal code standards and the ADU Permit is approved, the applicant will be notified to submit a building permit application and/or a grading plan.

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

If a grading plan is required, submit the grading plan to the Engineering Division for review and approval prior to submitting to the Building Division for review. Contact the Building Division at (619) 258-4100 x154 for building permit submittal requirements (i.e. building permit fees, school fees, proposed plans, etc.) and contact Padre Dam Municipal Water District (PDMWD) at (619) 258-4600 for utility connections and an easement review of the project site. Submit the PDMWD approved site plan and the items required by the Building Division to the Building Division counter for review.

### **Step 5 – Deed Restriction**

Prior to building permit issuance, staff will prepare a deed restriction that must be signed by the property owner, notarized and recorded with the the County of San Diego Recorder's Office.

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



- 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 Primary Residence (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 Number 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 Either Dwelling? (please circle) **ONE BOTH NEITHER**

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### 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: \_\_\_\_\_

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### 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: \_\_\_\_\_

10601 Magnolia Avenue ♦ Santee ♦ CA ♦ 92071 ♦ (619) 258-4100 ext. 152 ♦ CityofSanteeCa.gov

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