



Accessory Dwelling Unit Submittal Checklist

PLANNING SERVICES DIVISION

SUBMITTAL REQUIREMENTS CHECKLIST

This checklist provides an overview of the **Planning Services Division's** submittal requirements for a new Accessory Dwelling Unit in compliance with Anaheim Municipal Code (AMC) Subsection [18.38.015](#). The Building Division's plan check submittal requirements can be accessed by clicking [here](#) or at this web address: www.anaheim.net/building.

Overview:

Planning staff will review submitted plans for the accessory dwelling unit to determine compliance with applicable zoning code requirements concurrently with the Building Division's building and safety plan check review process. Planning staff will also ensure that the proposed ADU is in compliance with (AMC) [18.38.015.110](#) (Ownership and Occupancy). In accordance with AMC, the property owner shall execute a covenant requiring owner occupancy within one of the two dwellings in a (covenant) form satisfactory to City Attorney's Office. To streamline the covenant preparation process, the City has developed template forms which can be used and will be prepared in coordination with the assigned Planner to your project. The final covenant (signed by all parties) shall be recorded in the office of the Orange County Recorder prior to the issuance of a building permit.

The following items are also required in the timeframes indicated below.

Due at Time of Building Plan Check Submittal:

- 1. **[NEW ADDRESS REQUEST FORM](#)**: The address assigned to the new ADU shall be printed on the project plans at the time of submittal. Therefore, it is recommended that this step be completed before plan submittal. Complete the "New Address Request Form" and submit the corresponding fee. Please allow for extra processing time if submitting the address request form concurrently with plan check submittal.
- 2. **SEWER DEFICIENCY VERIFICATION**: Provide a copy of the sewer deficiency verification letter from the Public Works Department. This may be obtained at the Public Works Public Counter on the 2nd floor of City Hall.

Before Issuance of Building Permit (Preparation and Recordation of Covenant):

- 4. **TITLE REPORT**: Must have been prepared within the last 6 months of submittal date. Provide a hard copy and electronic copy to the assigned Planner as soon as possible.
- 5. **GRANT DEED**: Provide a hard copy and electronic copy to the assigned Planner as soon as possible.